



NORTH SLOPE BOROUGH SCHOOL DISTRICT MEMORANDUM

TO: Esther Evikanna, President
Members of the Board

THROUGH: David Vadiveloo, Superintendent *DVadiveloo*

THROUGH: Tracy Mulvenon, Assistant Superintendent

FROM: Qaġġuna Tenna D. Pili, Director of Iñupiaq Education *TJ*
Tennessee Judkins

DATE: February 12, 2026

SUBJECT: **Addendum – Contracts over \$50,000**
Jon Davis

Memo No: SB26-093
(Action Item)

NSBSD Policy Manual:

BP 3311, Bids: The district shall purchase....services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the District to do so.

BP 3312, Contracts: The Superintendent or designee may enter into contracts and memoranda of agreement on behalf of the district. All contracts and memorandums of agreement with a dollar value of \$50,000 or greater must be approved by the School Board.

NSBSD Strategic Plan Summary:

Culturally Responsive Instruction

Goal 4: Graduate bilingual students

Issue Summary:

The Iñupiaq Education Department seeks approval for an addendum to the FY26 contract with editor Jon Davis, supporting the completion of the Iñupiaq children's K–3 Early Reader Series. This contract will enable the completion of manuscripts—spanning kindergarten through grade 3—in both English and Iñupiaq, contributing directly to district goals in early literacy, bilingual education, and culturally responsive instruction.

This addendum is required due to a delay in the editorial process in the previous financial year caused by unforeseen circumstances. Work that was not completed was not paid for last year. As a result that work has been added to the scope of work for this year, which will require the addendum.

Background:

The K–3 Early Reader Series is a flagship initiative of the Iñupiaq Education Department, aimed at advancing early literacy through culturally grounded content. Developed in partnership with Iñupiaq author Cathy Tagnak Rexford (Noland) and editor Jon Davis, the project will produce 30 children's fiction manuscripts in both English (Taniktun) and Iñupiaq (Iñupiatun). In addition the project will produce 43 supporting informational texts for students and a further 30 teacher guides. These texts are designed to reflect the unique heritage, identity, and lived experiences of North Slope Borough students, and align with best practices in early childhood education.





The editorial process includes preparing manuscripts for subsequent phases, including illustration, layout, typesetting, and publication. This work is essential for integrating culturally relevant materials into classrooms, supporting the district's Iñupiaq Immersion program, and fulfilling NSBSD's strategic goals related to academic achievement, language revitalization, and community engagement.

The project encountered delays in FY25 due to personal emergencies on the part of the contractor, resulting in partial expenditure of the initial contract. The proposed FY26 addendum ensures continuity of work and positions the department to complete this multi-year literacy effort on schedule.

Length of Contract:

The length of the contract would be July 1, 2025 – June 30, 2026.

Funding Source and Contract Amount:

This contract would be provided by the Iñupiaq Education Department Professional & Technical Budget Account Code: 100.200.120.000.410. This contract addendum provides an additional 70 days of service in an amount of \$42,000.00, increasing the previous contract amount of \$60,000, for a total amount not to exceed \$102,000.00.

Available Budget:

100.200.120.000.410

Compliance with BP 3311.

This contract is not funded through a federal award that would require a bidding proposal; however, the District has utilized Jon Davis in previous curricular materials. To provide timely continuity of service and production of materials, it would be in the best interest of the District to proceed with a contract addendum with Jon Davis.

Proposed Motion:

“I move that the NSBSD Board of Education approve the above \$50,000 and greater proposal and related contract with Jon Davis in an amount not to exceed \$102,000 as described in this memo and related attachments.”

Moved by _____ Seconded by _____

Advisory Vote _____ Vote _____





**North Slope Borough School District
P.O. Box 169, Utqiāġvik, AK 99723**



Addendum - Memorandum of Agreement

The contractor is required to hold and provide a certificate of insurance that is current for the term of the contract for the following:

XX General Liability Insurance Professional liability / Errors & Omissions Background Check Complete

**Contractor Agrees
To:**

18 First Grade Early Readers completed, 40 days @ \$600 per day for a total of \$24,000.

27 Second Grade Early Readers completed, 60 days @ \$600 per day for a total of \$36,000.

1. Review of first draft. In this story edit, we will look at the big issues--story coherence, completeness, plot, character development, adequate description, etc.
 2. Review of second draft. In this review we work through a line edit, a careful consideration of sentence structure, transitions, word choice, etc.
 3. The grade review is driven by the Gunning-Fog flags and scores. Here, we typically look at simplifying sentence structure, tempering the vocabulary as necessary, simplifying tenses, etc. This is often the most complicated stage, as one change leads to another and usually leads to a second line edit.
 4. Between the grade level review and the completed, print-ready document, I will do a final review and a close copyedit, looking at grammar and mechanics, spelling, person and tense agreement, usage, etc.
 5. I am always available to answer questions and resolve issues throughout the typesetting and printing processes.

- Consulting with Cathy Tagnak Noland on the writing, production, pilot testing, and publishing

stages of up to nine third grade Early Readers (and *Crane Story 2*). Process will include working on any changes spurred by pilot testing, editing/copyediting of each reader (three rounds each), collaborating on text and image placement, and proofing galleys to ensure an error-free final product.

- Providing story development suggestions, line edits, revision guidance, grade-leveling edits, and copyediting for the remaining second grade fiction texts in the *Early Reader Series*.
 - Copyediting and providing illustration plans for the four remaining first grade stories.
 - Revisiting some book titles with Cathy Tagnak Noland.
 - Attending weekly Early Reader Team meetings to discuss translations and informational texts and provide input as appropriate.
 - Providing line editing and final copyediting of up to 13 third grade informational texts as they are completed by the teaching/cultural team.

Not to exceed 100 days @ \$600 per day for story suggestions, line editing, and Gunning-Fog Matrix alignment, followed by independent copyediting for a total of \$60,000.00. **Addendum request: 70 additional days @ \$600 per day for a subtotal of \$42,000.00 and a total contract not to exceed \$102,000.00.**

District Contract Person: Tenna Pili Phone #: 907-852-9681
Email Address: Tenna.judkins@nsbsd.org Fax: _____

District Agrees To: Provide access to appropriate documents and related technologies necessary to perform the scope of work.

Payment Terms: Net 30 days upon receipt and approval of Contractor invoice. Contract will not exceed **\$102,000.00**.

MOA Not to Exceed: **\$102,000.00** **Budget Authority Approval:** **Tenna Pili**

A – GENERAL INFORMATION

1. Per Board Policy 3312, MOAs for more than \$50,000 require prior School Board approval before Contractor provides any service.
 2. All MOA's more than \$10K will be presented to the School Board for information purposes.
 3. All associated costs, not limited to fees and reimbursable, must be included in the MOA.

4. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to the Director of Finance or their designee.
5. 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.
6. The District Contact will be responsible for obtaining the contractor's signature and submitting the original MOA to the Director of Finance or their designee
7. The District Contact must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Director of Finance or their designee.
8. When the MOA involves travel paid by the NSBSD; a Travel Requisition must accompany any invoice.
9. MOAs cannot be used for NSBSD employees.
10. 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 has the Contact Person.
2. The contractor warrants that where the service requires it , the contractor will carry the required certification for the service and will provide proof of certification with the executed agreement.
3. The contractor agrees that all work products created in the course of the agreement remain the property of NSBSD.
4. The Contractor agrees to uphold confidentiality of all parties associated with this Agreement as outlined in NSBSD Board Policy, State, and Federal laws.
5. Contractor agrees to provide the necessary information to allow NSBSD to complete a district-approved background check of Contractor. Passing of the background check is contingent to the execution of this agreement. NSBSD reserves the right to request a background check at any time throughout this agreement.
6. Contractor will follow the professional code of ethics as defined by National Standards and the State of Alaska Code of Ethics for their area of certification and/or licensing.
7. 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 Purchase Order number must be on the invoice.
8. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
9. A W-9 must be on file with the NSBSD Business Office or submitted with this MOA. If no W-9 is provided, backup withholding of Federal taxes will be withheld as required under federal law, which is presently 29%.
10. 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.
11. The contractor must maintain a current Alaska Business License for the term of the contract.
12. 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.

C – GENERAL TERMS

1. This contract may be terminated by either party with a 30-day written notice.
2. Contractor, is an independent contractor. As an independent contractor, Contractor shall have no right or authority to (a) assume or create any obligation of the District; (b) accept service of legal process addressed or intended for the District; or (c) bind the District in any manner whatsoever. Contractor shall not be treated as an employee for purposes of employment taxes, income tax withholding, or employee benefits. Contractor is solely responsible for the payment of all applicable federal and state self-employment and income taxes (including without limitation FICA and Social Security).
3. This MOA shall be governed by Alaska law.

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.

Director of Finance, NSBSD

Finance Director's Signature

Date (mmddyy)

Superintendent, NSBSD

Superintendent's Signature

Date (mmddyy)

Contractor

Contractor's Signature

Date (mmddyy)

Routing: Dir. Fin. Svrs. Supt Contractor Contact Person Admin. Svrs. Dept.

Signature: 

Email: david.vadiveloo@nsbsd.org

Signature: 

Tennessee Judkins (Feb 13, 2026 09:14:03 AKST)

Email: tennessee.judkins@nsbsd.org

Signature:

Email: