North Slope Borough School District

P.O. Box 169, Barrow, 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: Arctic OT Services, Inc. (Tracey Schaeffer)				MOA Contro	MOA Control #			
Address:	PO Box 74	46		Kotzebue	Alaska	99752		
				City	State	Zip		
(907)	355-6025	arcticot@	gmail.co	<u>m</u>				
Area Code	Phone #	E-mail A	ddress:					
contract for the	he following	;;		rtificate of insura al liability / Errors		ent for the term of the		
ALI Ochciai	Liability ilis	urance ALIFI	0168810118	ar naomity / Errors	s & Offissions			
Federal ID#		Or Soc. Sec. #:		Alaska Bus	iness License #	974271		
August 1, 202	23 June	e 1, 2024	X W-	-9 tached	□ W-9 Submitte	ed Previously		
Contractor A	grees To:	For Tikigaq School, administer and complete initial occupational therapy evaluations, re-evaluations, or file reviews for student(s) with physical therapy concerns or needs. Maintain on-going contact with student services staff, parents, and students during program implementation Transfer occupational therapy assessment data to the ESER/IEP in the district web-based system. Participate in federally mandated pre-assessment planning meetings, 90-day transition meetings, initial evaluation meetings, re-evaluation meetings, IEP meetings on-site or via distance in, as needed. Provide therapy services to NSBSD identified students as written in Individual Education Programs (IEP's) to Tikigaq School. Support the SPED teachers with the development and interpretation of						
		Provide training sped staff (specialized documentation Complete quant	ng with the deacher lead teacher lead teacher lead to material to for Mediterly pro	r and paraprofessi I needs, referrals the licaid funded mathers reports as re	on of occupational on of occupational on on other services erials, upon required by state	uest.		
		(Child Outcon	ne Summ		-school student	s eligible for special		

Coordinate with school staff to develop a schedule for dates of travel and remote service delivery. Collaborate to ensure services and student evaluations are completed on time as outlined in the IEP. Submit a travel schedule to the office of Student Service at least 3 weeks in advance for final approval and processing.

Notify the case manager and the Student Services Office if services are Notify the case manager and the Student Services Office if services are unable to be provided as scheduled. For planned time off, alternative services delivery options are to be provided to the sped staff or make up services are to be scheduled.

It is the responsibility of the contractor to monitor workdays, and not exceed, the amount approved by the NSBSD Regional School Board. Contract days are to extend from the students first day of school through the end of the school as per the NSBSD Board approved calendar.

Upon request, complete and submit a background check. Disclose to the Student Services Office of any disbarment or AK licensing issues. Maintain up to date insurance, AK Business License, Occupational Therapy license.

Maintain confidentiality of student(s) information as per NSBSD Board Policy, State, and Federal laws.

Contractor agrees to have the technology necessary to implement the required activities of this MOA.

District Contract Person:	Lori Roth	Phone #:	907-852- 9651	Ext				
Email Address:	Lori.roth@nsbsd.org	Fax:						
District Agrees To:	Purchase or reimburse CONTRACTOR for expenses directly and necessarily incurred in relation to the performance of service under this agreement based on travel approved by the Director of Students Services. Travel reimbursement will include the cost incurred by the CONTRACTO to travel from Kotzebue, Alaska to Tikigaq School (Point Hope, Alaska) 1 (one) time per quarter during this Agreement. Purchase 3-week advance airline tickets from Kotzebue, Alaska to Tikigaq School (Point Hope, Alaska). Travel expenses will include the cost incurre by the CONTRACTOR to travel from Kotzebue, Alaska to Tikigaq school No hotel fees will be accrued during travel. Travel expenses not to exceed \$4,000.00. Pay change fees if changes are made at the direction or request of the district. NSBSD will provide lodging in Point Hope, Alaska for on-site NSBSD services.							
	Pay the contractor \$675 per day for up to 12-days of professional services.							
Payment Terms: Net 30 days upon receipt and approval of Contractor invoice.								
Enter Account Code as	285.200.220 100.200.220		Amount	\$8,100.00				

MOA	Not to Exceed: \$12,100 Budget Authority Approval:	Total:	\$12,100.00					
<u>A – G</u>	SENERAL INFORMATION		NSBSD MOA (07-08-15)					
1.	All associated costs, not limited to fees and reimbursable, mus MOAs for more than \$10,000 require prior School Board apprany service							
2.	any service. 2. The account to be charged must be determined and approved by the individual with budget							
3.	NSBSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the							
4.								
5.	the original MOA to the Business Office.5. The Contact Person must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Business Office.							
6.								
	 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 and return to the individual named has the Contact Person.	re agreeable	, sign the agreement					
2.	In accordance with the payment terms set forth on page 1, the with the appropriate documentation (copies of airline tickets, hereson for approval of payment. This MOA Control #: must	notel bills, e	tc.) to the Contact					
3.	As a condition of performance, the Contractor must pay all feeby the Contractor.							
4.	A W-9 must be on file with the NSBSD Business Office or sul backup withholding of Federal taxes will be withheld per the p							
5.	The Contractor must provide proof that all required certificates this MOA are current for the term of the contract.		<u> </u>					
6. 7.	The Contractor must maintain a current Alaska Business Licer To the extent allowed by law, the Contractor shall indemnify, harmless from any liability resulting from or arising out of the	defend, and	hold the NSBSD					
8.	performance of this MOA. This contract may be terminated by either party with a 30-day	written noti	ce.					
	EBY ACCEPT THIS MOA AND THE CONDITIONS/PROVI							

performed. The ADDENDUM FORM must be approved by all parties.

Chief School Administrator, NSBSD			Chief School Administrator's Signature				ature D	Date (mmddyy)		
Contract	tor			Contr	actor's	Signature			ate (mm	nddyy)
Routing:		Busoff		CSA		Contractor		Contact Person		Admin. Srvs. Dept.