

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 18, 2024

NUMBER: Worksession

FR: Office of the Superintendent

SUBJECT: Administrative Service
Update

Administrative Services Department Update:

The Administrative Services team has been busy completing quarterly reporting for first quarter (July-October) for grants, Payroll, Capital Improvement projects, and other miscellaneous quarterly reports.

Our Purchasing Agent has been travelling to sites to assist secretaries and principals with review and entry of student property information in PowerSchool for our FY26 Impact Aid application, due January 31, 2025, as well as training in the Purchase Order process.

Sites have been visited by our contracted Food Service Manager, who has been busy with reaching out about daily meal counts and troubleshooting issues as they come up. They have also travelled out to sites to do annual site reviews for the National School Lunch Program (NSLP). Local site reviews are required to make sure that Districts are following the NSLP's meal portion and serving requirements and are due mid-February.

I am beginning to work against the District's FY26 budget development schedule to be reviewed by the Budget committee at a later date, and to bring forward to the Board during the FY26 Budget Worksession.

The audited FY24 financial statements have not been approved by the board at the time of the creation of this memorandum.

FY25 Financial Narrative Report for the period July 1, 2024 – September 30, 2024

The monthly financial narrative report is included in your packet with highlights for the period ending September 30, 2024. The financial narrative report was discussed during the Budget Committee meeting.

Action Items:

MOA Increase – JLM, LLC
DocuSign 3-Yr Contract

Board Budget Summary

Board Stipends

FY25

	Stipend	Member:	# of time:	# of Day	TOTAL
NWALT Meeting - July 1, 2024	\$ 250.00	1	1	1	\$ 250.00
AASB Board Meeting in OTZ	\$ 250.00	1	1	3	\$ 750.00
Executive Committee Meeting	\$ 250.00	4	1	1	\$ 1,000.00
August Region Meeting	\$ 250.00	2	1	1	\$ 500.00
Monthly Board Meeting	\$ 250.00	11	2	2	\$ 11,000.00
September QUAD Meeting	\$ 250.00	7	1	2	\$ 4,000.00
TOTAL					\$ 17,500.00

Benefits

Health Insurance					\$ -
Other Benefits	#####				\$ 2,150.00
TOTAL					\$ 2,150.00

Professional & Technical Services

Lobbyists	\$ 11,666				\$ 11,666.00
AASB Registration	\$ 7,380				\$ 7,380.00
TOTAL					\$ 19,046.00

Travel & Perdiem

Airfare/Hotel/Car	\$2,308				\$2,308
Per-Diem	\$1,535				\$1,535
					\$ 3,843.00

Miscellaneous Exp

Supplies, media and freight for Board & Board me	\$30				\$ 30.00
CEACC membership and AASB fees	\$13,700				\$ 13,700.00
Joint ASC meeting supplies (Teams meeting)	\$2,675				\$ 2,675.00
					\$ 16,405.00

NOTES FOR FY25

	Grand Total	\$ 58,944.00
	Current Budget	\$ 642,793.00

Benefits

\$ 27,000.00	8.22% m.hawley
\$ 27,000.00	8.22% c.fields
\$ -	8.22% c.schaeffer
\$ 27,000.00	8.22% a.adams
\$ 27,000.00	8.22% m.hansen
\$ 27,000.00	24.02% b.reich
\$ 27,000.00	8.22% m.greene
\$ 27,000.00	8.22% s.melton
\$ 27,000.00	8.22% l.jones
\$ 27,000.00	24.02% j.harris
\$ 27,000.00	24.02% t.ticcket
	137.82%

\$ 270,000.00	12.53%
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79000	1.45%	1145.5
61000	6.20%	3782
18000	22.00%	3960
79000	0.57%	450.3

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 18, 2024

NUMBER: 25-027

FR: Office of the Superintendent

SUBJECT: Approval of MOA
Addendum – JLM, LLC

ABSTRACT:

Board approval is required for contracts that exceed \$50,000.

ISSUE:

At issue is the Board's Approval to amend the Memorandum of Agreement (MOA) with Jenny Martens of JLM, LLC for a total amount not to exceed \$75,000.00.

BACKGROUND AND/OR PERTINENT INFORMATION:

Jenny Martens of JLM, LLC provides professional school business services for the Northwest Arctic Borough School District business office. The original MOA was generated for the amount of \$35,000.00. The amended MOA, which entails additional business office services during the transition and training of the previous Director of Administrative Services to the current Assistant Director of Administrative Services/Administrative Services Business Manager team, will be increased by \$33,000.00 for the remainder of FY25, for a total not to exceed \$75,000.00.

ALTERNATIVES:

1. Approve the amendment to Memorandum of Agreement (MOA) with Jenny Martens of JLM, LLC for the amount not to exceed \$75,000.00 as presented;
2. Disapprove the amendment MOA for JLM, LLC as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the MOA with JLM, LLC for a total amount not to exceed \$75,000.00 as presented.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

ADDENDUM TO MEMORANDUM OF AGREEMENT

MOA # 225-002

Between

Contractor Name: JENNY MARTENS

Address: PO BOX 2163

PETERSBURG, AK 99833

and

Northwest Arctic Borough School District

The above referenced Memorandum of Agreement is hereby amended as follows:
MOA Addendum:

	<u>Amount</u>
Account #: <u>100.099.550.000.410</u>	<u>\$ 68,000.00</u>
Account #: <u>100.099.220.000.410</u>	<u>\$ 5,000.00</u>
Account #: <u>292.099.220.000.410</u>	<u>\$ 2,000.00</u>
Account #: _____	<u>\$ _____</u>
Account #: _____	<u>\$ _____</u>
NEW MOA Total:	<u>\$ 75,000.00</u>

Budget Authority Approval: _____

Budget Authority Approval: _____

Contractor Agrees: n/a

District Agrees: n/a

Date of Board Approval (if applicable): November 19, 2024

Agreed to by:

Contractor, (Sign and Return to Program Contact Person) Date

Superintendent- Authorized Signature, NWABSD Date

Director of Administrative Services, NWABSD Date

Instructions for Completing MOA Form

1. You should have all of the information needed before completing and submitting the MOA. Please review the two-page MOA and if you have questions, contact Brad Eisel at 907-442-1822 or beisel@nwarctic.org.
2. If you are not the budget authority (BA) for this MOA, please get the BA's approval as shown by their signature on page 1, prior to submitting for approvals.
3. In the "Contractor Agrees To" section, please be as detailed as possible in describing the services to be provided by the Contractor, such as number of training days, type of service, etc.
4. In the "District Agrees To" section, list in detail what the District is to provide the Contractor for their services, such as reimbursement of air travel, lodging, ground transportation, per diem, miscellaneous costs (i.e. copies and faxes), and cost of services, such as daily rate, flat fee, etc. Do not enter Payment terms in this section.
5. In the "Payment Terms" section, detail the instructions for the payment(s) to the Contractor (i.e. to be paid in 4 installments as work is performed and invoice is provided, or one payment at the completion of services when invoice is presented).
6. The MOA Control # is filled in on page 1 and on page 2 Section B, after MOA has all required approvals.
7. Remember to give yourself plenty of time to complete the MOA form and get the necessary approvals and signatures prior to having the services performed by the Contractor.
8. This contract may be terminated by either party with a 30-day written notice.

Northwest Arctic Borough School District

P. O. Box 51 Kotzebue, AK 99752

MEMORANDUM OF AGREEMENT (MOA)

MOA's for more than \$50,000 must be approved by the School Board prior to start of Contract

In a fiscal year MOA's to the same Contractor totaling more than \$50,000 must be approved by the School Board prior to start of Contract

Remember to follow federal procurement regulations when using federal funds to support the MOA

TAB BETWEEN FIELDS

Contractor: JLM, LLC (Jenny Martens)

Name of Company

MOA Control #:

Contact Brad Eisel for #

Address: P.O. Box 2163

Street or POB

Petersburg

City

AK

State

99833

Zip + four

907

Area Code

650-7026

Phone #

-

Fax #

jlmllcservices@gmail.com

E-mail Address

Federal ID #:

Enter without Dashes

Or

Soc. Sec. #: 574-28-0401

Enter without Dashes

Alaska Business License #:

7/1/2024

Start Date (mmddyy)

6/30/2025

End Date (mmddyy)

☒ W-9 Attached

☐ W-9 Submitted Previously

Verify with Brad Eisel

Contractor Agrees To: May 25, 2024: Provide professional school business services as per proposal dated

May 25, 2024 and additional services as agreed upon.

November 18, 2024: (update) To assist Business Office with FY24 Per Pupil Expenditure

Report and support Administrative Services Business Manager with answers to questions

for day-to-day business office questions.

W-9 Attachment

If additional space is needed, indicate here ☐ **See attachment**

District Contact Person: Terri Walker

Phone #: (907)442-1802

Ext

Email Address: twalker@nwarctic.org

Fax #:

District Agrees To: Pay contractor for requested services billed at \$110 per hour.

If additional space is needed, indicate here ☐ **See attachment**

Payment Terms: Payment to be made for invoiced services.

If additional space is needed, indicate here ☐ **See attachment**

Enter Account Code as:

Account #: 100.099.550.000.410

Account #:

Amount

\$ 68,000.00

\$

Total:

\$ 68,000.00

MOA Not to Exceed: \$68,000.00

Budget Authority Approval:

Additional Conditions/Provisions

A - GENERAL INFORMATION

1. All associated costs, not limited to fees and reimbursables, must be included in the MOA. All MOA's for more than \$50,000 require prior School Board approval before Contractor provides any service. (BP 3312)
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to Brad Eisel. It is important to verify funds are available before submitting.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and NWABSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have approved and signed the MOA.
4. The District Contact Person will be responsible for obtaining the Contractor's signature and submitting the original MOA to Brad Eisel along with a W-9 for tax purposes.
5. The District Contact Person must approve for payment all Contractor invoices and verify receipts and backup documentation prior to submission for payment to the Accounting Department.
6. The Contractor must pay all expenses, and submit receipts for reimbursement, (airline receipt, hotel receipt, other travel related expenses). Mileage tickets are not eligible for reimbursement.
7. MOA's cannot be used for employee contracts or work agreements.
8. Any NWABSD employee who authorizes services prior to the required approvals may be subject to disciplinary action up to and including termination. (BP 4118, 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. In accordance with the payment terms set forth on page 1, the Contractor shall submit a detailed invoice with the dates the services were provided and the appropriate documentation (copies of itineraries, airline tickets, hotel bills, ground transportation, etc.) to the District Contact Person for approval of payment. This **MOA Control #:** must be on the invoice.
3. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
4. A W-9 must be on file with the NWABSD or submitted with this MOA.
5. The Contractor must provide proof of any liability insurance coverage required on page 1 of this MOA.
6. To the extent allowed by law, the Contractor shall indemnify, defend, and hold the NWABSD harmless from any liability resulting from or arising out of the acts of the Contractor in the performance of this MOA.
7. This contract may be terminated by either party with a 30-day written notice.

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

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

Deborah Walker

Asst. Director of Administrative Services – Fiscal
Approval

Asst. Director's Signature

Date (mm/dd/yy)

Terri Walker

Superintendent – Authorized Signer NWABSD

Superintendent's Signature

Date (mm/dd/yy)

Jenny Martens

Contractor – JLM LLC.

Contractor's Signature

Date (mm/dd/yy)

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 19, 2024

NUMBER: 25-035

FR: Office of the Superintendent

SUBJECT: Approval of DocuSign 3-
Year Agreement
Purchase

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements

Initiative: Optimize Business Practices

ABSTRACT:

Board approval is required for purchases exceeding \$50,000.

ISSUE:

At issue is the purchase of the DocuSign 3-Year Agreement in the amount of \$149,938.00 to provide electronic agreements and signing as presented.

BACKGROUND AND/OR PERTINENT INFORMATION:

The NWABSD sought an electronic document signing program when the COVID-19 pandemic impacted in-person paper contract signing. The onboarding of DocuSign has continued and is currently used by schools and the following departments: Administrative Services, Technology, State & Federal Programs, Human Resources, Assistant Superintendent, and Student Services.

The 3-year agreement will allow the District to continue the DocuSign program with costs locked in and funding secured for the next three years through September 30, 2027.

Funding is available and budgeted in the FY25 Technology General Funds – Software .475.

ALTERNATIVES:

1. Purchase the DocuSign 3-Year Agreement in the amount of \$149,938.00 to provide electronic agreements and signatures as presented;
2. Do not purchase the DocuSign 3-Year Agreement as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends that the Board purchase the DocuSign 3-Year Agreement for \$149,938.00 to provide electronic agreements and signatures as presented.



DocuSign, Inc.
221 Main Street, Suite 1550
San Francisco, CA 94105

Offer Valid Through: Sep 30, 2024

Prepared By: Jennifer Drouillard

Quote Number: Q-01600940

ORDER FORM

Address Information

Bill To:

Northwest Arctic Borough School District
744 3rd Ave,
Kotzebue, AK, 99752
United States

Ship To:

Northwest Arctic Borough School District
P.O. BOX 51,
Kotzebue, AK, 99752-0051
United States

Billing Contact Name:

Accounts Payable

Billing Email Address:

accountspayable@nwarctic.org

Billing Phone:

+1.907.442.3472

Shipping Contact Name:

Amy Eakin

Shipping Email Address:

aeakin@nwarctic.org

Shipping Phone:

(907) 442-1830

Order Details

Order Start Date: Oct 1, 2024

Order End Date: Sep 30, 2027

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Enterprise Pro Edition - Envelope Subs.	SUB-1533738-1	Oct 1, 2024	Sep 30, 2027	30,000	\$120,900.00
Multi-Channel Delivery	SUB-1533738-1	Oct 1, 2024	Sep 30, 2027	5,000	\$2,000.00
Enterprise Premier Support - eSign	SUB-1533738-1	Oct 1, 2024	Sep 30, 2027	1	\$27,038.00

Grand Total: \$149,938.00

Annualized Total

Year 1 Total: \$49,979.33

Year 2 Total: \$49,979.33

Year 3 Total: \$49,979.33

The annualized totals above are displayed for general guidance only and may differ from the total amounts displayed on an invoice. Please refer to the Order Details and Products sections above for complete and accurate totals.

Product Details

eSignature Envelope Allowance: 30,000

Overage/Usage Fees

eSignature Enterprise Pro Edition - Envelope Subs. (Per Transaction): \$8.80
Multi-Channel Delivery: \$0.50

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/legal/terms-and-conditions/msa/pub-sec> and the applicable Service Schedule(s) and Attachments for the Docusign Services described herein available online at <https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules>.

Billing Information

Prices shown above do not include any sales, use, value added (VAT), goods and services (GST), and/or any other similar taxes, duties, levies and or charges of any nature that might be imposed or required to be collected (collectively "taxes") by Docusign. Any such taxes are the responsibility of the Customer and will appear on the final invoice(s), as applicable. Taxes are calculated based on the ship-to location listed on your order form.

Invoice(s) for this order will be emailed automatically from invoicing@erp.docusign.com.

Please make sure this email address is on an approved setting or safe senders list, so notifications do not go to a junk folder or get caught in a spam filter.

For U.S. Customers

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to

taxexempt@docusign.com.

For Non U.S. Customers

Verify that the VAT, GST, TIN, or similar tax identification number below is correct, or provide the correct number to your Docusign contact. If the VAT, GST, or TIN identification number is not populated below, it will be assumed that you are not a VAT/GST registered taxpayer.

VAT, GST, TIN or similar tax identification number:

For other tax exemption requests, please email the applicable tax exemption documentation to taxexempt@docusign.com.

Purchase Order Information

Is a Purchase Order ("PO") required for the purchase or payment of the products on this Order Form?

Please select: Yes No

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to Docusign at its earliest convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer

Signature:

Name:

Job Title:

Date:

**Docusign,
Inc.**

Signature:

Name:

Job Title:

Date: