

**PAWN Special Education  
P.O. Box 193  
Park Rapids, MN 56470  
(218) 237-6540**

Eva Pohl – Director of Special Education  
Kevin Wellen – Walker-Hackensack-Akeley  
Gregg Parks – Nevis Superintendent  
Lance Bagstad – Park Rapids Superintendent  
Kevin Wellen – Up North Learning Center Superintendent  
Chris Schulz - Pine Point Superintendent

PAWN Executive Council  
Vicki White – District #113  
Jen McNamee – District #308  
Sherry Safratowich – District #309  
Sherry Safratowich – District #6099

**Purchase of Services Agreement  
Special Education Finance Manager**

**Walker-Hackensack-Akeley Independent School District #113**

This agreement is made and entered into by and between the Walker-Hackensack-Akeley Independent School District #113 (ISD #113) and the Up North Learning Center Independent School District #6099 (ISD #6099). The term of this agreement is for the period of time from July 1, 2024 through June 30, 2025.

**ISD #113 Agrees To:**

1. Provide secretarial/bookkeeping services within the limits of the capabilities to do so, to ISD #6099. Provide said service at the location(s) agreed to by both parties and consistent with the requirements of the special education office. Services to include documentation systems for tuition billing, medical assistance, SEDRA, MARSS, UFARS special education coding, MEGS Federal and State applications, Uniform Grant Guidance Accountability, SpEd Forms technical assistance and budgetary services as may be mutually agreed upon and pre-approved by both parties.
2. To communicate periodically with ISD #6099 to review this agreement and services provided therein to ensure satisfaction by both parties herein.
3. To maintain an accounting of the services provided to include salaries/benefits, mileage, professional development and supplies and bill ISD #6099 at the rate of entitlement as awarded by the state (approximately 4% of expenditures, approximately \$4,000). Mileage will be submitted directly to ISD #113 for direct reimbursement to the consultant at the current IRS rate for mileage incurred.

**ISD #6099 Agrees To:**

1. Upon receipt of quarterly billing, submit payment.
2. Communicate periodically with ISD #113 to review this agreement and services provided to ensure satisfaction by both parties herein.
3. Ensure the provision of services is consistent with State and Federal special rules and regulations as they may apply to identify students served by this agreement.

**General:**

1. This agreement may be amended from time to time by written, mutual agreement by both parties and is to be reviewed annually.
2. This agreement may be canceled by either party upon 30 days written notice prior to the anniversary date of the agreement.

Kevin Wellen

Kevin Wellen (May 20, 2024 09:15 CDT)

ISD #113 Superintendent/School Board Chair

05/20/2024

Date

Sherry Safratowich

Sherry Safratowich (May 18, 2024 20:06 CDT)

ISD #6099 Superintendent/School Board Chair

05/18/2024

Date

Eva Pohl

Eva Pohl (May 16, 2024 11:01 CDT)

Director of Special Education

05/16/2024

Date