



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

Memorandum of Agreement



Contractor:	Stevenson Enterprises (Paul Stevenson)	Purchase Order #	
Address:	7740 East River Road	Rush	NY
		City	State
585	727-6827	Stevenson_paul@roberts.edu	14543
Area Code	Phone #	E-mail Address:	Zip

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 X Background Check Complete

Federal ID # _____ Or Soc. Sec. #: _____ Alaska Business License # 2100801

July 1, 2025 June 30, 2026 ☐ W-9 Attached ☒ X W-9 Submitted Previously
Start Date: (mmddyy) End Date: (mmddyy)

Contractor Agrees To: Provide district-wide school psychology services such as screenings, assessments, and evaluation summary reports for students with special education needs as defined by federal and state regulations. Maintain on-going contact with case managers and local Agencies to support student success. Place assessment information in the NSBSD special education database.

Assist NSBSD Student Services Department with the continued development of a remote evaluation and service delivery model by securing online testing options, educating staff, educating parents, and supporting the implementation of the on-site and remote evaluation model.

Attend federally mandated initial referral meetings, 90-day transition meeting for new ILP referrals, and re-evaluations meetings, as appropriate. Explain testing options to parents to promote understanding for informed consent.

Review Evaluation Summaries conducted by other districts for students who have moved into NSBSD. Make recommendations as to the Student Services Department as to NSBSD acceptance of the evaluation or the need for a new evaluation.

Work with SPED teachers, related service providers, school sites, and the Student Services Office to schedule evaluation meetings. Upon request, support Board Policy regarding district-wide acceleration/retention requests and 504 Plans.

Facilitate the process and documentation of a Functional Behavior Assessment, Behavior Intervention Plan, Manifestation Determination for students with behavioral challenges.

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.

Provide NSBSD detailed invoices outlining days worked by date.

Upon request, provide support to students and buildings in crisis for acute social emotional needs.

Collaborate with the Student Services Department to develop an on-site (Utqiagvik) and remote (New York) work schedule to ensure compliance with State and Federal Guidelines.

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 North Rush, New York to NSBSD villages as necessary during this Agreement.

Reimburse 3 round trip 3-week advance airline tickets from Rush, New York to Utqiagvik, Alaska and for inter-village travel in the North Slope. NSBSD may reserve hotel rooms for Contractor payment and reimbursement. Travel expenses not to exceed **\$8,000.00**. Change fees shall be paid if changes are made at the direction or request of the district.

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

MOA Not to Exceed:	Budget Authority Approval:	Up to \$144,800.00
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1. Per Board Policy 3312, MOAs for more than \$50,000 require prior School Board approval before Contractor provides any service.
2. All MOA's more than \$10K will be presented to the School Board for information purposes.
3. All associated costs, not limited to fees and reimbursable, must be included in the MOA.
4. 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.

5. 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.
6. 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
7. 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.
8. When the MOA involves travel paid by the NSBSD; a Travel Requisition must accompany any invoice.
9. MOAs cannot be used for NSBSD employees.
10. 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. 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.

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. Srvs. ☐ Supt ☐ Contractor ☐ Contact Person ☐ Admin. Srvs. Dept.