

Board of Education
Tuesday, May 14, 2024 Alaska Time

Zoom
P.O. Box 90
McGrath, Alaska 99627

I. Call to Order and Roll Call

I.A. Establish quorum

I.B. 1:00 Tour of Blackwell School then meeting will be called to order.

II. Mission Statement

II.A. The Iditarod Area School District recognizes the unique and distinctive nature of each student with regard to character, capacity, ability and heritage. In doing so, we are committed to providing individualized, comprehensive and sequential programs to all students in an atmosphere which reflects their cultural heritage; and will, through an organized, efficient and effective school program designed and dedicated to incorporating a variety of learning opportunities, assure them of successful achievement as adults in the 21st Century. This is our commitment to the students, parents and communities of the Iditarod Area School District. This is our Mission!

III. Introduction of Guests

IV. Consent Agenda Items

IV.A. 24-058 Approval of IDLC Building Lease

IV.B. 24-066 Approval of Clear Idea Financial Manager Contract

IV.C. 24-070 Approval of May Personnel Recommendations

IV.D. Discussion of Renovation Project in Anvik

V. Final Items



Iditarod Area School District
PO Box 90
McGrath, AK 99627

To: Alice Dale, Chairman
Members of the School Board

Through: PJ Ford Slack, PhD
From:

Date: March 26, 2024

Subject: IDLC Lease in Fire Lake Plaza II

The proposal: Renewal of IDLC headquarters for thirty-six months.

Budget includes: June, 2024 to May 2025 \$2,016 monthly rent
June , 2025 to May 2026 \$2,072 monthly rent
June, 2026 to May 2027 \$2,128 monthly rent

Funding of Project:

PROFESSIONAL SERVICES CONTRACT

This writing formalizes an agreement entered into on this date by both parties signed below by and between the Clear Idea Accounting and Consulting (hereinafter called the "Contractor") and the Iditarod Area School District (hereinafter called "IASD").

The parties to this agreement understand that IASD desires to engage the Contractor to render certain technical and professional services in connection with Accounting and Administrative Business Services for IASD.

Accordingly, the Contractor agrees to perform these services for IASD under the terms and conditions of this contract, through the Superintendent who warrants IASD's authority to enter into a professional service contract.

The parties further understand and acknowledge that this agreement is a contract for professional services and has not been arrived at by competitive bid.

The parties to this contract mutually agree as follows:

1. Engagement of Contractor. IASD agrees to engage the Contractor, and the Contractor agrees to perform the services set forth in this agreement.
2. Area Covered. The Contractor shall perform all the necessary services provided under this contract as set forth in Attachment A. Work shall be provided by qualified individuals with the expertise and experience to perform the duties, as determined the Contractor.
3. Data and Equipment to be furnished by the Parties. All information, data and records, as are existing, available, and necessary for the carrying out of this agreement shall be provided to the Contractor without charge by IASD. IASD shall cooperate with the Contractor in every reasonable way in carrying out the Contractor's work. In turn, the Contractor performing professional services for IASD is expected to supply standard equipment normally used by other professionals performing similar services.
4. Time of Performance. The services of the Contractor shall begin as of the date both parties sign the agreement below. The contract will expire on June 30, 2025. The contract may be extended for additional periods by mutual written agreement of the parties.
5. Insurance. The Contractor agrees to maintain in full force and effect during the term of this agreement appropriate liability insurance of not less than One Million Dollars (\$1,000,000) for any one claim.

6. Compensation. IASD agrees to pay the Contractor the fixed sum of \$9,500 monthly for the services rendered on-site and off-site as described in Attachment A. IASD agrees to pay the Contractor on a time and material basis at \$135.00 per hour to conduct audit preparation and coordination as described in Attachment B. All hourly billable items shall be preapproved by the superintendent.

The Contractor shall bill NCSO for the above noted services monthly on the last day of each month for services provided during the month. The payment of monthly invoices shall be due and payable upon receipt of the invoice.

7. Reimbursable expenses. Out-of-pocket expenses including airfare and lodging related to on-site visits shall be reimbursed by IASD. Supporting documentation must accompany invoices for such reimbursement. All reimbursable expenses and travel must be preapproved prior to billing.
8. Method of Payment. IASD will pay to the Contractor the amount set forth in item 5, which shall constitute full and complete compensation for the Contractor's services. Such sum will be paid to the Contractor within thirty (30) days upon receipt of an invoice.
9. Termination of Contract by IASD. IASD may at any time terminate this contract by giving 30 days written notice of termination to the Contractor. In the event of termination, all finished or unfinished documents and other materials as described in paragraph 3 above shall, at the option of IASD, be returned to IASD. The Contractor retains the right to use templates created by the Contractor for other purposes.
10. Termination of Contract by Contractor. The Contractor may at any time terminate this contract by giving 60 days written notice of termination to IASD.
11. Findings Confidential. Any reports, information, data, etc., given to, prepared, or assembled by the Contractor under this contract which is not public information and IASD requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of IASD.
12. Successors and Assigns. IASD and the Contractor each binds itself and its partners, successors, executors, administrators and assigns of such other party, in respect of all covenants of this contract; except as above, neither IASD nor the Contractor shall assign, sublet, or transfer its interest in this contract without the written consent of the other. Nothing in this agreement shall be construed as creating any personal liability, nor shall it be construed as giving any rights or benefits to anyone other than IASD and the Contractor.
13. Entire Agreement. With respect to the services to be performed as described in Attachment A, this writing constitutes the entire contract and agreement between the parties, and expressly supersedes and replaces any and all oral or written agreements which may have been entered into by the parties prior to the execution of this contract. This agreement may be amended only by written instruments signed by both IASD and the Contractor.

14. Notices. All notices hereunder shall be in writing and shall be delivered by fax, certified mail, return receipt requested, or email to:

If IASD: PJ Ford Slack, Ph.D., Interim Superintendent
Iditarod Area School District
P.O. Box 90
McGrath, AK 99627

If the Contractor: Elena Begojevic, Director
Clear Idea, Inc.
15920 Sunset Bend Circle,
Anchorage, AK 99516

15. Applicable Law/Jurisdiction: This contract shall be governed by the laws of the State of Alaska. Any lawsuit regarding Contract must be filed in federal or state court in Alaska.

16. Independent Contract. The Contractor, and any agent and employees of the Contractor, shall act in an independent capacity and not as officers, employees or agents of IASD in the performance of this contract.

17. Compliance with Legal Requirements. Contractor shall acquire and maintain in good standing all permits, licenses, proper bonds and other entitlements necessary for its performance under this Contractor. Contractor shall comply with all applicable laws, including, but not limited to, federal laws and regulations, Alaska law and regulations, local ordinances and IASD policies and regulations.

18. Indemnity. Contractor shall indemnify, defend and hold harmless IASD, its board members, officers, employees, agents, and representatives, from and against any and all loss, costs, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities arising out of, resulting from, or in connection with the services contemplated by this Contract.

Contractor: State of Alaska Business License # 1005756

IN WITNESS WHEREOF the parties hereto have executed this agreement.

Iditarod Area School District

By: _____ on _____
PJ Ford Slack, Ph.D., Interim Superintendent

Clear Idea, Inc.

By: Elena Begojevic on 04/18/2024
Elena Begojevic, Director

Attachment A

Description of Services

The Contractor will provide to IASD general business and accounting services, financial expertise, and consulting on an ongoing (quarterly and/or monthly) basis as stated herein.

1. Contractor will continually work within a core team of District Office administration, supervise the administrative leadership of the financial affairs, provide leadership and support development of fiscal strategies in an alignment with district goals and mission.
2. On a monthly basis, Contractor will perform overall reconciliations of balance sheet and statement of income accounts, as presented below, to ensure that all transactions are appropriately recorded in accordance with US GAAP and other laws and provisions governing the district:
 - Cash and cash equivalents – Contractor will help with monthly bank reconciliation of all cash accounts and investigate and resolve discrepancies or issues identified during the reconciliation.
 - Receivables and revenues – Contractor will review, adjust, and record accounts receivables to reflect a proper balance at year end. In addition, Contractor will adjust allowance for doubtful accounts based on the review of old receivables and discussion with the IASD administration. Contractor will ensure that revenues are recognized properly in accordance with generally accepted accounting principles.
 - Accounts payable and other liabilities – Contractor will perform cut off procedures to ensure completeness and accuracy of accounts payable and other liabilities.
 - Payroll – As necessary, Contractor will assist in review and approval of timesheets and over-all payroll coding.
 - Property plant and equipment – Contractor will roll forward prior year depreciation schedule, properly record current year additions and/or deletions of assets, adjust current year depreciation to actual.
 - Indirect expenditures – Contractor will reconcile and book indirect.
 - Grants – Contractor will reconcile all grant related activities to ensure proper revenue recognition and update grant analysis worksheets. Furthermore, Contractor will assist with preparation of grant reports and submission of those reports to the granting agencies.
 - Payroll reports – Contractor will verify accuracy of the 941 reports to the general ledger.
 - Lease and rental income – Contractor will review lease and rental contracts to ensure that revenue is properly recognized based on the approved rates and periods.
 - Operating expenses – Contractor will review expenditure categories to ensure proper classifications.
3. On an annual basis, Contractor will assist with the following general finance and accounting tasks:
 - Update Salary Schedule - Employee Assignment and Personnel Action forms for employees
 - Assist with annual payroll reports and W-2s & 1099s.
 - Assist with ACA 1095 filing with IRS.
 - Assist with Indirect Cost Application to EED.
 - Assist with Impact Aid Survey.
 - Submit Impact Aid Application.
4. On a monthly or quarterly basis, Contractor will prepare financial reports for the Board of Directors.

Attachment A, continued

5. On an annual basis, Contractor will assist in development of the long-term and short-term budgets. Additionally, as it pertains to the budgetary process, Contractor will perform the following:
 - Assist with budget preparation:
 - Submit budget information to Schools/Departments for Development
 - Work with budget committee members to finalize budget assumptions
 - Publish Budget Summary & Hearing Notice by May 15th.
 - Submit budget form due to State EED by July 15th.
 - Analyze Fall OASIS ADM & Verify Anticipated Revenue.
 - Ensure that budget adjustments are made in a timely and accurate manner.

6. Finance Process Reengineering/Training – On an ongoing basis, Contractor will utilize information gathered during the engagement to improve the finance process and implement “best practices.” In order to support the process of continuous improvement of the District and its operations, Contractor will provide necessary training and support for accounting staff, as it seems appropriate.

* * *

Attachment B

Contractor will assume responsibility for coordination and management of the audit process. Among other tasks, Contractor will perform the following regarding audit:

- Fund balance – reconciling equity accounts to ensure that beginning equity agreed to prior year audited financial statements.
- If necessary, be on the fieldwork during the fieldwork portion of the audit to assist auditors with any additional financial information they may need.
- Preparation of the schedules required for the audit of the District and coordinating efforts with your auditors to maximize efficiency.
- Accrue payroll, AR & AP - reconcile all asset & liability balances.
- Close grants at year end and prepare SESA and SEFA schedules.
- Assist with preparation of Management's Discussion & Analyses (MD&A).
- Submit annual audit EED by October 1st.