



April 06, 2026

Mr. David Langford, Superintendent
Chatham School District
P.O. Box 109
Angoon, AK 99820

Dear Mr. Langford,

Enclosed in this contract packet you will find the following:

- Cover Letter
- Services Contract HR 27-08-001 in the amount of \$62,491.80 for HR Support services during FY27
- SERRC standard contract provisions
- Invoice

If acceptable, please sign and return the document electronically. You may choose to utilize an electronic signature or print, sign and scan the contract. We require the signed contract be returned before services are provided.

Thank you for choosing SERRC - Alaska's Educational Resource Center. We will do everything to ensure that you receive the best services available.

Kind regards,

Chris Reitan
Executive Director



SERRC SERVICES CONTRACT FY27

Contract Number: HR 27-08-001
 District/Client: Chatham School District
 Preparation Date: March 17, 2026
 Amended Date:

TERMS:

No less than 50% of agreed amount shall be due by September 30, 2026; 25% due by December 31, 2026; 25% due by March 31, 2027.

SERVICES: HR Support

- HR Services for sixty (60) days from July 1, 2026 - June 30, 2027.
- Contract Deliverables/Requirements Attached

* Additional days may be added at an additional cost.

100 Personnel Services	\$1,041.53	<i>per day for 60.0 days</i>	\$62,491.80
Office/Travel			\$0.00
200 Travel & Lodging			\$0.00
Per Diem			\$0.00
300 Contractual Services			
400 Supplies/Testing Materials			
500 Equipment			
Total:			\$62,491.80

Chris Reitan 05/21/2026
 SERRC Officer Date

David P. Langford 05/28/2026
 Client Officer Date



STANDARD PROVISIONS

- 1.) SERRC shall not be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, epidemic, strikes, act of God or the public enemy, unusually severe weather, legal act of public authority, or delays or defaults caused by public carrier, which cannot reasonably be forecast or provided against.
- 2.) Each party shall perform any services under this agreement as an independent contractor. Each party shall be responsible exclusively with respect to its respective employees. Each party shall provide for employment-related benefits and deductions that are required by law, including but not limited to federal income tax deductions, workers' compensation coverage, and retirement system contributions, as applicable.
- 3.) Each party shall be responsible, to the extent required by law, only for the act, omissions, and/or negligence of its own officers, employees, or agents. Each party shall indemnify and hold harmless the other party, its officers, employees, and agents only from and against any and all claims, damages, and expenses resulting from the sole negligence of that party. Otherwise, each party is responsible for its own percentage of fault. Each party shall maintain its own Commercial General Liability, General Liability, Cyber Liability, Workman's Compensation, Umbrella Liability, Property, and Automotive insurance policy to cover services incorporated herein.
- 4.) Except as otherwise expressly provided in this agreement, SERRC disclaims any and all promises, representation and warranties, express or implied, with respect to the Supported Systems, corrections and the services provided hereunder, including promises, representations and warranties as to condition, the existence of any latent or patent defects, merchantability or fitness for any particular purpose, non-infringement, or any implied warranty of information content or system integration. Without limiting the generality of the foregoing disclaimer, SERRC does not warrant that its advice, systems configuration, or programming on behalf of the Customer will be error free.
- 5.) For a period on 1 (one) month following delivery of the hereunder listed Service, SERRC shall have an obligation to correct demonstrated errors in the operation of the Supported Systems which may appear as a result of incorrect provision of Service.
- 6.) SERRC shall not have any obligation to correct errors in the operation of the Supported Systems if the programming code, configuration, or wiring has been modified by Customer or by any other party.
- 7.) SERRC disclaims all liability whatsoever to Customer or any other party for any act or omission that may result in consequential, indirect, incidental, special, or such other damages including but not limited to, any loss of performance, functionality, or data resulting from equipment, software, malware, configuration, or overall systems component interaction.
- 8.) Each party shall, to the extent required by the law, provide services in a manner compliant with Federal and State Special Education regulations as per the Alaska State Special Education Handbook.
- 9.) This agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms or provisions of this agreement shall bind the parties unless in writing and signed by SERRC and DISTRICT. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement.



CONTRACT PROVISIONS

Deliverables

Assumption: 60 staff - 2026-2027 - Expected Hiring/turnover 15%

Onboarding Support:

Assisting with the necessary paperwork for enrollment, payroll, benefits, and teacher certification. Updating Personnel Action Forms for transfers/increases.

Staff Offboarding:

Managing benefit terminations and issuing COBRA paperwork.

HR Labor Relations Support:

3rd party on behalf of the district (Supervisor support). Level II labor relations -grievance, negotiations, etc will incur additional fees

Supervisor Support:

HR Coaching for Superintendent/Principals/Supervisors

Contract Drafting/Distribution:

Draft & Distribute Teacher Contracts for 27-28 for distribution.

HR Data Management:

Maintaining and updating employee records within HRIS (or similar) system

Maintaining and updating employee records within Frontline (or similar) system

HR Reporting:

Tracking and maintaining HR lists for reporting purposes.

Upon receiving access to historical data, SERRC will complete the following required state staffing reports: the First-Day Vacancy Report, Classified Staffing Report, Certified Staffing Report, and Educator Evaluation Report.

Requirements

SERRC will require secured, individual access to HRIS or similar for historical HR files (i.e. Black Mountain, Google Drive,).

SERRC will require secured access to an email address for employee correspondence to/from HR. (ex: hr@schooldistrict.org)

Master Staffing list to be verified by the Superintendent or designee prior to submission of state staffing reports.

Main POC for SERRC will be the Superintendent or designee to be named prior to start of work.

Timely access to records, documents, systems and information reasonably necessary to complete the work is required.



Southeast Regional Resource Center
 210 Ferry Way
 Juneau, AK 99801
 Phone: (907) 586-6806

Invoice #
 10605

Contract #
 HR 27-08-001

TO: Chatham School District
 Attn: Mr. David Langford, Superintendent
 P.O. Box 109
 Angoon, AK 99820

Invoice Number	Invoice Date	HR Support Services
10605	7/1/2026	
Contract Provisions		<ul style="list-style-type: none"> • HR Services for sixty (60) days from July 1, 2026 - June 30, 2027. • Contract Deliverables/Requirements Attached <p>* Additional days may be added at an additional cost.</p>

Contract Total: \$62,491.80

Contract Terms	No less than 50% of agreed amount shall be due by September 30, 2026; 25% due by December 31, 2026; 25% due by March 31, 2027.		
Description	Date Due	Due	Paid
50% of Contract Total	September 30, 2026		
25% of Contract Total	December 31, 2026		
25% of Contract Total	March 31, 2027		

Please Pay This Amount:

Remaining Balance: \$0.00