



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: Stevenson Enterprises MOA Control # _____

Address: 7740 East River Road Rush NY 14543
Street or POB City State Zip

(585) 727-6827 Stevenson_paul@roberts.edu
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:

X General Liability Insurance X Professional liability / Errors & Omissions

Federal ID # _____ Or Soc. Sec. #: _____ Alaska Business License # 2100801

August 15, 2023 June 1, 2023 W-9 Attached W-9 Submitted Previously

Start Date: _____ End Date: _____
(mmddyy) (mmddyy)

Contractor Agrees To:

- Provide school psychology services such as screenings, assessments, and evaluation summary reports for students with special education needs as defined by federal and state regulations. Maintain on-going contact with case managers and local Agencies to support student success. Place assessment information in the NSBSD special education database.
- Assist NSBSD Student Services Department with the continued development of a remote evaluation model by securing on-line testing options, educating staff, educating parents, and supporting the implementation of the on-site and remote evaluation model.
- Provide on-site and distance training to Student Services Staff for the implementation of testing materials, as appropriate.
- Attend federally mandated initial referral meetings, 90-day transition meeting for new ILP referrals, and re-evaluations meetings, as appropriate. Explain testing options to parents to promote understanding for informed Consent.
- Review Evaluation Summaries and conducted by other districts for students who have moved into NSBSD. Make recommendations as to the Student Services Department as to NSBSD acceptance of the evaluation or the need for a new evaluation.
- Maintain the confidentiality of the identified student(s) and NSBSD as per state and federal laws.
- Review Evaluation Summaries and conducted by other districts for students

who have moved into NSBSD. Make recommendations as to the Student Services Department as to NSBSD acceptance of the evaluation or the need for a new evaluation.

Work with SPED teachers, related service providers, school sites, and the Student Services Office to schedule evaluation meetings. Upon request, support Board Policy regarding district-wide acceleration/retention requests and 504 Plans.

Facilitate the process and documentation of a Functional Behavior Assessment, Behavior Intervention Plan, Manifestation Determination for students with behavioral challenges.

Coordinate with school staff to develop a schedule for dates of travel and remote service delivery. Collaborate to ensure services and student evaluations are completed on time as outlined in the IEP. Submit a travel schedule to the office of Student Service at least 3 weeks in advance for final approval and processing.

Upon request, provide inter-agency support, training, and linkages for materials, support, and resources.

Provide NSBSD detailed invoices outlining days worked by date.

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, school psychology license.

Upon request, provide support to students and buildings in crisis for acute social emotional needs.

Review Evaluation Summaries and conducted by other districts for students who have moved into NSBSD. Make recommendations as to the Student Services Department as to NSBSD acceptance of the evaluation or the need for a new evaluation.

Collaborate with the Student Services Department to develop an on-site (Utqiagvik) and remote (New York) work schedule to ensure compliance with State and Federal Guidelines.

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

District Agrees To: 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 North Rush, New York to NSBSD villages as necessary during this Agreement.

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

Reimburse 2 round trip 3-week advance airline tickets from Rush, New York to Utqiagvik, Alaska and for inter-village travel in the North Slope. NSBSD may reserve hotel rooms for Contractor payment and reimbursement. Travel expenses not to exceed **\$7,000.00**. Change fees shall be paid if changes are made at the direction or request of the district.

Pay the contractor **\$705.00** per day for up to **155 days** of on-site and distance professional services.

Establish a calendar for itinerant housing when contractor is on Slope in Utqiagvik.

Net 30 days upon receipt and approval of Contractor invoice.

Payment Terms:

Enter Account	Account #:	285-200.220.000.410	Amount	\$ 109,275.00
Code as		100.200.220.000.410		
			Total:	\$ 116,275.00
MOA Not to Exceed:	\$116,275.00			

NSBSD MOA (08-22-18)

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 Office.
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 Office.
5. The Contact Person must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Business Office.
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 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 FROM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

Chief Financial Officer	Chief Financial Officer'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)