

## MEMORANDUM

**TO:** NWABSD Board of Education  
Members

**DATE:** August 26, 2025

**NUMBER:** 26-013

**FR:** Office of the Superintendent

**SUBJECT:** Approval of MOA  
Addendum Karen McCain  
FY26

### **ABSTRACT:**

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

### **ISSUE:**

At issue is the Board's Approval of the Memorandum of Agreement (MOA) Addendum with Karen McCain of McCain Services for a total amount not to exceed \$202,327.17

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

Karen McCain of McCain Services serves as Project Evaluator for the District's Federal Grants. In addition to finding grant opportunities and assisting the district in writing grant proposals, her duties include evaluating and overseeing existing federal grant projects, data entry, and completing all required Federal Performance Reports. The MOA addendum, which includes travel, is for a total of \$202,327.17

Funding for MOA	
General Grant Writing (general fund) Used when working on new grant applications only	\$15,000.00
Literacy Connection (LIT) Federal Grant (\$1,098,344) 7/01/2025 to 6/30/2026	\$59,996.72
Native Youth in Action (NYIA) Federal Grant (\$908,261) 7/01/2025 to 6/30/2026	\$31,621.05
Our Youth Positive Visions for the Future (OYVF) Federal Grant (\$1,391,733) 7/01/2025 to 6/30/2026	\$28,909.40
Alaska Native Education Ilisautri Project (\$1,186,243.00) 08/01/2025 to 7/31/2026	\$35,300.00
Iñupiatun Ilisaqta Project (TIIP) (\$509,007.00) 7/02/2025 to 7/01/2026	\$31,500.00
Total	\$202,327.17

The grants Karen McCain assists the district in managing for the FY26 (including carryover) total \$5,934,554.00. Her outside evaluator costs for those grants equals 3.42%.

### **ALTERNATIVES:**

1. Approve of MOA Addendum for Karen McCain FY26 for the amount not to exceed \$202,327.17 as presented;
2. Disapprove of MOA Addendum for Karen McCain FY26 for the amount not to exceed \$202,327.17 as presented;
3. Take no final action.

### **ADMINISTRATION'S RECOMMENDATION:**

The administration recommends board approval of MOA Addendum for Karen McCain FY26 for the amount not to exceed \$202,327.17 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

Remember to follow federal procurement regulations when using federal funds to support the MOA

**TAB BETWEEN FIELDS**Contractor: Karen McCain—McCain Services

Name of Company

MOA Control #:

Contact Brad Eisel for #

Address: PO BOX 520505

Street or POB

Big Lake

City

AK

State

99652-0505

Zip + four

907 230-5005

Area Code Phone #

Fax #

kmccain@nwarctic.org, mccain@alaska.net

E-mail Address

Federal ID #:

Enter without Dashes

Or

Soc. Sec. #:

Enter without Dashes

Alaska Business License #:

07/01/2025

Start Date (mmddyy)

06/30/2026

End Date (mmddyy)

☐ W-9 Attached☒ W-9 Submitted Previously

Verify with Brad Eisel

Contractor Agrees To: The contractor will assist in researching and will assist in the writing of grants to support the district's improvement efforts. To provide outside evaluator services for the OYVF, LIT, NYIA, TIIP, and Ilisautri Project grants, including all applicable travel costs.

**If additional space is needed, indicate here** ☐ **See attachment**District Contact Person: Joy Cogburn-SmithPhone #: 907-442-1814

Ext

Email Address: jcogburn@nwarctic.orgFax #: (907)

District Agrees To: Pay for all billed services in a timely manner, contractor is also provided a school district laptop for district related work and has access to district technology services as required as a contractor.

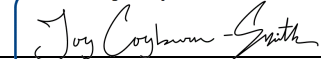
**If additional space is needed, indicate here** ☐ **See attachment**

Payment Terms: The consultant will submit service and expenses invoices to the district at least every 2 months for the amount of work or travel that has taken place within the specified timeframe The last invoice for services will be provided on or before June 30, 2026.

**If additional space is needed, indicate here** ☐ **See attachment**Enter Account Code as: XXX.XXX.XXX.XXX.410AmountAccount #: 100.099.510.000.410\$15,000.00Account #: 353.099.350.224.410\$30,196.72**Total:**\$45,196.72MOA Not to Exceed: \$45,196.72

Budget Authority Approval: \_\_\_\_\_

DocuSigned by:

  
 91C7A1D91F9A4F3...

## 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 Brad Eisel. It is important to verify funds are available before submitting.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and NWABSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have approved and signed the MOA.
4. The District Contact Person will be responsible for obtaining the Contractor's signature and submitting the original MOA to Brad Eisel along with a W-9 for tax purposes.
5. The District Contact Person must approve for payment all Contractor invoices and verify receipts and backup 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). Mileage tickets are not eligible for reimbursement.
7. MOA's cannot be used for employee contracts or work agreements.
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 a detailed invoice with the dates the services were provided and the appropriate documentation (copies of itineraries, airline tickets, hotel bills, ground transportation, etc.) to the District 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 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.
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 FORM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.**

Natalie Dickey

Administrative Services – Fiscal Approval

DocuSigned by:



Director's Signature

7/25/2025

Date (mm/dd/yy)

Terri Walker

Superintendent –Authorized Signer NWABSD

DocuSigned by:



Superintendent's Signature

7/29/2025

Date (mm/dd/yy)

Karen McCain—McCain Services

Contractor

DocuSigned by:



Contractor's Signature

7/29/2025

Date (mm/dd/yy)

# NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

## ADDENDUM TO MEMORANDUM OF AGREEMENT

MOA # 226026MOA

Between

Contractor Name: Karen McCain—McCain Services

Address: PO Box 520505

Big Lake, AK 99652-0505

and

**Northwest Arctic Borough School District**

The above-referenced Memorandum of Agreement is hereby amended as follows:  
MOA Addendum:

	<u>Amount</u>
Account #: <u>100.099.510.000.410</u>	<u>\$15,000.00</u>
Account #: <u>353.099.350.000.410</u>	<u>\$59,996.72</u>
Account #: <u>354.099.350.000.410</u>	<u>\$31,621.05</u>
Account #: <u>367.099.320.000.410</u>	<u>\$28,909.40</u>
Account #: <u>365.099.350.000.410</u>	<u>\$35,300.00</u>
Account #: <u>366.099.350.000.410</u>	<u>\$31,500.00</u>
<b>NEW MOA Total:</b>	<u>\$202,327.17</u>

Budget Authority Approval: \_\_\_\_\_

**Contractor Additionally Agrees:**

MOA is addended to include all contracted services for the 2025-2026 school year  
continuation grant fundings as specified above.

**District Additionally Agrees:**

Pay for all billed services in a timely manner, contractor is also provided a school district  
laptop for district related work and has access to district technology services as required as  
a contractor.

Date of Board Approval (if applicable):

Agreed to by:

\_\_\_\_\_  
Contractor, (Sign and Return to Program Contact Person)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent- Authorized Signature, NWABSD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Administrative Services, NWABSD

\_\_\_\_\_  
Date