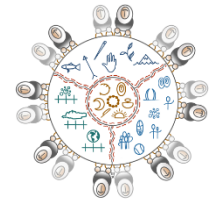




**North Slope Borough School District**  
**P.O. Box 169, Utqiagvik, AK 99723**  
**Memorandum of Agreement**



Contractor: Rachel Narjinaaq Edwardson Purchase Order # \_\_\_\_\_

Address: PO Box 694 Utqiagvik AK 99723  
907 319-9074 racheledwardson@gmail.com  
Area Code Phone # E-mail Address:  
City State 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:

General Liability Insurance  Professional liability / Errors & Omissions  Background Check Complete

Federal ID # \_\_\_\_\_ Or Soc. Sec. #: \_\_\_\_\_ Alaska Business License # \_\_\_\_\_

07/01/2026 06/30/2027  W-9 Attached  W-9 Submitted Previously  
Start Date: (mmddyy) End Date: (mmddyy)

Contractor Agrees To: 1. History of the Iñupiaq: Alaska Eskimo Whaling Commission (working title) curriculum to supplement to film.

THE CONTRACTOR will provide project management for continued development of the History of the Iñupiaq: Alaska Eskimo Whaling Commission (working title) curriculum content and curriculum unit to be included in the North Slope History and North Slope Government courses. Managing additional specialty services as needed for the project.

**Deliverable: Completed PLAIN TEXT curriculum unit and unit materials to prepare for the next steps in publication.**

2. Web-Resource Holding Site for History of the Iñupiaq Curriculum Series

Note: due to the advancements in technology and the need to convert the format of the film series to a more accessible format for classroom use and sharing is necessary

THE CONTRACTOR will provide project management, direction of development of an accessible all-encompassing resources page for the History of the Iñupiaq curriculum series and supporting materials. Managing additional specialty services as needed to complete the project.

**Deliverable: Completed holding page, design and all materials. This completed site cost does not include site hosting.**

3. IED Strategic Development

THE CONTRACTOR will provide high level department-specific strategic planning, facilitation, development of department work plan aligned to the NSBSD strategic plan and other critical components. Working with the IED developing this mapping into a 3-5 year plan for the department and staff.

**Deliverable: Facilitation of working sessions to develop IED plan documents with leadership and/or the department. Consolidation of working sessions and articulation into plan complete with graphic design and infographic art as needed.**

4. IED Digital Materials Update and Indexing

THE CONTRACTOR will provide management and oversight for IED's already digitized



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. Svcs.     Supt     Contractor     Contact Person     Admin. Svcs. Dept.