



# 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:

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

August 1, 2020 June 30, 2021 ☐ W-9 ☒ W-9 Submitted  
Start Date: (mmddyy) End Date: (mmddyy) Attached Previously

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.
- Assist NSBSD Student Services Department in researching, educating staff, educating parents, setting up, and implementing a hybrid school psychology evaluation model (on-site and distance).
- Provide on-site and distance training to Student Services Staff for the implementation of testing materials, as appropriate.
- Attend pre-assessment or 90-day transition meeting for new referrals, ILP referrals, and re-evaluations in collaboration with the identified NSBSD staff.
- Provide information for student eligibility based on testing, parent input, school documentation, etc. On-site services and distance services may be considered based on current or future State of Alaska restrictions.
- Maintain the confidentiality of the identified student(s) and NSBSD as per state and federal laws.
- Work with SPED teachers, related service providers, and Student Services Office to schedule meetings. Upon request, support Board Policy regarding district-wide acceleration/retention requests.
- Facilitate the process and documentation of a Functional Behavior Assessment, Behavior Intervention Plans, Manifestation Determinations. for students with behavioral challenges.
- Work in collaboration with the Office of Students Services with itinerary development prior to any purchases.
- Upon request, provide inter-agency support, training, and linkages for materials, support, and resources.
- Provide NSBSD detailed invoices outlining days worked by date reflecting on-site and distance support.
- Submit necessary information, and pass, an NSBSD required background check. Disclose the Office of Student Services of any disbarment or AK licensing issues.

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

District Agrees To:

Upon approval of the Director of Students Services, purchase or reimburse CONTRACTOR for expenses directly and necessarily incurred for travel in relation to the performance of services under this Agreement. All services will be provided via distance and on-site based on a mutually agreed upon calendar.

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

Assist with the purchasing 2 round trip 3-week advance airline tickets from Rush, New York to Barrow, Alaska and for inter-village travel in the North Slope. NSBSD reserved the right to purchase or use airline miles. Travel expenses not to exceed **8,000.00**. Change fees shall be paid if changes are made at the direction or request of the District. On-site and distance services will be affected considered based on local, State, and Federal travel restrictions, weather delays, and other mandates.

Pay the contractor **\$700.00** per day for up to **155 days** of on-site and distance professional services.

Payment Terms:

Net 30 days upon receipt and approval of Contractor invoice.

Enter Account Code as	Account #:	VI-B 285-200.220.000.410 (until expended)	Amount	\$ 108,500.00
		Fund 100.200.220.000.410 (remaining balance)		
			Total:	\$ 107,500.00
MOA Not to Exceed:	<u>\$116,500.00</u>			

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 Manager.
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 Manager.
5. The Contact Person must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Business Manager.
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 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 NSBSD harmless from any liability resulting from or arising out of the acts of the Contractor in the performance of this MOA.
7. 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.

Business Manager	Business Manager'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. Svcs. Dept.

h/sh/executive admin/MOA/MOA template 2018-2019

NSBSD-MOA (08-22-18)