



NORTH SLOPE BOROUGH SCHOOL DISTRICT

MEMORANDUM

TO: Roxanne Brower, President
Members of the School Board

THROUGH: Superintendent McDonald

FROM: Jeff Cook, Director M&O

DATE: November 20, 2017

SUBJECT: **FY17 CIPM Six Year Plan MOAs Approval**

**MEMO#: SB18-100
Action Item**

NSBSD Strategic Plan Goal #4:

Assure safe, modern, and high-performing educational facilities

Recommendation:

The School Board approved the FY17 CIP project list in your October regular meeting. Part of the discussion and approved plan was for CIPM to bring forward Memorandum of Agreements (MOAs) that the District would implement. Attached please find the MOA agreements for Board approval as follows:

- | | |
|--|-------------|
| • HMS Gym Lighting | \$ 60,000 |
| • Door Signage | \$150,000 |
| • Technology Upgrades | \$400,000 |
| • Major Upgrades, Maintenance, and Renovations | \$500,000 |
| • Light Duty Vehicles | \$350,000*1 |
| • Fixtures, Furniture, and Equipment (FF&E) | \$400,000 |
| • Point Lay Bleachers Replacement | \$ 75,000 |
| • Copiers / Printers Replacement | \$150,000 |

*1Notes: the Board deferred FY 18 Vehicles. This MOA was for the approved FY17 project list. As previously discussed with the Board, a detailed procurement approach and Board policy revisions will be presented for Board discussion and approval prior to procuring any vehicles under this MOA.

Issue Summary:

The above CIP planned MOAs will allow the District to make progress towards a safe, clean, functional, and secure educational facility complex. The MOA annual implementation process will be as follows:

1. Board Approval of MOAs
2. Initiate procurements following District policies and procedures.
3. The responsible departments will draft Purchase Order Requests (POR).
4. PORs will be transmitted to M&O CIP for review and transmittal to CIPM for concurrence.
5. CIPM approved PORs will be routed to the Business Office for concurrence and Purchase Order issuance
6. The responsible Department will implement the purchase order and MOA requirements
7. Invoices resulting from the purchase orders are sent to the business office for approval and payment after the responsible department approves for payment.
8. Once the District pays invoices, the business office sends notifications to M&O CIP to transmit to CIPM for approval and reimbursement to the District.
9. M&O CIP maintains MOA logs and coordinates between CIPM and the business office to assure MOAs activities are tracked, invoices processed, reimbursements are made, and MOAs are closed out promptly.

MOAs provides the District and the NSB the most cost effective and efficient methodology for implementation of detailed procurement type projects. The District’s best interest is served by accepting the MOAs.

Motion:

I move that the School Board approve the listed MOAs as presented by the District Administration.

Motion by _____ Seconded by _____

Yes, Vote _____ No, Vote _____