



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: (NW Polar Kids) Sara Ecker MOA Control # _____

Address: 5271 Broadway Street West Linn OR 97068
Street or POB City State Zip

971 294-9009 nwpolarkids@gmail.com
Area Code Phone # E-mail Address

Federal ID # _____ Or Soc. Sec. #: _____ Alaska Business License # 1053607

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

- Contractor Agrees To:
- Administer and complete initial evaluation or re-evaluation, or a file review as appropriate for student(s) with speech/language concern or needs, and submit evaluation report(s) to the district in a timely manner.
 - Design appropriate speech/language goals and objectives, and accommodations if necessary based on student's need(s).
 - Provide speech/language services and consultation to student(s) as outlined in the IEP.
 - Provide on-site and distance support services with the evaluation, program development, and implementation.
 - Work with the Director of Student Services and Admin. Assistant to develop processes and procedures to successfully implement distance services.
 - Participate as necessary, via on-site or distance, on meetings such as the pre-assessment planning or 90-day transition meetings for new referrals and re-evaluations, and ESER/IEP meetings.
 - Schedule and provide monthly support to SPED staff for program development, implementation, data collection, and monitoring speech IEP goals. Provide on-site or distance trainings as scheduled.
 - Complete quarterly contact sheets, site visit/contact report per student, quarterly progress reports and other documents as requested and submit a copy to the District thru the Student Services office.
 - Transfer speech/language assessment data or information to the ESER/IEP form thru the district supported SPED web-based system.
 - Complete COSF (Child Outcome Summary Form) for "SI" pre-school student(s) entering or exiting SPED as per state requirement.
 - Maintain contact with case managers, related service staff, and Director of Student Services, as appropriate.

Assist with the development of a district-wide career program for students in grades 11 & 12 who have been identified with an interest in learning more about, or participating in, a speech/language school-based program

Assist in the development of a speech template for outlining student responsibilities including, but not limited to, materials needed, technology set-up, role during activity/lesson, documentation, etc.

Assist with the selection, training, lesson development, and feedback to the student and special education teacher on-going professional development to the OJT student and SPED teacher.

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

Plan carefully the dates of travel to NSBSD schools/sites to ensure all the necessary student evaluations are completed on time and services to students are provided as outlined in the IEP, and submit the travel schedule to the office of Student Service at least 4 weeks in advance.

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

During the ESY period, if students qualify.

Provide direct and distance services to students in Barrow as outlined in the respective student's Extended School Year IEP.

Contractor Agrees To:

Keep records of student's attendance and progress during the period and provide a summary report to the office of the Director of Students Services.

Provide or perform any other such services from time to time necessary as an auxiliary part of providing the services listed above.

Maintain confidentiality of student(s) and NSBSD as per state and federal laws.

Maintain contact with Director of Student Services, as appropriate.

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:

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 Portland, Oregon to NSBSD Villages as necessary during the course of this Agreement.

Assist with the purchasing of 3-week advance airline tickets from Portland, Oregon to NSBSD Villages. NSBSD reserves the right to purchase or use airline miles. Travel expenses not to exceed **\$ 7,000.00**. Change fees shall be paid if changes are made at the direction or request of the District.

Provide lodging, whenever possible, in Barrow and NSBSD villages.

Pay the contractor **\$700** per day for up to **141 days** of professional services (**136 days for the school year, and 5 days for the extended school year period only; if student(s) qualify**) on mutually agreed upon schedule.

Payment Terms:

Net 30 days upon receipt and approval of Contractor invoice.

Enter Account Code as	Account #:	285.200.220.000.410 (68 days)	Amount	Up to \$ 47,600.00
		100.200.220.000.410 (68 days)		Up to \$ 47,600.00
		100.430.200.000.410 (5 days for ESY only)		Up to \$ 3,500.00
				<hr/>
			Total:	Up to \$ 98,700.00
MOA Not to Exceed:	\$ 105,700.00 <small>(including travel expenses)</small>	Budget Authority Approval:	<hr/>	

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 has 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>Sara Ecker</u> Contractor	<u>[Signature]</u> Contractor's Signature	<u>5/2/19</u> Date (mmddyy)

Routing: Biz Mger. Supt. Contractor Contact Person Admin. Svcs Dept.

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