

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: Lauren Flynn Occupational Therapy Services (Lauren Flynn) MOA Control # _____

Address: 143 Aspen Mountain Road Girdwood Alaska 99587
City State Zip

(813) 238-2675 Lkflynn13@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:

X General Liability Insurance X Professional liability / Errors & Omissions

Federal ID # _____ Or Soc. Sec. #: _____ Alaska Business License # 1071477

August 1, 2022 June 1, 2023 X W-9 Attached W-9 Submitted Previously

Start Date: (mmddy) End Date: (mmddy)

Contractor Agrees To: Administer and complete initial occupational therapy evaluations, re-evaluations, or file reviews for student(s) with physical therapy concerns or needs. Maintain on-going contact with student services staff, parents, and students during program implementation
Transfer occupational therapy assessment data to the ESER/IEP in the district web-based system. Participate in federally mandated pre-assessment planning meetings, 90-day transition meetings, initial evaluation meetings, re-evaluation meetings, IEP meetings on-site or via distance in, as needed.
Provide therapy services to NSBSD identified students as written in Individual Education Programs (IEP's) to Harold Kaveolook School, Nunamiut School, Nuiqsut Trapper School, Meade River School, Kali School, Alak School, Fred Ipalook Elementary School, Hopson Middle School, Barrow High School, and Kitta Learning Community.
Support the SPED teachers with the development and interpretation of annual occupational therapy goals and objectives.
Provide training with the implementation of occupational therapy goals to sped staff (sped teacher and paraprofessionals), provide recommendations for specialized material needs, referrals to other services, written documentation for Medicaid funded materials, upon request.
Complete quarterly progress reports as required by state and federal law.

Upon request, support the SPED teacher in completing the required COSF (Child Outcome Summary Form) for pre-school students eligible for special education who also receive physical therapy services.

Coordinate with school staff to develop a schedule for dates of travel and remote service delivery. Collaborate to ensure services and student evaluations are completed on time as outlined in the IEP. Submit a travel schedule to the office of Student Service at least 3 weeks in advance for final approval and processing.

Notify the case manager and the Student Services Office if services are unable to be provided as scheduled. For planned time off, alternative services delivery options are to be provided to the sped staff or make up services are to be scheduled.

It is the responsibility of the contractor to monitor work days, and not exceed, the amount approved by the NSBSD Regional 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.

Upon request, complete and submit a background check. Disclose to the Student Services Office of any disbarment or AK licensing issues. Maintain up to date insurance, AK Business License, Occupational Therapy license.

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

Contractor agrees to have the technology necessary to implement the required activities of this MOA.

District Contract Person: Lori Roth Phone #: 907-852- Ext
9651

Email Address: Lori.roth@nsbsd.org Fax: _____

District Agrees To: Reimburse CONTRACTOR for expenses directly and necessarily incurred in relation to the performance of service under this agreement. Travel expense reimbursement will include the cost incurred by the CONTRACTOR to travel from Anchorage, Alaska to NSBSD villages as necessary during the course of this Agreement.

Travel expenses will include the cost incurred by the CONTRACTOR to travel from Utqiagvik, Fairbanks, or Anchorage, Alaska to assigned school locations. Hotel reservations may be made by NSBSD but paid for by the Contractor. Travel expenses not to exceed **\$4000.00**. Pay change fees if changes are made at the direction or request of the District.

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

Pay the contractor **\$675** per day for up to **45 days** of professional services.

Establish a calendar for itinerant housing when contractor is on Slope in Utqiagvik.

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

Enter Account Code as	285.200.220.000.410	Amount	\$27,000.00
	<u>100.200.220.000.410</u>		
		Total:	<u>\$31,000.00</u>
MOA Not to Exceed:	<u>\$31,000.00</u>	Budget Authority Approval:	

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 Business Office.
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 Office.
5. The Contact Person must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Business Office.
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 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 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)