



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

**Memorandum of Agreement**

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

Contractor: Laurie Hebert MOA Control # \_\_\_\_\_

Address: 375 Sherman Drive Pottsboro Pottsboro Texas 75076  
City State Zip

972 400-7393 laurie.hebert@mac.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:

☐ General Liability Insurance ☐ Professional liability / Errors & Omissions

Federal ID # \_\_\_\_\_ Or Soc. Sec. #: \_\_\_\_\_ Alaska Business License # 2180757

July 1, 2023 June 30, 2024 ☒ W-9 Attached ☐ W-9 Submitted Previously  
Start Date: (mmddyy) End Date: (mmddyy)

Contractor Agrees To: Report to the Director of Student Services, or designee, and work in collaboration with the Special Education Coordinator and Administrative Assistant to meet Department goals. Notify the Department of Student Services of any issues, concerns, or needs.

Reviews and supports teachers in completing state and federally required special education paperwork (Evaluations, Individualized Education Programs (IEP), Written Notices, Consent for Placement, Child Outcome Summary Forms, etc.) to support NSBSD to meet state and federal requirements based on Department of Education Audit & Reporting Requirements.

Provide and/or collaborate with the delivery of on-site and distance trainings to special education and general education staff regarding individual roles and responsibilities for implementing IEP's and 504 Plans. Training may be site-based or district-wide for certificated and/or classified staff.

Attend pre-evaluation meetings, evaluation meetings, and IEP meetings as necessary to assist with federal law and student program development, as mutually agreed upon.

Upon request, provide face-to-face or remote new hire and on-going training to Special Education teachers in the use of Embrace (special education data base), NSBSD SPED processes & procedures, distance communications, and IEP implementation, related service roles and responsibilities.

Maintain confidentiality of student information as per NSBSD Board Policy, state, and federal laws.

Maintain contact with SPED teachers, psychologist, and Student Services Office staff to support on-going compliance, monitor time lines, and support data collection for state and federal reporting (Supplemental Workbook, Intensive

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funding applications, compliance).

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Upon request, support to NSBSD's Child Find Process. Provide DIAL training & on-going consultative support. Support screening, scoring, and identification of preschool students with potential developmental delays. Provide list of students to Director of Student Services, or designee, and ECE staff for monitoring and support.

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It is the responsibility of the contractor to monitor work days and not exceed the amount approved by the NSBSD Regional School Board. Contract days are to extend from the students first day for staff through the end of the school year as per the NSBSD Board approved calendar.

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Upon request, provide remote sped teacher services to identified sites, support staff and school psychologists by administering educational assessments, complete and present required paperwork to maintain compliance.

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Upon request, complete and submit a background check. Disclose to the Student Services Office of any disbarment or AK licensing issues. Maintain up to date insurance, AK Business License, Alaska Teachers Certificate.

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Maintain confidentiality of student(s) information as per NSBSD Board Policy, State, and Federal laws.

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Contractor agrees to have the technology necessary to implement the required activities of this MOA.

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District Contract Person: Lori Roth Phone #: 907-852-9651 Ext             
Email Address: Lori.roth@nsbsd.org Fax: 907-313-7876           

District Agrees  
To:

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Reimburse CONTRACTOR for expenses directly and necessarily incurred in relation to the performance of service under this agreement. Travel expense reimbursement will include the cost incurred by the CONTRACTOR to travel from Pottsboro, Texas to Utqiagvik as necessary during the course of this Agreement.

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Submit an invoice and travel expenses to the Student Services Office monthly.

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Travel expenses will include the cost incurred by the CONTRACTOR for up to 2 trips from Pottsboro, Texas to Utqiagvik, Alaska for training and sped support. Hotel reservations may be made by NSBSD but paid for by the Contractor. Travel expenses are not to exceed **\$3,500.00**. NSBSD will pay change fees if changes are made at the direction or request of the district.

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

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Pay the contractor **\$500.00** per day for up to **80 days** of professional services.

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Payment Terms:

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Net 30 days upon receipt and approval of Contractor invoice.

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Enter Account Code as: 285.200.220.000.410 Amount: \$40,000.00  
100.200.220.000.410

Total: \$43,500.00

MOA Not to Exceed: \$43,500.00

Budget Authority Approval: \_\_\_\_\_

NSBSD MOA (08-26-2022)

#### 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 Director of Finance or their designee.
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 District Contact will be responsible for obtaining the contractor's signature and submitting the original MOA to the Director of Finance or their designee
5. 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.
6. When the MOA involves travel paid by the NSBSD; a 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 that all required certificates of insurance listed on page 1 of this MOA are current for the term of the contract.
6. The contractor must maintain a current Alaska Business License for the term of the contract.
7. 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.
8. 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.

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Director of Finance, NSBSD

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Finance Director's Signature

\_\_\_\_\_  
Date (mmddyy)

\_\_\_\_\_  
Superintendent, NSBSD

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date (mmddyy)

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date (mmddyy)

Routing:    ☐    Dir. Fin. Srvs.    ☐    Supt    ☐    Contractor    ☐    Contact Person    ☐    Admin. Srvs. Dept.

NSBSD-MOA (08-26-22)