



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: Latitude Consulting MOA Control # _____

Address: 212 Observatory Street Sitka AK 99835
Street or POB City State Zip

907 623-8084 naomibuckle@gmail.com
Area Code Phone # E-mail Address

Federal ID # _____ Or Soc. Sec. #: _____ Alaska Business License # 1062294

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

Contractor Agrees To: Support or attend other NSBSD functions as agreed upon with the Director of Student Services, to aide NSBSD administration, special education teachers, school counselors, related service providers, and other NSBSD initiatives.

Attend on-site and distance training for SPED and compliance support.

Assist in the development and implementation of SPED processes.

Provide distance mentoring support and training to SPED teacher(s)/case manager(s) of the assigned sites/schools as mutually agreed to ensure compliance in the process and documentation as per NSBSD policy & procedure, and SPED law.

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

Maintain contact with assigned teachers, psychologist, and Student Services office staff to facilitate on-going support, timeline monitoring, paperwork submission, etc. in compliance with SPED law and NSBSD's policy & procedures for SPED implementation.

Provide NSBSD detailed invoices outlining days worked by date reflecting office, distance, and on-site support.

District Contract Person: Lori Roth Phone #: 907-852-9636 Ext: 4636
Email Address: Lori.Roth@nsbsd.org Fax: _____

District Agrees To:	<p>Purchase or reimburse CONTRACTOR for expenses directly and necessarily incurred in relation to the performance of service under this agreement if travel has been approved by the Director of Students Services. Travel expense reimbursement will include the cost incurred by the CONTRACTOR to travel from Sitka, Alaska to Utqiagvik, Alaska as necessary during the course of this Agreement.</p> <p>Assist with the purchasing of 3-week advance airline tickets from Sitka, Alaska to Utqiagvik, Alaska. NSBSD reserves the right to purchase or use airline miles. Travel expenses not to exceed \$ 1,500.00. Change fees shall be paid if changes are made at the direction or request of the District.</p> <p>Provide lodging, whenever possible, in Barrow and NSBSD villages.</p> <p>Pay the contractor \$600 per day for up to 90 days of professional services on mutually agreed upon schedule.</p>
---------------------	--

Payment Terms:	Net 30 days upon receipt and approval of Contractor invoice.
----------------	--

Enter Account Code as	Account #:	285.200.220.000.410 (45 days)	Amount	Up to \$ 27,000.00
		100.200.220.000.410 (45 days)		Up to \$ 27,000.00
			Total:	Up to \$ 54,000.00
MOA Not to Exceed:	\$ 55,500.00 (including travel expenses)	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)

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)

Naomi Buck
 Contractor

Naomi Buck
 Contractor's Signature

04/30/19
 Date (mmddyy)

Routing: ☐ Biz Mger. ☐ Supt. ☐ Contractor ☐ Contact Person ☐ Admin. Srvs. Dept.

h/sh/executive admin/MOA/MOA template 2018-2019