

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) MOA Control #:
Name of Company Contact Brad Eisel for #

Address: P.O. Box 2163 Petersburg AK 99833
Street or POB City State Zip + four

907 650-7026 - jlmllcservices@gmail.com
Area Code Phone # Fax # E-mail Address

Federal ID #: Or Soc. Sec. #: 574-28-0401 Alaska Business License #:
Enter without Dashes Enter without Dashes

7/1/2024 6/30/2025 W-9 Attached W-9 Submitted Previously
Start Date (mmddyy) End Date (mmddyy) 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

Table with 2 columns: Enter Account Code as: and Amount. Rows include Account #: 100.099.550.000.410 (\$ 68,000.00), Account #: (blank) (\$), and 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)