



**NORTH SLOPE BOROUGH SCHOOL DISTRICT  
MEMORANDUM**

**TO:** Esther Evikanna, President  
Members of the Board

**THROUGH:** David Vadiveloo, Superintendent *DSVadiveloo*

**FROM:** Michael Hautala, Director of Student Services *MH*  
MH

**DATE:** April 14, 2026

**SUBJECT:** Contract \$50K and Over –  
Jennifer Frost

**Memo No. SB26-120**  
(Action Item)

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**NSBSD Policy Manual:**

Board Policy 3311, Bids: The district shall purchase....services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. All bids under federal awards must be made in accordance with the standards set forth in 2 CFR 200.320.

Board Policy 3312, Contracts: The Superintendent of designee may enter into contracts and memoranda of agreement (MOA's) on behalf of the District. All contracts and MOA's with a dollar value of \$50,000 or greater must be approved by the School Board.

**NSBSD Strategic Plan Summary:**

Staff Support & Professional Development

Goal 6: Build and sustain a thriving workforce aligned with the mission of this District

Financial & Operational Stewardship

Goal 7: Standardize high-functioning, efficient, student-focused operations

**Issue Summary:**

Based on State and federal law, NSBSD is required to have an occupational therapist (OT) available to provide assessments and on-going support to students who qualify for occupational therapy services.

**Background:**

NSBSD staff as required by the Individuals with Disabilities Act (IDEA) and Board Policy 6164.4.

Ms. Frost has provided occupational therapy services and professional development to NSBSD staff and students for multiple years. Ms. Frost provides on-site and remote services to support parents, students, and staff with individualized education program development (IEP), materials development, and assistive technology needs.

**Length of Contract:**

FY 27

**Funding Source and Contract Amount:**





NSBSD will fund this MOA through general fund and the VI-B Special Education Grant. The Contractor will be paid \$850/day for up to 70 days (59,500.00) for professional services. Ms. Frost will be reimbursed for up to 2 tickets from Lufkin, Texas to North Slope Borough School District school sites. Travel expenses are not to exceed \$7,500.00. Total MOA is not to exceed \$67,000.00. There are no NSBSD benefits associated with this MOA.

**Grant Funding:**

This MOA is funded through the Title VI-B Special Education grant (285. 200.220.000.410) and the NSBSD general fund (100.200.220.000.410).

**Compliance with BP 3311.**

Ms. Frost came highly recommended by SERRC. She has Alaska bush experience through her previous SERRC MOA. Based on Ms. Frost’s experience, this rate is within the acceptable range of rates paid across the state of Alaska. In support of the approval of a sole-source MOA, this contractor will require no additional training period to provide occupational therapy services and training to our staff.

**Recommendations:**

The Student Services Department recommends approving this MOA. Compliance is state and federally mandated under IDEA.

**Proposed Motion:**

“I move that the NSBSD Board of Education approve the above \$50,000 and greater proposal and related contract for Ms. Jennifer Frost in the amount of \$67,000.00 as described in this memo and related attachments.”

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote \_\_\_\_\_





North Slope Borough School District  
P.O. Box 169, Utqiagvik, AK 99723



### Memorandum of Agreement

Contractor: Remote OT (Jennifer Frost) Purchase Order # \_\_\_\_\_

Address: 20 Runyan Court Lufkin Texas 75901  
(505) 400-4802 jfrost\_tx@yahoo.com  
 Area Code Phone # E-mail Address:

The contractor is required to hold and provide a certificate of insurance that is current for the term of the contract for the following:

X General Liability Insurance X Professional liability / Errors & Omissions X Background Check Complete

Federal ID # \_\_\_\_\_ Or Soc. Sec. #: \_\_\_\_\_ Alaska Business License # 2198133

July 1, 2026 June 30, 2027  W-9 Attached  W-9 Submitted Previously  
 Start Date: (mmddyy) End Date: (mmddyy)

Contractor Agrees To: Administer and complete initial occupational therapy evaluations, re-evaluations, or file reviews for student(s) with physical therapy concerns or needs. Maintain on-going contact with student services staff, parents, and students during program implementation

Transfer occupational therapy assessment data to the ESER/IEP in the district web-based system. Participate in federally mandated pre-assessment planning meetings, 90-day transition meetings, initial evaluation meetings, re-evaluation meetings, IEP meetings on-site or via distance in, as needed.

Provide therapy services to NSBSD identified students as written in Individual Education Programs (IEP's) to Harold Kaveolook School, Nunamiut School, Nuiqsut Trapper School, Meade River School, Kali School, Alak School, Fred Ipalook Elementary School, Hopson Middle School, Barrow High School, and Kitta Learning Community.

Support the SPED teachers with the development and interpretation of annual occupational therapy goals and objectives.

Provide training with the implementation of occupational therapy goals to sped staff (sped teacher and paraprofessionals), provide recommendations for specialized material needs, referrals to other services, written documentation for Medicaid funded materials, upon request.

Complete quarterly progress reports as required by state and federal law.

Upon request, support the SPED teacher in completing the required COSF (Child Outcome Summary Form) for pre-school students eligible for special education who also receive physical therapy services.

Coordinate with school staff to develop a schedule for dates of travel and remote service delivery. Collaborate to ensure services and student evaluations are completed on time as outlined in the IEP. Submit a travel schedule to the office of Student Service at least 3 weeks in advance for final approval and processing.



## A – GENERAL INFORMATION

1. Per Board Policy 3312, MOAs for more than \$50,000 require prior School Board approval before Contractor provides any service.
2. All MOA's more than \$10K will be presented to the School Board for information purposes.
3. All associated costs, not limited to fees and reimbursable, must be included in the MOA.
4. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to the Director of Finance or their designee.
5. Prior to the starting date of the contracted services and/or activities, the Contractor and the NSBSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have signed the MOA.
6. The District Contact will be responsible for obtaining the contractor's signature and submitting the original MOA to the Director of Finance or their designee
7. The District Contact must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Director of Finance or their designee.
8. When the MOA involves travel paid by the NSBSD; a Travel Requisition must accompany any invoice.
9. MOAs cannot be used for NSBSD employees.
10. Any NSBSD employee who authorizes services prior to the required approvals may be subject to disciplinary actions up to and including termination. (BP 4118 and 4218)

## B – CONTRACTOR RESPONSIBILITIES

1. Check the MOA for contents and completeness. If the terms are agreeable, sign the agreement and return to the individual named as the Contact Person.
2. The contractor warrants that where the service requires it, the contractor will carry the required certification for the service and will provide proof of certification with the executed agreement.
3. The contractor agrees that all work products created in the course of the agreement remain the property of NSBSD.
4. The Contractor agrees to uphold confidentiality of all parties associated with this Agreement as outlined in NSBSD Board Policy, State, and Federal laws.
5. Contractor agrees to provide the necessary information to allow NSBSD to complete a district-approved background check of Contractor. Passing of the background check is contingent to the execution of this agreement. NSBSD reserves the right to request a background check at any time throughout this agreement.
6. Contractor will follow the professional code of ethics as defined by National Standards and the State of Alaska Code of Ethics for their area of certification and/or licensing.
7. In accordance with the payment terms set forth on page 1, the Contractor shall submit an invoice with the appropriate documentation (copies of airline tickets, hotel bills, etc.) to the Contact Person for approval of payment. This Purchase Order number must be on the invoice.
8. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
9. A W-9 must be on file with the NSBSD Business Office or submitted with this MOA. If no W-9 is provided, backup withholding of Federal taxes will be withheld as required under federal law, which is presently 29%.
10. The Contractor must provide proof that all required certificates of insurance listed on page 1 of this MOA are current for the term of the contract.
11. The contractor must maintain a current Alaska Business License for the term of the contract.
12. To the extent allowed by law, the Contractor shall indemnify, defend, and hold the NSBSD harmless from any liability resulting from or arising out of the acts of the Contractor in the performance of this MOA.

## C – GENERAL TERMS

1. This contract may be terminated by either party with a 30-day written notice.
2. Contractor, is an independent contractor. As an independent contractor, Contractor shall have no right or authority to (a) assume or create any obligation of the District; (b) accept service of legal process addressed or intended for the District; or (c) bind the District in any manner whatsoever. Contractor shall

not be treated as an employee for purposes of employment taxes, income tax withholding, or employee benefits. Contractor is solely responsible for the payment of all applicable federal and state self-employment and income taxes (including without limitation FICA and Social Security).

3. This MOA shall be governed by Alaska law.

I HEREBY ACCEPT THIS MOA AND THE CONDITIONS/PROVISIONS CONTAINED HEREIN.

Any changes in the terms of this MOA must be on an ADDENDUM FROM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

_____ Director of Finance, NSBSD	_____ Finance Director's Signature	_____ Date (mmddyy)
_____ Superintendent, NSBSD	_____ Superintendent's Signature	_____ Date (mmddyy)
_____ Contractor	_____ Contractor's Signature	_____ Date (mmddyy)

Routing:     Dir. Fin. Svcs.     Supt     Contractor     Contact Person     Admin. Svcs. Dept.

Signature: *DS Vadiveloo*

Email: david.vadiveloo@nsbsd.org

Signature: *Michael Hautala*

Michael Hautala (Apr 8, 2026 15:55:57 AKDT)

Email: michael.hautala@nsbsd.org