



NORTH SLOPE BOROUGH SCHOOL DISTRICT
MEMORANDUM

TO: Muriel Brower, President
Members of the School Board

THROUGH: Pauline Harvey, Superintendent

FROM: Fadil Limani, CFO

DATE: 8/28/20

SUBJECT: Contracts over \$10,000 – City of Wainwright

DocuSigned by:
Pauline Harvey
A79222E91661479...

Memo No: SB21-037

(Action Item)

2015-2020 STRATEGIC PLAN SUMMARY

4.0 FINANCIAL & OPERATIONAL STEWARDSHIP: Effectively employ our operational and financial resources to support our strategic goals and long-term stability of the district.

4.1 FINANCIAL STEWARDSHIP/MANAGEMENT: Ensure financial management based on what is best for our students.

Issue Summary:

In accordance with applicable Board policy, contracts and MOA's \$10,000 or greater require Board approval. BP 3312-

Background:

Provide program oversight for evening recreation for Alak School. Provide recreation assistants to run the after-school recreation program at school. Agree to pay one-half of the costs. Schedule after-school recreation around sport practices, games, and school events. Invoice at least quarterly. Provide Insurance documentation. Agree to conduct background checks on recreation assistants. Addendum indemnifying State of Alaska incorporated herein.

Length of Contract:

The length of contract was from July 1, 2019 through June 30, 2020. Please note this is for services rendered in FY20 and are being paid out in FY21. A corresponding AJE will be done as part of the Year-End Close out to ensure the expenditures in appropriately reflected in FY20.

Funding Source and Contract Amount:

Professional and Technical Services Account Code 215.470.780.000.410 Amount \$21,000

Available Budget:

Account code 215.470.780.000.410 has an available budget of \$17,000.00. Available Budget after the Budget Line Transfer \$42,000.00.

Budget Line Transfer:

See attached BLT worksheet.

Proposed Motion:

“I move that the NSBSD Board of Education approve the above \$10,000 and greater proposal for the City of Wainwright as described in this memo and attachments.”

Moved by_____Seconded by_____

Vote_____

North Slope Borough School District

FY 2021 Budget Revision

Department or Location:

Community Schools

Line	FND	LOC	FNC	PRG	OBI	FY 2021 Budget Amount	FY2021 Budget Balance	FY 2021 Adjusment	FY 2021 Adjusted Amount	Notes
<i>Examples:</i>										
	100	200	550	000	410	64,500		66,000	1,500	Inc Prof & Tech for contract Addedum
	100	200	550	000	420	35,000		30,000	(5,000)	Decrease Travel - 1 less conference
	100	200	550	000	450	50,000		53,500	3,500	Increase Office Supplies
1	100	470	600	000	436	\$ 225,000.00	\$ 225,000.00	\$ (25,000.00)	\$ 200,000.00	Decrease Fuel Oil/Natural Gas
2	215	470	780	000	410	\$ 17,000.00	\$ 17,000.00	\$ 25,000.00	\$ 42,000.00	Increase Community Schools
3									-	
4									-	
5									-	
6									-	
7									-	
8									-	
9									-	
10									-	
11									-	
12									-	
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26									-	
27									-	
28									-	
29									-	
30									-	
31									-	
32									-	
33									-	
Balance:						242,000	242,000	-	242,000	

Justification of Change:

BLT to cover cost of City Of Wainwright Evening Rec. Program

Requested by:

Don Dunbar, Purchasing Manager

Approvals:

Principal or Director:

Director of Financial Services:

Superintendent:

DocuSigned by:

Pauline Hamley

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08/28/2020



North Slope Borough School District

P.O. Box 169, Utqiagvik, 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: City of Wainwright MOA Control # _____

Address: PO Box 9 Wainwright AK 99782
Street or POB City State Zip

(907) 763-2815 cityclerk@cityofwainwright.com and
finance@cityofwainwright.com
 Area Code Phone # E-mail Address:

Federal ID # 92-0037299 Or Soc. Sec. #: n/a Alaska Business License # n/a

July 1, 2019 June 30, 2020 ☐ W-9 Attached ☒ W-9 Submitted Previously
 Start Date: End Date:
 (mmddyy) (mmddyy)

Contractor Agrees To: Provide program oversight for evening recreation at Alak School. Provide recreation assistants to run the after-school recreation program at school. Agree to pay one-half of the costs. Schedule after-school recreation around sport practices, games, and school events. Invoice at least quarterly. Provide Insurance documentation. Agree to conduct background checks on recreation assistants. Addendum indemnifying State of Alaska incorporated herein.

District Contract Person: Don Dunbar Phone #: 852-9658 Ext _____
 Email Address: Don.dunbar@nsbsd.org Fax: _____

District Agrees To: Provide access to the gym. Notify the City the school sport practice schedule, games, and events. Agree to pay one-half the costs.

Payment Terms: Each entity agrees to fund one-half the cost each. District will pay based on invoice with supporting documentation.

Enter Account Code as Account #: 215.470.780.000.410 Amount \$20,000
 Total: \$20,000

MOA Not to Exceed: \$21,000 Budget Authority Approval: _____

A – GENERAL INFORMATION

1. All associated costs, not limited to fees and reimbursable, must be included in the MOA. All MOAs for more than \$10,000 require prior School Board approval before Contractor provides any service.
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to the Business Manager.
3. 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.
4. The Contact Person will be responsible for obtaining the contractor's signature and submitting the original MOA to the Business Manager.
5. The Contact Person must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Business Manager.
6. When the MOA involves travel paid by the NSBSD; a CTR (Contracted Travel Requisition) must accompany any invoice.
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)
9. Addendum indemnifying State of Alaska Department of Commerce Community and Economic Development in compliance with Grant #19-NPRA-06 is attached and incorporated herein.

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 an invoice with the appropriate documentation (copies of airline tickets, hotel bills, etc.) to the 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 NSBSD Business Office or submitted with this MOA. No W-9, backup withholding of Federal taxes will be withheld per the present required – presently 29%.
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 NSBSD 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 FROM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

_____ Business Manager	_____ Business Manager's Signature	_____ Date (mmddyy)
_____ Superintendent, NSBSD	_____ Superintendent's Signature	_____ Date (mmddyy)
<u>City of Wainwright</u> Contractor	<u>ReHn</u> Contractor's Signature	<u>05-21-2020</u> Date (mmddyy)

Routing: ☐ Biz Mger. ☐ Supt. ☐ Contractor ☐ Contact Person ☐ Admin. Srvs. Dept.
h/sh/executive admin/MOA/MOA template 2018-2019 NSBSD-MOA (08-22-18)

**Addendum to Memorandum of Agreement Control # _____ between
the City of Wainwright and the North Slope Borough School District:**

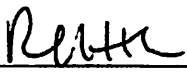
The City of Wainwright receives partial funding for the FY20 Wainwright After School Recreation Program through State of Alaska Department of Commerce, Community and Economic Development Grant #19-NPRA-06. The After School Recreation Program is subject to the terms of this grant agreement, including indemnification of the Department and the State of Alaska by the grantee, the City of Wainwright and its third-party contractors, with respect to the activities authorized by the grant agreement.

In compliance with the terms of the grant agreement, as a third party contractor, the North Slope Borough School District, its successors and assigns, will protect, save and hold harmless the Department of the State of Alaska and their authorized agents and employees, from all claims, actions, costs, damages, or expenses of any nature whatsoever by reason of the acts or omissions of the North Slope Borough School District, its subcontractors assigns, agents, contractors, licenses, invitees, employees or any person whomever arising out of or in connection with any acts or activities related to the Wainwright After School Recreation Program authorized by Grant #19-NPRA-06.

Approved by:

North Slope Borough School District

Date



City of Wainwright

05-21-2020
Date



City of Wainwright

Post Office Box 9
Wainwright, Alaska 99782
Phone 907-763-2815
Fax 907-763-2811
email: finance@cityofwainwright.com

Invoice

Invoice # NSBSD 20-01
April 30, 2020

To: North Slope Borough School District
Attn: Don Dunbar
PO Box 169
Utqiagvik, AK 99723

FY20 Alak School After School Recreation

50% Cost of 2 Recreation Assistants for After School
Recreation Program From July 1, 2019-March 31, 2020

(Payroll and Fringe shown on attached report are 50%
of the total payroll cost for each employee working on
After School Recreation at Alak School)

\$ 17,558.23

Payroll Taxes (per attached report)

\$ 1,519.07

Workers Comp @ 7.18%

\$ 1,260.68

(Note that school was closed for After School Rec
due to COVID-19 after 3/31/20)

\$ 20,337.98

Balance Due from NSBSD

\$ 20,337.98

Payroll Tax Rates*	Employer Social Security	6.20%
	Employer Medicare	1.45%
	Employer AK ESC Rate	1.00%

I certify that this is a true copy of the original
invoice and all attached documents.

Ronnie Morales, Office Manager
City of Wainwright

Please remit to City of Wainwright, PO Box 9, Wainwright, AK 99782