



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: Brenda Jager MOA Control # _____

Address: PO Box 1983/1963 Uminski Cir. Homer AK 99603
Street or POB City State Zip

907 863-7227 jager.bvi@gmail.com
Area Code Phone # E-mail Address

Federal ID # _____ Or Soc. Sec. #: _____ Alaska Business License # 1017600

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

Contractor Agrees To: Upon district request and as appropriate, administer and complete initial evaluation or re-evaluation, or re for student(s) with vision impairment, and submit evaluation report(s) to the district in a timely manner.

Provide vision impairment consultation and orientation mobility services to student(s) as outlined in IEP (4 times per year on a mutually agreed upon schedule) and develop appropriate goals, objectives, and accommodations.

Provide on-site and distance support services with the evaluation, program development, and implementation.

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.

Complete monthly contact sheets if appropriate, site visit/contact report per student, quarterly progress reports and other documents as requested and submit a copy to the District.

Provide staff training and support, as appropriate, in the areas of technology, program development, and other topics as mutually agreed upon.

Provide inter-agency support and linkages for accessible materials and resources.

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 services to student(s) with visual impairment 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 the confidentiality student(s) and NSBSD as per state and federal laws. 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:	<p>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 Homer, Alaska to Utqiagvik, Alaska as necessary during the course of this Agreement.</p> <p>Assist with the purchasing of 3-week advance airline tickets from Homer, Alaska to Utqiagvik, Alaska. NSBSD reserves the right to purchase or use airline miles. Travel expenses not to exceed \$ 3,000.00. Change fees shall be paid if changes are made at the direction or request of the District.</p> <p>Provide lodging, whenever possible, in Barrow and NSBSD villages.</p> <p>Pay the contractor \$700 per day for up to 30 days of professional services (25 days for the school year, and 5 days for the extended school year period only; if student(s) qualify) on mutually agreed upon schedule.</p>
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Payment Terms:	Net 30 days upon receipt and approval of Contractor invoice.
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Enter Account Code as	Account #:	285.200.220.000.410 (12 days)	Amount	Up to \$ 8,400.00
		100.200.220.000.410 (13 days)		Up to \$ 9,100.00
		100.420.200.000.410 (5 days for ESY only)		Up to \$ 3,500.00
			Total:	Up to \$ 21,000.00
MOA Not to Exceed:	\$ 24,000.00 <small>(including travel expenses)</small>	Budget Authority Approval:		

A – GENERAL INFORMATION

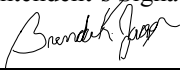
1. All associated costs, not limited to fees and reimbursable, must be included in the MOA. All MOAs for more than \$10,000 require prior School Board approval before Contractor provides any service.
2. The account to be charged must be determined and approved by the individual with budget authority 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 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.

Business Manager	Business Manager's Signature	Date (mmddyy)
Superintendent, NSBSD Brenda K Jager	Superintendent's Signature 	Date (mmddyy) 05/01/2019
Contractor	Contractor's Signature	Date (mmddyy)

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

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