

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 23, 2026

NUMBER: 26-197

FR: Office of the Superintendent

SUBJECT: Approval of MOA – Savory
Solutions, Amber Colvin
(Food Services Manager)

STRATEGIC PLAN/BOARD GOAL:

Goal 2: Operational Improvement
Objective 1: Optimize Business Operations

ABSTRACT:

Board approval is required for purchases that exceed \$50,000.

ISSUE:

At issue is the approval of Memorandum of Agreement (MOA) with Amber Colvin of Savory Solutions for a total amount not to exceed \$135,000.

BACKGROUND AND/OR PERTINENT INFORMATION:

Mrs. Colvin has managed all aspects of the NWABSD Food Service Department successfully for the past 2.5 years, including the following programs: Fresh Fruits and Vegetables Program (FFVP), National School Breakfast Program (NSBP), National School Lunch Program (NSLP), and any other program the school district Food Service Department chooses to participate in. As the Food Service Department manager, Mrs. Colvin will fly to school sites quarterly to conduct in-person reviews and ensures all claims will be entered in a timely fashion to ensure maximum reimbursement. Program training will be provided to relevant employees as needed. Any Child Nutrition Program (CNP) audit needs will also be handled by Mrs. Colvin, should they arise.

FUNDING SOURCE:

NANA donation

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) with Amber Colvin of Savory Solutions for an amount not to exceed \$135,000 as presented;
2. Disapprove the Memorandum of Agreement (MOA) for Amber Colvin as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approval of the MOA with Amber Colvin of Savory Solutions, for an amount not to exceed \$135,000 as presented.

ATTACHMENT:

Memorandum of Agreement – Amber Colvin, Savory Solutions

Northwest Arctic Borough School District

P. O. Box 51 Kotzebue, AK 99752

MEMORANDUM OF AGREEMENT (MOA)

MOA's for more than \$50,000 must be approved by the School Board prior to start of Contract
In a fiscal year MOA's to the same Contractor totaling more than \$50,000 must be approved by the School Board prior to start of Contract
Remember to follow federal procurement regulations when using federal funds to support the MOA

TAB BETWEEN FIELDS

Contractor: Amber Colvin; Savory Solutions **MOA Control #:** _____
Name of Company Contact Brad Eisel for #

Address: 20713 Mountain Vista Drive Eagle River AK 99577
Street or POB City State Zip + four

907 203-2474 - acolvin@nwarctic.org or ambercolvin@hotmail.com
Area Code Phone # Fax # E-mail Address

Federal ID #: _____ Or Soc. Sec. #: 429777541 Alaska Business License #: _____
Enter without Dashes Enter without Dashes

07/14/2026 06/13/2027 W-9 Attached W-9 Submitted Previously
Start Date (mmddyy) End Date (mmddyy) Verify with Brad Eisel

Contractor Agrees To: Manage all aspects of the NWABSD Food Service Department including annual site training, the Fresh Fruits & Vegetables Program (FFVP), National School Lunch Program (NSLP), School Breakfast Program (SBP), and any other program the School District Food Service Department chooses to participate in (SFSP, SERRC, etc). Contractor will fly to each district school site to conduct in-person yearly reviews. All claims will be entered in a timely fashion in order to ensure maximum reimbursement. Program training will be provided as needed. Contractor will prepare documents as needed for any CNP audit.

If additional space is needed, indicate here **See attachment**

District Contact Person: Natalie Dickey Phone #: (907) 442-1829 Ext _____
Email Address: ndickey@nwarctic.org Fax #: (907) _____

District Agrees To: Provide reimbursement of air travel, lodging, ground transportation, per diem, miscellaneous costs (i.e. postage, printer supplies, paper, etc), and cost of services at the daily rate specified. The District agrees to provide technological support when necessary and also Access to School ERP Pro (IVisions) and the department shared drive.

If additional space is needed, indicate here **See attachment**

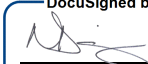
Payment Terms: Payment of \$510 per day worked for up to 220 days, for a contracted amount of \$112,200. District will provide reimbursement for all related air travel, lodging, ground transportation, per diem, and miscellaneous supply costs not to exceed the total MOA. Travel days will be paid at the daily specific rate. Payment will be made biweekly or within 15 days of invoicing.

If additional space is needed, indicate here **See attachment**

Enter Account Code as:	<u>XXX.XXX.XXX.XXX.410</u>	<u>Amount</u>
Account #:	<u>255.099.790.227.410</u>	<u>\$ 135,000</u>
Account #:	_____	<u>\$</u>
	Total:	<u>\$</u>

MOA Not to Exceed: \$135,000

Budget Authority Approval: _____

DocuSigned by: 
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Additional Conditions/Provisions

A - GENERAL INFORMATION

1. All associated costs, not limited to fees and reimbursables, must be included in the MOA. All MOA's for more than \$50,000 require prior School Board approval before Contractor provides any service. (BP 3312)
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to Brad Eisel. It is important to verify funds are available before submitting.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and NWABSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have approved and signed the MOA.
4. The District Contact Person will be responsible for obtaining the Contractor's signature and submitting the original MOA to Brad Eisel along with a W-9 for tax purposes.
5. The District Contact Person must approve for payment all Contractor invoices and verify receipts and backup documentation prior to submission for payment to the Accounting Department.
6. The Contractor must pay all expenses, and submit receipts for reimbursement, (airline receipt, hotel receipt, other travel related expenses). Mileage tickets are not eligible for reimbursement.
7. MOA's cannot be used for employee contracts or work agreements.
8. Any NWABSD employee who authorizes services prior to the required approvals may be subject to disciplinary action up to and including termination. (BP 4118, 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 a detailed invoice with the dates the services were provided and the appropriate documentation (copies of itineraries, airline tickets, hotel bills, ground transportation, etc.) to the District 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 NWABSD or submitted with this MOA.
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 NWABSD 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 FORM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

Natalie Dickey
Director of Administrative Services – Fiscal Approval

DocuSigned by:


Director's Signature

5/8/2026 | 4:01:12 PM AKD
Date (mm/dd/yy)

Terri Walker
Superintendent –Authorized Signer NWABSD

DocuSigned by:


Superintendent's Signature

5/8/2026 | 8:43:31 PM AKD
Date (mm/dd/yy)

Amber Colvin
Contractor

DocuSigned by:


Contractor's Signature

5/8/2026 | 8:56:58 PM AKD
Date (mm/dd/yy)