

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: February 24, 2026

NUMBER: 26-098

FR: Office of the Superintendent

SUBJECT: Approval of Contract
2025-2026 Aqqaluk Trust

ABSTRACT:

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

ISSUE:

At issue is the Board's approval of the 2025-2026 Memorandum of Agreement (MOA) with Aqqaluk Trust, not to exceed \$51,000

BACKGROUND AND/OR PERTINENT INFORMATION:

Aqqaluk Trust will collaborate with the school district on project activities related to the creation, refinement, and organization of Iñupiaq-language and cultural instructional and curricular materials.

The contractor will assist in providing access to Knowledge Bearers, Native Language Speakers and cultural activities that support the use of the Iñupiaq language and traditional practices in schools and classrooms throughout the Northwest Arctic Borough School District.

Funded by grant fund 366, The Iñupiatun Ilisaqta Project (TIIP)

ALTERNATIVES:

1. Approve the 2025-2026 Memorandum of Agreement (MOA) with Aqqaluk Trust for the amount not to exceed \$51,000 as presented;
2. Disapprove the 2025-2026 Memorandum of Agreement (MOA) with Aqqaluk Trust for the amount not to exceed \$51,000 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends board approval of the Memorandum of Agreement (MOA) with Aqqaluk Trust for the amount not to exceed \$51,000 as presented;

Northwest Arctic Borough School District

P. O. Box 51 Kotzebue, AK 99752

MEMORANDUM OF AGREEMENT (MOA)

(MOA's for more than \$50,000 must be approved by the School Board prior to start of Contract)

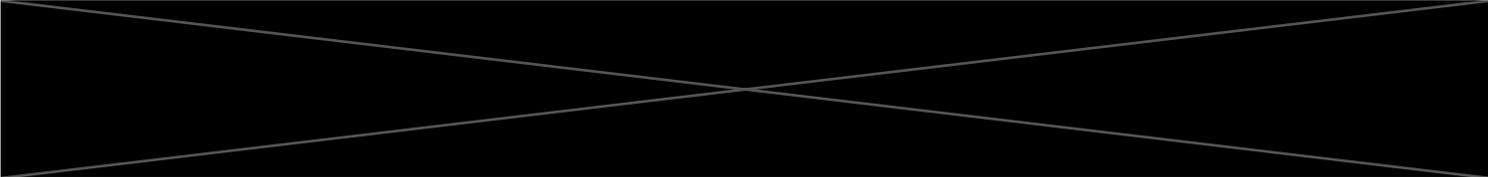
(In a fiscal year MOA's to the same Contractor totaling more than \$50,000 must be approved by the School Board prior to start of Contract)

TAB BETWEEN FIELDS

Contractor: Aqgaluk Trust
Name of Company

MOA Control #: _____
Contact Carol Furman for #

Address: PO Box 509 Kotzebue AK 99752
+



01/01/2026
Start Date (mmddyy)

6/30/2026
End Date (mmddyy)

W-9 Attached

W-9 Submitted Previously

Contractor
Agrees
To:

1. To collaborate on project activities related to the creation, refinement, and organization of Iñupiaq language and cultural instructional and curriculum materials.
2. The contractor will assist in providing access to Knowledge Bearers, Native Language Speakers, and cultural activities that support the use of the Iñupiaq language and traditional practices in schools and classrooms throughout the Northwest Arctic Borough School District.

If additional space is needed, indicate here **See attachment**

District Contact Person: Joy Cogburn-Smith Phone #: (907) 442-1814 Ext _____
Email Address: jcogburn@nwarctic.org Fax #: _____

District
Agrees
To:

Pay for all services in a timely manner, provide reasonable access to relevant District curriculum resources, instructional frameworks, or other resources necessary for successful project completion.

If additional space is needed, indicate here **See attachment**

Payment
Terms:

The consultant will submit service invoices to the district for the fees and related expenses. Upon submittal of receipts, payment for services will be made in accordance with this agreement.

If additional space is needed, indicate here **See attachment**

Enter Account Code as:	<u>xxx.xxx.xxx.xxx.xxx</u>	<u>Amount</u>
Account #:	<u>366.099.120.000.410</u>	<u>\$51,000</u>
	Total	\$51,000

MOA Not to Exceed: \$51,000 Budget Authority Approval _____

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—, 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

Date (mmddyy)

Terri Walker

Superintendent – Authorized Signer NWABSD

Superintendent's Signature

Date (mmddyy)

Mig'iaq Julie Petro Lowndes

Contractor

Contractor's Signature

Date (mm/dd/yy)

Administrative Services Will Distribute Copies