

North Slope Borough School District
P.O. Box 169, Barrow, 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: Franklin Covey Educaiton MOA Control #

Address:	2200 W. Parkway Blvd.	Salt Lake City	Utah	84119
		City	State	Zip

Area Code	Phone #	E-mail Address:
	1-800-236-5291	Marty Schafer marty.schafer@franklincovey.com

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

10/1/21 **5/15/22**

☐ W-9 Attached ☐ W-9 Submitted Previously

Start Date: (mmddyy)	End Date: (mmddyy)
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Contractor Agrees To:	Provide 2-days of all-staff training, coaching, and follow-up support to Nuiqsut Trapper School (1-day professional development, 1-day on-going coaching). Leader in me staff will provide training and implementation support for building staff and the local SAC. They will learn how to support students as they learn effective leadership skills, based on the evidence-based Franklin Covey Leader in Me Program.
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Establish access/annual school membership and training to staff and students in the use of the on-line resources for the implementation of the Leader in Me program for Nuiqsut Trapper School, Nunamiut School, Hopson Middle School.

Provide 2-days of all-staff training, coaching, and follow-up support to Nunamiut School (1-day professional development, 1-day on-going coaching). Leader in me staff will provide training and implementation support for all building staff and the local SAC. Staff will learn how to support students to learn effective leadership skills, based on the evidence-based Franklin Covey Leader in Me Program.

Provide 2-days of all-staff training, coaching, and follow-up support to Hopson Middle School (1-day professional development, 1-day on-going coaching). Leader in me staff will provide training and implementation support for all building staff and the local SAC. Staff will learn how to support students as they learn effective leadership skills, based on the evidence-based Franklin Covey Leader in Me Program.

District Contract Person:	Lori Roth	Phone #:	907-852-9651	Ext	
Email Address:	<u>Lori.roth@nsbsd.org</u>	Fax:			

District Agrees To: Reimburse CONTRACTOR for expenses directly and necessarily incurred in relation to the performance of service under this Agreement upon approval of the Director of Students Services. All trainings and supports will be completed via distance. No travel expenses are associated within this MOA.

Schedule 1 full day of site-based training for initial training of the Leader in Me Program. NSBSD will encourage all building staff and the local SAC, to participate in the training.

Schedule, and be prepared to participate in, at least 1 PLC session per quarter to meet with the Leader in Me coach.

Provide time for Leader in Me on-line training for staff to access, and utilize the on-line resources.

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

Enter Account Code as	365.430.100.000.450 (AKP) 4,600.00 for annual membership	Amount	4,600.00
	<u>365.450.100.000.450</u> (NUI) 4,600.00 for annual membership		<u>4,600.00</u>
	272.200.100.000.410 (HMS, NUI, AKP Professional Development (21,000)		25,600.00
	272-200.100.000.450 HMS annual Membership (4,600.00)		
MOA Not to Exceed:	34,800.00	Budget Authority Approval:	<u>34,800.00</u>

NSBSD MOA (07-08-15)

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 Financial Services – Gregory Stone.
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 Director of Financial Services – Gregory Stone.
5. The Contact Person must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Director of Financial Service – Gregory Stone.

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 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.

 Director of Financial Services

 Financial Service 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.

h/sh/executive admin/MOA/MOA template 2015

NSBSD-MOA (07-08-15)