

Sunshine Services Consulting, LLC  
Tricia Shambach  
8 Meadowview Drive  
Selinsgrove, PA 17870  
570-850-6782

PROFESSIONAL SERVICES CONTRACT  
between Sunshine Services Consulting, LLC and Nome Public Schools

This writing formalizes an agreement entered into this day of \_\_\_\_\_, 2026 by and between SUNSHINE SERVICES, LLC (hereinafter referred to as “Consultant”) and NOME PUBLIC SCHOOLS (hereinafter referred to as “NPS”).

The parties to this agreement understand that NPS desires to engage the Consultant to render certain technical and professional services in connection with **Special Education Coordination Services** as listed in **Attachment A** for 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 services 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 August 1, 2026 for a period continuing through June 30, 2027. The contract may be extended for additional periods by mutual written agreement of the parties.

5. Compensation.

*Services:* NPS agrees to pay the Consultant at a rate of \$700 per day, payment of which is provided that the Consultant's performance of services is completed to NPS's reasonable satisfaction. Invoice from the Consultant shall be submitted monthly and shall be paid within 15 days.

*Reimbursable Expenses:* NPS also agrees to reimburse Consultant for any required airfare, at main cabin rate, for Superintendent approved travel to/from Nome including any related travel expenses (taxi, parking, or hotel if applicable during travel).

6. 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.

7. 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.

8. 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.

9. Successor 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 covenant 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.

10. 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 be 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.

11. 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 parties prior to the execution of this contract. This agreement may be amended only by written instruments signed by both NPS and the Consultant.

12. 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  
PO Box 131  
Nome AK 99762

If the Consultant: Sunshine Services Consulting, LLC  
8 Meadowview Drive  
Selinsgrove, PA 17870

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

14. 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.

15. 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 completion 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 #  
Federal Employer ID #

IN WITNESS WHEREOF the parties hereto have executed this agreement.

NOME PUBLIC SCHOOLS

SUNSHINE SERVICES, LLC

\_\_\_\_\_  
Jamie Burgess, Superintendent

\_\_\_\_\_  
Tricia Shambach, Owner

## **ATTACHMENT A - PROFESSIONAL SERVICES**

1. Develop and implement programs that address instructional practices of proven effectiveness for students with disabilities
2. Assist site principals and staff with scheduling of students receiving special education and developing schedules for teachers and support staff (paraprofessionals)
3. Provide training and review for Individualized Education Programs (IEP) and Evaluation Summary and Eligibility Review (ESER); write IEPs as needed for students to whom direct case management is needed
4. Provide training and resources for teachers and paraprofessionals within special education programs for designing services for children in the least restrictive setting
5. Create and deliver professional development for teachers and paraprofessionals that addresses instructional practices of proven effectiveness for students with disabilities, due process, eligibility, and specific areas of disabilities
6. Provide training to staff that establishes and maintains standards of student behavior needed to provide an orderly, productive, and safe classroom environment
7. Coordinate with itinerant service providers to ensure services are provided per IEP requirements
8. Attend IEP meetings as district representative as needed (in-person or virtually)
9. Provide input to principals with regards to performance of special education staff, and to the Superintendent with regards to performance of the Special Education Administrative Assistant
10. Ensure compliance with local, state and federal guidelines
11. Prepare monthly reports to the School Board with regards to the status of the Special Education program
12. Write, maintain and administer the Title VI-B and Section 619 grants, including supervision of expenditures. This extends to general funds as required
13. Oversee compiling, maintaining and timely filing of all reports/data, records and other documents to the Alaska Department of Special Education as required
14. Coordinate annual schoolwide vision and hearing screenings in coordination with Norton Sound Health Corporation and/or other professionals
15. Assume responsibility for Child Find activities including referrals, preschool screenings and Child Find fairs
16. Provide direct case management to students if needed