



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

Memorandum of Agreement



Contractor: Dr. Shelly Wall Purchase Order # _____

Address: 1576 Millfleet Dr Windsor CO 80550

307 389-0920 shellyrwall@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 ☐ Background Check Complete

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

July 1, 2025 June 30, 2026 ☐ W-9 Attached ☒ W-9 Submitted Previously

Start Date: (mmddyy) End Date: (mmddyy)

Contractor Agrees
To:

Compliance support person reviews state and federally required special education and 504 paperwork for SPED teachers (Evaluations, Individualized Education Programs (IEP), Written Notices, Consent for Placement, etc.) to support meeting state and federal requirements based on Department of Education Audit & Reporting Requirements.

Provide face-to-face or remote New Hire In-service training. Provide on-going training to special education teachers in NSBSD SPED processes & procedures, distance communications, and IEP implementation.

Attend monthly SPED PLCs to facilitate special education compliance. Assist Student Services Department with the review and updating of Sequence tracking forms and reporting requirements.

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

Maintain contact with SPED teachers, psychologist, and Student Services Office staff to support on-going compliance, monitor time lines, and support data collection for state and federal reporting (Supplemental Workbook, Intensive funding applications, timeline monitoring).

Upon request, complete yearly audits of intensive Initial/Three-Year Evaluations and Individual Education Programs (IEP) to ensure State and Federal compliance.

Provide and/or collaborate with the delivery of on-site and distance training to special education and general education staff to support understanding of individual roles and responsibilities for implementing IEP's and 504 Plans. Training opportunities include school-based or district-wide training for general education and paraprofessional staff.

It is the responsibility of the contractor to monitor work days, 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.

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. The contractor warrants that where the service requires it , the contractor will carry the required certification for the service and will provide proof of certification with the executed agreement.
3. The contractor agrees that all work products created in the course of the agreement remain the property of NSBSD.
4. The Contractor agrees to uphold confidentiality of all parties associated with this Agreement as outlined in NSBSD Board Policy, State, and Federal laws.
5. Contractor agrees to provide the necessary information to allow NSBSD to complete a district-approved background check of Contractor. Passing of the background check is contingent to the execution of this agreement. NSBSD reserves the right to request a background check at any time throughout this agreement.
6. Contractor will follow the professional code of ethics as defined by National Standards and the State of Alaska Code of Ethics for their area of certification and/or licensing.
7. 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 Purchase Order number must be on the invoice.
8. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
9. A W-9 must be on file with the NSBSD Business Office or submitted with this MOA. If no W-9 is provided, backup withholding of Federal taxes will be withheld as required under federal law, which is presently 29%.
10. 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.
11. The contractor must maintain a current Alaska Business License for the term of the contract.
12. 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.

C – GENERAL TERMS

1. This contract may be terminated by either party with a 30-day written notice.
2. Contractor, is an independent contractor. As an independent contractor, Contractor shall have no right or authority to (a) assume or create any obligation of the District; (b) accept service of legal process addressed or intended for the District; or (c) bind the District in any manner whatsoever. Contractor shall not be treated as an employee for purposes of employment taxes, income tax withholding, or employee benefits. Contractor is solely responsible for the payment of all applicable federal and state self-employment and income taxes (including without limitation FICA and Social Security).
3. This MOA shall be governed by Alaska law.

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.

Megan Williams

Director of Finance, NSBSD

Finance Director's Signature

Date (mmddyy)

David S. Vadiveloo

Superintendent, NSBSD

Superintendent's Signature

Date (mmddyy)

Dr. Shelly Wall

Contractor

Contractor's Signature

Date (mmddyy)

Routing: ☐ Dir. Fin. Svcs. ☐ Supt

☐ Contractor ☐ Contact Person

☐ Admin. Svcs. Dept.