



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

Memorandum of Agreement

(An MOA for more than \$10,000.00 must be approved by the School Board prior to start of contract. In a fiscal year MOA to the same contractor totaling more than \$10,000.00 must be approved by the School board prior to start of the contract).

Contractor: Alaska BVI (Brenda Jager) MOA Control # _____

Address: PO Box 1983/1963 Uminski Circle Homer Alaska 99603
Street or POB City State Zip

(907) 863-7227 Jager.bvi@gmail.com
Area Code Phone # E-mail Address:

Federal ID # _____ Or Soc. Sec. #: _____ Alaska Business License # 1017600

July 1, 2020 June 30, 2021 W-9 W-9 Submitted
Start Date: (mmddyy) End Date: (mmddyy) Attached Previously

Contractor Agrees To: Provide vision impairment consultation and orientation mobility services to qualified students as outlined in their Individualized Education Program (IEP) or 504 Plan. Administer and complete initial and follow-up vision assessments for students with vision impairments. Assist the SPED teacher to develop, and implement, appropriate IEP goals, objectives, modifications and accommodations. Provide the SPED teacher support with ordering of specialized education & orientation materials, communications with Blind/Visually Impaired support agencies, general and special education staff training, braille, specialized assistive technology support, and inter-agency linkages for accessible materials, resources, and local programs.
Participate as necessary, via on-site or distance, in meetings such as pre-evaluation meetings, 90-day transition meetings, evaluation summary meetings, IEP meetings, ESY determination meetings.
Complete monthly contact sheets, on-site or distance consultation reports, provide SPED teacher support for quarterly progress reports.
Maintain confidentiality of student(s) information as per state, federal, and NSBSD Board policy.
Coordinate with school staff dates of travel to NSBSD schools/sites to ensure all the necessary student evaluations are completed on time and services to students are provided as outlined in the IEP. Submit the travel schedule to the office of Student Service at least 3 weeks in advance.
Provide NSBSD detailed invoices outlining days worked by date reflecting office, distance, and on-site support.

During ESY period, if student qualifies, Contractor agrees to:

Provide direct and/or consultative services to student(s) with visual impairments in Utqiagvik, Alaska as described in the student’s ESY IEP.

Provide NSBSD detailed invoices outlining days worked by date reflecting office, distance, and on-site support.

Keep records of student’s attendance and progress during the ESY period and provide a summary report to the office of the Director of Students Services.

Provide support and training to paraprofessionals, as appropriate.

Submit necessary information, and pass, an NSBSD required background check.

District Contract Person:
Email Address:

Lori Roth Phone #: 907-852-9651 Ext _____
Lori.Roth@nsbsd.org Fax: _____

District Agrees To:

Upon approval of the Director of Students Services, purchase or reimburse CONTRACTOR for expenses directly and necessarily incurred for travel in relation to the performance of services under this Agreement. All services will be provided via distance and on-site based on a mutually agreed upon calendar.

Provide lodging, whenever possible, in Utqiagvik and NSBSD villages.

Assist with the purchasing round trip 3-week advance airline tickets from Homer, Alaska to Barrow, Alaska and for inter-village travel in the North Slope. NSBSD reserved the right to purchase or use airline miles. Travel expenses not to exceed **\$3,000.00**. Change fees shall be paid if changes are made at the direction or request of the District. On-site and distance services will be affected considered based on local, State, and Federal travel restrictions, weather delays, and other mandates.

Pay the contractor **\$700.00** per day for up to **30 days** of distance professional services. **(25 days for the FY21 school year and 5 days for extended school year on-site or distance delivery support; if student qualifies for ESY)**

Net 30 days upon receipt and approval of Contractor invoice.

Payment Terms:

Enter Account Code as	Account #:	285-200.220.000.410	Amount	\$21,000.00
			Total:	21,000.00
		\$24,000.00		
MOA Not to Exceed:				

A – GENERAL INFORMATION

1. All associated costs, not limited to fees and reimbursable, must be included in the MOA. All MOAs for more than \$10,000 require prior School Board approval before Contractor provides any service.
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to the Business Manager.

3. 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.
4. The Contact Person will be responsible for obtaining the contractor's signature and submitting the original MOA to the Business Manager.
5. The Contact Person must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Business Manager.
6. When the MOA involves travel paid by the NSBSD; a CTR (Contracted Travel Requisition) must accompany any invoice.
7. MOAs cannot be used for NSBSD employees.
8. 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. 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 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 NSBSD Business Office or submitted with this MOA. No W-9, backup withholding of Federal taxes will be withheld per the present required – presently 29%.
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 NSBSD 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.

Business Manager	Business Manager's Signature	Date (mmddyy)
Superintendent, NSBSD	Superintendent's Signature	Date (mmddyy)
Contractor	Contractor's Signature	Date (mmddyy)

Routing: Biz Mger. Supt. Contractor Contact Person Admin. Srvs. Dept.

h/sh/executive admin/MOA/MOA template 2018-2019

NSBSD-MOA (08-22-18)