



**North Slope Borough School District**  
P.O. Box 169, Utqiagvik, AK 99723

**Memorandum of Agreement**

(An MOA for \$10,000.00 or more must be approved by the School Board prior to the start of contract. In a fiscal year, an MOA to the same contractor, totaling \$10,000.00 or more, must be approved by the school board prior to start of the contract).

Contractor: ELB Consulting (Ella Bredthauer) MOA Control # \_\_\_\_\_

Address: 707 Viento Dr. Santa Fe NM 87501  
Street or P.O. Box City State Zip

907 314-0836 [ellabredthauer@gmail.com](mailto:ellabredthauer@gmail.com)  
Area Code Phone # E-mail Address:

The contractor is required to hold and provide a certificate of insurance that is current for the term of the contract for the following:

☒ General Liability Insurance ☒ Professional liability / Errors & Omissions

Federal ID # \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ Or Alaska Business License # \_\_\_\_\_

07/01/2023 06/01/2024 ☒ W-9 Attached ☒ W-9 Submitted Previously  
Start Date: End Date:  
(mmddyy) (mmddyy)

Contractor Agrees To: Assist with the development of restorative practice and their alignment to the NSBSD pedagogy. Provide training at all NSBSD sites (Nunamiut School, Meade River School, Harold Kaveolook School, Nuiqsut Trapper School, Tikigaq School, Kali School, Alak School, Barrow High School, Eben Hopson Middle school, Kiita Learning Community, and Fred Ipalook Elementary) to teachers, paraprofessionals, counselors, and building administrators including in-person training for principals and teachers at NSBSD's FY24 New Hire Training.

Assist with the development of NSBSD grade-level social emotional standards.

Provide 1:1 support via phone, Zoom Video Communications, or email as needed.

Upon request, provide training on restorative practices, wellness, and positive school climate to local SAC's, local communities, and on parent/community nights.

Provide ongoing training and support for all sites (Nunamiut School, Meade River School, Harold Kaveolook School, Nuiqsut Trapper School, Tikigaq School, Kali School, Alak School, Barrow High School, Eben Hopson Middle School, Kiita Learning Community, and Fred Ipalook Elementary School).

Assist the Student Services Office with the selection and purchasing of professional development materials to support the implementation of site-based wellness activities, restorative practices, and positive school climate.

Provide support to schools with the development of community-based schoolwide expectations.

Design a wellness program based on Restorative Practices to implement with staff. The wellness program should be designed to assist staff with the implementation of

Work in collaboration with the Student Services Office and building principals to schedule and submit monthly invoices for travel from Santa Fe, New Mexico to all NSBSD sites (Nunamiut School, Meade River School, Harold Kaveolook School, Nuiqsut Trapper School, Tikigaq School, Kali School, Alak School, Barrow High School, Eben Hopson Middle school, Kiita Learning Community, and Fred Ipalook Elementary) for face-to-face training and follow-up coaching support.

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

It is the responsibility of the contractor to monitor workdays and not exceed the amount approved by the NSBSD School Board. Contract days are to extend from the students first day of school through the end of the school as per the NSBSD Board approved calendar.

District Agrees To: Travel expenses will include the cost incurred by the CONTRACTOR to travel from Santa Fe, New Mexico to NSBSD schools (Nunamiut School, Meade River School, Harold Kaveolook School, Nuiqsut Trapper School, Tikigaq School, Kali School, Alak School, Barrow High School, Eben Hopson Middle school, Kiita Learning Community, and Fred Ipalook Elementary). Hotel reservations may be made by NSBSD but paid for by the Contractor. Travel expenses not to exceed **\$9,000.00 for up to 3 visits per site and one trip for new hire in-service.** NSBSD will pay contractor **710.00/day** for up to **75 days.** Contractor days may not exceed **\$53,250.00.** NSBSD will fund change fees only if changes are made at the direction or request of the district.

Payment Terms: Net 30 days upon receipt and approval of Contractor invoice.  
Travel reimbursement requests will be made monthly.

MOA Not to Exceed: \$ 62,250.00  
(including travel expenses)

## 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 Director of Finance or their designee.
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 District Contact will be responsible for obtaining the contractor's signature and submitting the original MOA to the Director of Finance or their designee.
5. The District Contact must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Director of Finance or their designee.
6. When the MOA involves travel paid by the NSBSD; a 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 that all required certificates of insurance listed on page 1 of this MOA are current for the term of the contract.
6. The contractor must maintain a current Alaska Business License for the term of the contract.
7. 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.
8. 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.

\_\_\_\_\_  
Director of Finance, NSBSD

\_\_\_\_\_  
Finance Director's Signature

\_\_\_\_\_  
Date (mmddyy)

\_\_\_\_\_  
Superintendent, NSBSD

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date (mmddyy)

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date (mmddyy)

Routing:    ☐ Dir. Fin. Svcs.    ☐ Supt    ☐ Contractor    ☐ Contact Person    ☐ Admin. Svcs. Dept.  
NSBSD-MOA (08-26-22)