



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: Catherine (Rexford) Noland MOA Control # _____

Address: 4118 NE 57th Ave Portland OR 97218
Street or POB City State Zip

907 227-6460 tagnak@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

Federal ID # _____ Or Soc. Sec. #: _____ Alaska Business License # 2150096

May 15, 2023 June 30, 2024 W-9 Attached W-9 Submitted Previously
Start Date: (mmddyy) End Date: (mmddyy)

- Contractor Agrees To:
1. Reviewing, setting timelines, and prioritizing goals for creation and revisions of the K-3 *Early Reader Series*.
 2. Creating, writing, and revising 18 new Kindergarten manuscripts for the *Early Reader Series*. (6 fiction, 12 non-fiction texts at the kindergarten reading level.)
 3. Writing, revising, and finalizing manuscripts for Grades 1 & 2 in the *Early Reading Series* for publication. (15 fiction and 30 non-fiction manuscripts.)
 4. Advising, as needed, in the final steps to publication for Grade 3 *Early Reading Series* manuscripts. (9 fiction and 18 non-fiction manuscripts.)
 5. Providing Technical Writing Support for the Iñupiaq Education Department on as-needed basis for requests including, but not limited to press releases, journal articles, annual reports, and website content. Such requests will be accepted on an as-needed basis for up to 20% of this contract, not to exceed 54 days.

District Contract Person: Tennessee Judkins Phone #: 907-852-9681 Ext _____
Email Address: Tennessee.judkins@nsbsd.org Fax: _____

District Agrees To: Provide access to appropriate documents and related technologies necessary to perform the scope of work.

Payment Terms: Fees for the above service will be paid as the contract bills/invoices. The District Contract will not exceed \$102,870.00

Enter Account Code as: 100.200.120.000.410 Amount \$102,870.00
Total: \$102,870.00

MOA Not to Exceed: \$102,870.00 Budget Authority Approval: Tennessee Judkins

NSBSD MOA (08-26-2022)

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 Director of Finance or their designee.
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 District Contact will be responsible for obtaining the contractor's signature and submitting the original MOA to the Director of Finance or their designee
5. 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.
6. When the MOA involves travel paid by the NSBSD; a 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 FORM 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. Svcs. Supt Contractor Contact Person Admin. Svcs. Dept.

NSBSD-MOA (08-26-22)