

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: February 25, 2026

NUMBER: 26-097

FR: Office of the Superintendent

SUBJECT: MOA Addendum Crystal
Redgrave

ABSTRACT:

Board approval is required for contracts that exceed \$50,000.

ISSUE:

At issue is the Board's approval of an addendum to the 2025-2026 Memorandum of Agreement (MOA) with Redgrave Education LLC for an amount not to exceed \$82,000

BACKGROUND AND/OR PERTINENT INFORMATION:

An RFP was announced in the fall of 2025 to seek assistance in the creation and refinement of the Inupiaq place-based science curriculum project. Two individuals applied, and the RFP was awarded to Redgrave Education LLC for an initial amount of \$40,000.

We are seeking to amend the current MOA for an additional \$42,000 for activities through the end of June 2026. Redgrave Education LLC will support the coordination and oversee project activities related to the creation and refinement of the Inupiaq place-based science curriculum.

Funded by grant fund 360, Indian Education

ALTERNATIVES:

1. Approve the addendum of the 2025-2026 Memorandum of Agreement (MOA) with Redgrave Education LLC for the amount not to exceed \$82,000 as presented.
2. Disapprove the addendum of the 2025-2026 Memorandum of Agreement (MOA) with Redgrave Education LLC for the amount not to exceed \$82,000 as presented.
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the addendum to the 2025-2026 Memorandum of Agreement (MOA) with Redgrave Education LLC for the amount not to exceed \$82,000 as presented.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

**ADDENDUM TO
MEMORANDUM OF AGREEMENT**

MOA # 226049MOA

Between

Contractor Name: Redgrave Education LLC

Address: 3301 Windmill Circle

Billing, MT 59102

and

Northwest Arctic Borough School District

The above-referenced Memorandum of Agreement is hereby amended as follows:

MOA Addendum:

	<u>Amount</u>
Account #: <u>360.099.350.226.410</u>	<u>\$77,500</u>
Account #: <u>360.099.100.226.450 (for district supplied computer)</u>	<u>\$4,500</u>
NEW MOA Total:	<u>\$82,000</u>

Budget Authority Approval: _____

Contractor Additionally Agrees:

MOA is addended to include all contracted services for through June 30,2026

District Additionally Agrees:

Pay for all billed services in a timely manner, contractor is also provided a school district laptop for district related work and has access to district technology services as required as a contractor.

Date of Board Approval (if applicable):

Agreed to by:

Contractor, (Sign and Return to Program Contact Person)

Date

Superintendent- Authorized Signature, NWABSD

Date

Director of Administrative Services, NWABSD

Date

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 the Assistant Director, Lila Peterson, call for MOA# and verify funds are available.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and the NWABSD 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 Assistant Director– Linda Mauer, along with a W9 for tax purposes.
5. The Contact Person must approve for payment all contractor invoices and receipt 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).
7. MOA's cannot be used for NWABSD employees.
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 an invoice with the appropriate documentation (copies of airline tickets, hotel bills, etc.) to the Contact Person for approval of payment.
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.

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.

Natalie Dickey

Director of Administrative Services – Fiscal

Approval

Director's Signature

1/3/2026 | 6:17:4

Date (mmddyy)

Terri Walker

Superintendent – Authorized Signer NWABSD

DocuSigned by:

Terri Walker

Superintendent's Signature

1/4/2026 | 10:33:

Date (mmddyy)

Crystal Redgrave

Contractor

Contractor's Signature

1/5/2026 | 6:02:11

Date (mm/dd/yy)

Administrative Services Will Distribute Copies