



Contract # 2026-1002

## PROFESSIONAL SERVICES CONTRACT

### **NOME PUBLIC SCHOOLS (NPS)**

THIS writing formalizes an agreement entered into this \_\_\_\_ day of March, 2026 by and between ALASKA EDUCATION & BUSINESS SERVICES, INC., (hereinafter called the "Consultant") and the NOME PUBLIC SCHOOLS (hereinafter called "NPS").

The parties to this agreement understand that NPS desires to engage the Consultant to render certain technical and professional services in connection with ***Business & Payroll Services*** as listed in ***Attachment A and B*** for the Nome Public Schools.

Accordingly, the consultant agrees to perform these services for NPS under the terms and conditions of this contract, through the Superintendent who warrants its authority to enter into a professional service contract.

The parties further understand and acknowledge that this agreement is a contract for professional services.

The parties to this contract mutually agree as follows:

1. Employment of Consultant. NPS agrees to engage the Consultant, and the Consultant agrees to perform the services set forth in this agreement.
2. Area Covered. The Consultant shall perform all the necessary services provided under this contract as set forth in Attachment A.
3. Data and Equipment to be furnished by the Parties. All information, data and records, as are existing, available, and necessary for the carrying out of this agreement shall be provided to the Consultant without charge by NPS. NPS shall cooperate with the Consultant in every reasonable way in carrying out the consulting work. In turn, the Consultant performing professional services for NPS are expected to supply standard equipment normally used by other professionals performing similar services.
4. Time of Performance. The services of the Consultant shall begin July 1, 2026 for a period continuing through June 30, 2029 (three years). The contract may be extended for additional periods by mutual written agreement of the parties.

**5. Compensation.**

*Services:* NPS agrees to pay the Consultant the sum of:

FY	Business Services	Payroll Services
FY2027:	\$156,000 annually	\$71,000 annually
FY2028:	\$156,500 annually	\$72,000 annually
FY2029:	\$157,000 annually	\$73,000 annually

The payment of which is provided that the Consultant's performance of services is completed to NPS's reasonable satisfaction and shall be made monthly in twelve equal payments.

*Reimbursable Expenses:* NPS also agrees to reimburse Consultant for any required airfare, at coach rate, for Superintendent approved travel to/from Nome including related travel expenses (taxi, parking or hotel if no lodging provided in Nome), per diem (food) at \$60 per day, and for any postage required to mail documents.

**6. Method of Payment.** NPS will pay to the Consultant the amounts set forth in paragraph 5, which shall constitute full and complete compensation for the Consultant's services. Such sum will be paid to the Consultant upon receipt of a monthly invoice.

**7. Termination of Contract by NPS.** NPS may at any time terminate this contract by giving 90 days written notice of termination to the Consultant, or immediately for non-performance. In the event of termination, all finished or unfinished documents and other materials as described in paragraph 3 above shall, at the option of NPS, become its property.

**8. Termination of Contract by Consultant.** The Consultant may at any time terminate this contract by giving 90 days written notice of termination to NPS, or immediately in the event of an emergency causing Consultant to be unable to perform work (i.e. medical emergency) or in the event of non-payment for services. In the event of termination, all finished or unfinished documents and other materials as described in paragraph 3 above shall, at the option of NPS, become its property.

**9. Findings Confidential.** Any reports, information, data, etc., given to, prepared, or assembled by the Consultant under this contract which NPS requests to be kept as confidential shall not be made available to any individual or organization by the Consultant without the prior written approval of NPS.

**10. Successors and Assigns.** NPS and the Consultant each binds itself and its partners, successors, executors, administrators and assigns of such other party, in respect of all covenants of this contract; except as above, neither NPS nor the Consultant shall assign, sublet, or transfer its interest in this contract without the written consent of the other. Nothing in this agreement shall be construed as creating any personal liability, nor shall it be construed as giving any rights or benefits to anyone other than NPS and the Consultant.

11. Liability. Consultant shall not be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, epidemic, strikes, act of God or the public enemy, unusually severe weather, legal act of public authority or delays or defaults caused by public carrier, which cannot reasonably be forecast or provided against. Except as otherwise expressly provided in this agreement, and without limiting the generality of the foregoing disclaimer, Consultant does not warrant that its advice, systems configuration, or programming on behalf of NPS will be error free.

12. Entire Agreement. With respect to the services to be performed as described in Attachment A, this writing constitutes the entire contract and agreement between the parties, and expressly supersedes and replaces any and all oral or written agreements which may have been entered into by the parties prior to the execution of this contract. This agreement may be amended only by written instruments signed by both NPS and the Consultant.

13. Notices. All notices hereunder shall be in writing and shall be delivered by certified mail, return receipt requested, to:

If NPS: Jamie Burgess, Superintendent  
Nome Public Schools  
P.O. Box 131  
Nome, AK 99762

If the Consultant: Alaska Education & Business Services, Inc.  
2260 Briar Ridge Trl  
Carrollton, TX 75010

14. Applicable Law: This contract shall be governed by the laws of the State of Alaska.

15. Independent Contract. The Consultant, and any agent and employees of the Consultant, shall act in an independent capacity and not as officers, employees or agents of NPS in the performance of this contract.

16. Final payment, Release of Obligation. Final payment shall NOT be made by NPS without; (1) Receipt of verification, in writing from the responsible individual, of completions of the terms of the contract, and (2) Invoice from the Consultant requesting payment, which has been approved and signed by the responsible individual. A copy of this contract with "Attachment A" completed must be filed with NPS when executed.

Consultants: State of Alaska Business License # 732107  
Federal Employer ID # 20-3944964

---

IN WITNESS WHEREOF the parties hereto have executed this agreement.

NOME PUBLIC SCHOOLS

By: \_\_\_\_\_  
Jamie Burgess, Superintendent

ALASKA EDUCATION & BUSINESS SERVICES, INC.

Consultant: \_\_\_\_\_  
Lucienne Smith, President

Consultant: \_\_\_\_\_  
Genevieve Hollins, Vice President

## **Attachment A – Business Management Services**

The Business Management services that Consultant will provide NPS include the following:

- General Ledger Reconciliation, ongoing review to ensure all expenses/revenues are posted accurately.
- Grant Financial Reporting and Quarterly Reimbursement submittal.
- Review Accounts Payable claims and Purchase Orders; Direct cleanup of outstanding encumbrances for year-end.
- Review and ensure all year-end accruals are prepared to close out FY26, FY27, and FY28.
- Complete the preparation of annual General Operating Fund budget.
- Complete annual Impact Aid Application, if District meets minimum threshold.
- Provide internal auditing of expense and revenue coding of each fund.
- Accounts Receivable posting oversight and reconciliation.
- Review and approve semi-monthly and monthly Payroll processing, and review quarterly & annual reports.
- Ensure end of year tasks are completed timely (fuel tanks dipped, fuel and supplies ordered in time for barge, etc., all purchase orders issued and all end of year invoices paid).
- Assist with providing necessary data or input for renewal of District's property, casualty, liability, Workers' Compensation, Life and Health Insurance.
- Complete monthly bank reconciliations, and cash balance management.
- Prepare and submit annual Foundation Budget Report (due July 15).
- Prepare and submit fund balance reporting to DEED (due November 25 and January 20).
- Prepare and submit FY26, FY27, and FY28 Per Pupil Expenditure (PPE) report to DEED (due December 15).
- Prepare and submit Gaming Annual Financial Statement (due March 15).
- Prepare and submit AASB Salary & Benefits Data Collection (due February 28).

- Capital Asset Inventory Recording and Reconciliation on Depreciation Schedule.
- Preparation for the annual financial audit for FY26, FY27, FY28; Prepare State & Federal schedules of assistance, set up Grant Analysis Worksheets; Complete test of controls worksheets.
- Provide direction/instructions to Business Office staff as needed and provide input to Superintendent on annual evaluations.
- Oversee needed budget revision preparation, extension documents, and other paperwork as required for proper financial administration.
- Provide necessary communication to answer Board and management's questions and concerns regarding finances.
- Work with federal programs director to ensure budgets are posted, & appropriate transactions are being expensed.
- Submit monthly food service reimbursement reports as required; complete annual reports as required by food service program.
- Obtain eLearning hours toward food service as required by NSLP guidelines for oversight of claims submission and FFVP reporting.
- Review quarterly with the Superintendent & Administration to assist with financial/accounting matters and communicate as needed.
- Continue to work in collaboration with Tech Dept. to provide efficiencies using current technology in business office.
- Ensure Business Office is at maximum efficiency while passing auditors' critique.
- Ensure scanning and digitizing of all source documents continues.
- Respond to employee questions regarding Gaming, provide packets, obtain final paperwork for files.

## Attachment B – Payroll Services

The Payroll services that Consultant will provide NPS include the following:

- Process all personnel paperwork received from HR for all employees (contracted and classified)
- Process the monthly and semimonthly paychecks and direct deposits
- Process the EFTPS tax payments
- Process all other payroll liabilities (health insurance, life insurance, union dues, PERS/TRS)
- Process monthly group term life insurance
- Prepare and maintain contribution reconciliations
- Perform payroll accounting functions and maintain payroll records for monthly, quarterly and annual payroll reconciliations
- Respond to employees' inquiries regarding payroll
- Maintain payroll records in a consistent electronic format
- Process required reporting
- Process quarterly 941, Unemployment reports
- Process annual W2s, W3s