

AGENDA ITEM: Independent Contractor Agreements

Prepared by: Kevin Bultema

☒ Consent

Board Date October 19, 2016

☐ Information Only

☐ Discussion/Action

Background Information

Per Board Policy 3600 Consultants/Independent Contractor, all Consultant/Independent Contractor Agreements shall be brought before the board for approval.

Educational Implications

Per Board Policy 3600, the Board of Education authorizes the use of consultants/independent contractors to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by district staff because of limitations of time, experience or knowledge. Individuals, firms or organizations employed as consultants may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional or other matters.

Fiscal Implications

Consultant/Independent Contractor Agreement(s) to be paid from accounts noted on approval forms.



Administrative Offices
 1163 E. Seventh Street
 Chico, CA 95928-5999

530/891-3000
 fax 891-3220
 www.ChicoUSD.org

ASB Independent Contractor Agreement

Completed By: Jenise Coon

Phone: (530) 891-3026

1. This Agreement is made by and between Chico Unified School District _____ and:

Name: Alicia Glatz

Email Address: aliciaglatzpiano@gmail.com

Street Address/POB: 3415 Grape Way

City, State, Zip Code: Chico, CA 95973

Phone: _____

Taxpayer ID/SSN: _____

This agreement will be in effect From: 10/19/16

Site Code: 010

To: 6/30/17

Location(s) of Services: Choir room/performance venues

2. Scope of Work to be performed and Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Independent Contractor Services (attach separate sheet if necessary):

- a. Scope of Work: Piano accompanist during rehearsal and performances.

- b. Goal (if applicable): _____

3. ASB Account(s) Affected

a. Choir

ASB Account #
401

Percentage
100%

b. _____

0.00%

c. _____

0.00%

4. Payment to Independent Contractor for services actually rendered and supported by Independent Contractor initiated invoices, the District will pay the Independent Contractor not to exceed the payment criteria as follows:

\$900.00 Hourly Rate X 2.00 # Hours = \$1,800.00 Total for Services

(For Flat Rate fees, please place the flat rate under "hourly rate" and use "1" for number of hours.)

(per semester)

Additional Expenses (if applicable, in the event of changes to service or other expense types)

Item: _____

\$ _____

Item: _____

\$ _____

\$ 0.00

Total of Additional Expenses

\$1,800.00

Grand Total (Services + Additional Expenses)

5. Completed BS10A "Certificate of Independent Consultant Agreement" guideline is: ☐ On File ☒ Attached

6. Completed W9 "Request for Taxpayer Identification Number/Certification" form is: ☐ On File ☒ Attached

BP 3600 states all Consultants/Independent Contractor contracts shall be brought to the Board for Approval.

Board Approval Date: _____

Board authorizing signature: _____

INDEPENDENT CONTRACTOR TERMS AND CONDITIONSIndependent Contractor Name: Alicia Glatz

ICA#

1. The Independent Contractor will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Independent Contractor Agreement. Independent Contractor shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Independent Contractor's employees.
2. Independent Contractor shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
3. In the performance of the work herein contemplated, the Independent Contractor with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Independent Contractor will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Independent Contractor.
5. Independent Contractor agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Independent Contractor's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Independent Contractor, and/or the Independent Contractor's employee or agents.
6. Independent Contractor will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Independent Contractor agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to Independent Contractor, Independent Contractor's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
9. The Independent Contractor will be paid by vendor check as an Independent Contractor.
10. Independent Contractor shall provide an original invoice to the Originating Administrator. Independent Contractor shall be paid within 30 days of receipt of invoice and authorization of payment forwarded to the CUSD Accounts Payable department along with the original invoice.
11. Either party may terminate this agreement, with or without cause, upon 30 days' written notice to the other. Vendor shall be paid for work actually performed as of the date of receipt of such notice.

12. AGREED TO AND ACCEPTED:

Alicia Glatz
Signature of Independent Contractor

Alicia Glatz
Printed Name

9/27/16
Date

13. RECOMMENDED:

Jenise Coon
Signature of ASB Advisor

Jenise Coon
Printed Name

9/27/16
Date

14. APPROVED:

[Signature]
Signature of Site Administrator

Mark H. Buck
Printed Name

9/27/16
Date

15. APPROVED:

Signature of District Administrator,
Business Services

Printed Name

Date

ASB Executive Council/Secretaries
ASB Executive Council/Secretaries

Sophia Winter

9-27-16

16. ASB Approved Purchase Order #

Signature of ASB Accounting Technician

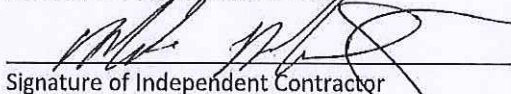
Originating Administrator Signature (Blue Ink)

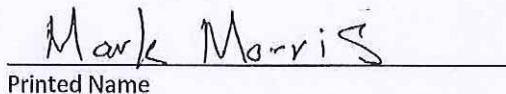
Date

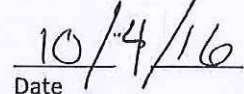
INDEPENDENT CONTRACTOR TERMS AND CONDITIONSIndependent Contractor Name: **Elite Sounds- Mark Morris**

ICA#

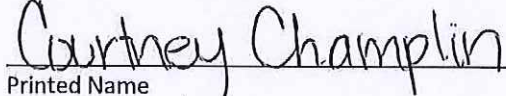
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2. Independent Contractor shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page I of this Agreement.
3. In the performance of the work herein contemplated, the Independent Contractor with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Independent Contractor will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Independent Contractor.
5. Independent Contractor agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Independent Contractor's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Independent Contractor, and/or the Independent Contractor's employee or agents.
6. Independent Contractor will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Independent Contractor agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to Independent Contractor, Independent Contractor's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
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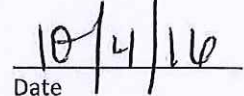
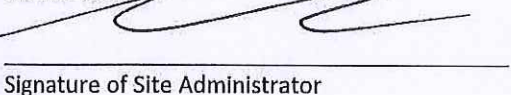
12. AGREED TO AND ACCEPTED:

 Signature of Independent Contractor

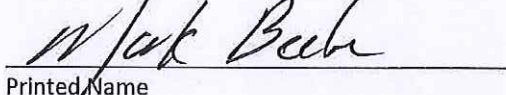

 Printed Name

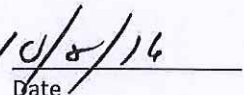

 Date
13. RECOMMENDED:

 Signature of ASB Advisor

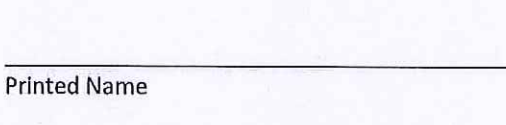

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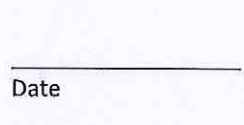

 Date
14. APPROVED:

 Signature of Site Administrator


 Printed Name

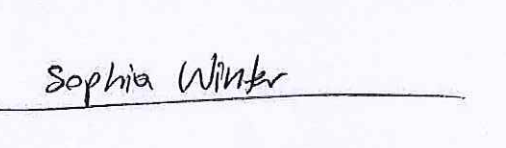

 Date
15. APPROVED:

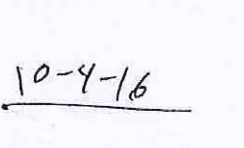
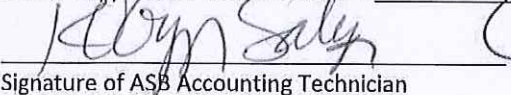
 Signature of District Administrator,
 Business Services

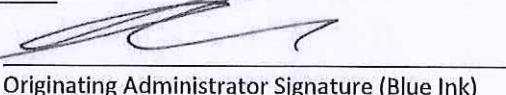

 Printed Name

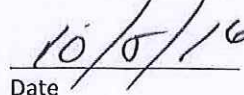

 Date


 ASB Sec.


 Printed Name


 Date
16. ASB Approved Purchase Order #

 Signature of ASB Accounting Technician


 Originating Administrator Signature (Blue Ink)


 Date

ICA# _____



Administrative Offices
1163 E. Seventh Street
Chico, CA 95928-5999

530/891-3000
fax 891-3220
www.ChicoUSD.org

ASB Independent Contractor Agreement

Completed By: Misty McEntee-ChooPhone: (530) 891-3080

1. This Agreement is made by and between Chico Unified School District Bidwell Junior High School and:

Name: Elite Sound Professional DJ Services

Email Address: _____

Street Address/POB: 775 San Antonio Dr.City, State, Zip Code: Chico, CA 95973

Phone: _____

Taxpayer ID/SSN: _____

This agreement will be in effect From: 9/1/16To: 6/30/17Site Code: 050-2050Location(s) of Services: Bidwell Junior High

2. Scope of Work to be performed and Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Independent Contractor Services (attach separate sheet if necessary):

- a. Scope of Work: DJ Services for Dance

- b. Goal (if applicable): As part of the purpose of ASB, this activity will provide social opportunities for our students

3. ASB Account(s) Affected	ASB Account #	Percentage
a. <u>ASB-General</u>	<u>320</u>	<u>100.00%</u>
b. _____	_____	<u>0.00%</u>
c. _____	_____	<u>0.00%</u>

4. Payment to Independent Contractor for services actually rendered and supported by Independent Contractor initiated invoices, the District will pay the Independent Contractor not to exceed the payment criteria as follows:

\$ 350.00 Hourly Rate X 5.00 # Hours = \$ 1,750.00 Total for Services

(For Flat Rate fees, please place the flat rate under "hourly rate" and use "1" for number of hours.)

Additional Expenses (if applicable, in the event of changes to service or other expense types)

Item: _____

\$ _____

Item: _____

\$ _____

\$ 0.00 Total of Additional Expenses\$ 1,750.00 Grand Total (Services + Additional Expenses)

5. Completed BS10A "Certificate of Independent Consultant Agreement" guideline is ☒ On File ☐ Attached
6. Completed W9 "Request for Taxpayer Identification Number/Certification" form is: ☒ On File ☐ Attached

BP 3600 states all Consultants/Independent Contractor contracts shall be brought to the Board for Approval.

Board Approval Date: _____

Board authorizing signature: _____

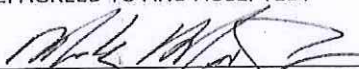
INDEPENDENT CONTRACTOR TERMS AND CONDITIONS

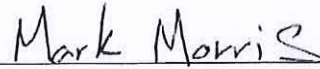
Independent Contractor Name: Elite Sound Professional DJ Services

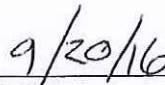
ICA#

1. The Independent Contractor will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Independent Contractor Agreement. Independent Contractor shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Independent Contractor's employees.
2. Independent Contractor shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
3. In the performance of the work herein contemplated, the Independent Contractor with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Independent Contractor will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Independent Contractor.
5. Independent Contractor agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Independent Contractor's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Independent Contractor, and/or the Independent Contractor's employee or agents.
6. Independent Contractor will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Independent Contractor agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to Independent Contractor, Independent Contractor's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
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11. Either party may terminate this agreement, with or without cause, upon 30 days' written notice to the other. Vendor shall be paid for work actually performed as of the date of receipt of such notice.

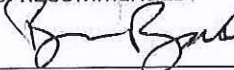
12. AGREED TO AND ACCEPTED:



 Signature of Independent Contractor

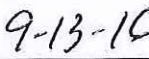

 Printed Name


 Date

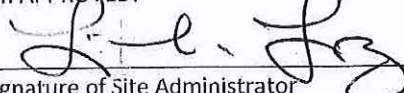
13. RECOMMENDED:

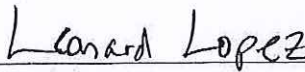

 Signature of ASB Advisor

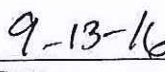

 Printed Name


 Date

14. APPROVED:


 Signature of Site Administrator


 Printed Name


 Date


15. APPROVED:

 Signature of District Administrator,
 Business Services

Printed Name

Date

16. ASB Approved Purchase Order # 14582


 Signature of ASB Accounting Technician


 Originating Administrator Signature (Blue Ink)

Date

ICA# _____



Administrative Offices
 1163 E. Seventh Street
 Chico, CA 95928-5999

530/891-3000
 fax 891-3220
 www.ChicoUSD.org

ASB Independent Contractor Agreement

Completed By: Chip CartonPhone: (530) 521-1981

1. This Agreement is made by and between Chico Unified School District Tolar AVL Inc. and:

Name: Tolar AVL Inc.

Email Address: _____

Street Address/POB: 13309 Cabin Hollow Court, Suite 100City, State, Zip Code: Chico, CA 95926

Phone: _____

Taxpayer ID/SSN: _____

This agreement will be in effect From: 10/21/16To: 10/21/16Site Code: 010Location(s) of Services: Chico State

2. Scope of Work to be performed and Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Independent Contractor Services (attach separate sheet if necessary):

- a. Scope of Work: Provide sound system, score board/jumbotron for the Almond Bowl

- b. Goal (if applicable): _____

3. ASB Account(s) Affected

a. Ath Almond Bowl

ASB Account #

100

Percentage

100.00%

b. _____

0.00%

c. _____

0.00%

4. Payment to Independent Contractor for services actually rendered and supported by Independent Contractor initiated invoices, the District will pay the Independent Contractor not to exceed the payment criteria as follows:

\$5,250.00 Hourly Rate X 1.00 # Hours = \$5,250.00 Total for Services

(For Flat Rate fees, please place the flat rate under "hourly rate" and use "1" for number of hours.)

Additional Expenses (if applicable, in the event of changes to service or other expense types)

Item: _____

\$ _____

Item: _____

\$ _____

\$ 0.00

Total of Additional Expenses

\$5,250.00

Grand Total (Services + Additional Expenses)

5. Completed BS10A "Certificate of Independent Consultant Agreement" guideline is: ☒ On File ☐ Attached

6. Completed W9 "Request for Taxpayer Identification Number/Certification" form is: ☒ On File ☐ Attached

BP 3600 states all Consultants/Independent Contractor contracts shall be brought to the Board for Approval.

Board Approval Date: _____

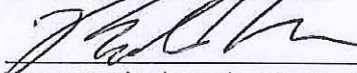
Board authorizing signature: _____

INDEPENDENT CONTRACTOR TERMS AND CONDITIONSIndependent Contractor Name: Tolar AVL Inc.

ICA#

1. The Independent Contractor will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Independent Contractor Agreement. Independent Contractor shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Independent Contractor's employees.
2. Independent Contractor shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page I of this Agreement.
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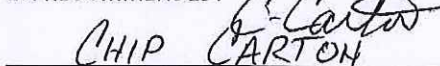
12. AGREED TO AND ACCEPTED:


 Signature of Independent Contractor

Bob Tolar
 Printed Name

10/4/16
 Date

13. RECOMMENDED:


 Signature of ASB Advisor

CHIP CARTON
 Printed Name

10/4/16
 Date

14. APPROVED:

 Signature of Site Administrator

 Printed Name

 Date

15. APPROVED:

 Signature of District Administrator,
 Business Services

 Printed Name

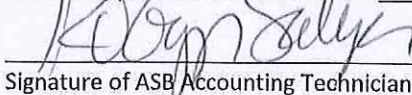
 Date


 ASB Sec.

Sophia Winkler

10-4-16

16. ASB Approved Purchase Order # 99136


 Signature of ASB Accounting Technician

 Originating Administrator Signature (Blue Ink)

10/8/16
 Date

CA# _____



Administrative Offices
 1163 E. Seventh Street
 Chico, CA 95928-5999

530/891-3000
 fax 891-3220
 www.ChicoUSD.org

Independent Contractor Agreement

Completed By: Tami MedearisPhone: (530) 891-3104

1. This Agreement is made by and between Chico Unified School District and:

Name: Frank and Jan Reale, Consultants

Email Address: _____

Street Address/POB: 13400 Oak Ranch LaneCity, State, Zip Code: Chico, CA 95973

Phone: _____

Taxpayer ID/SSN: _____

This agreement will be in effect From: 9/30/16To: 10/2/16Site Code: 260Location(s) of Services: Rosedale

2. Scope of Work to be performed and Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Independent Contractor Services (attach separate sheet if necessary):

a. Scope of Work: Design and Create Holistic Playground

b. Goal (if applicable): _____

3. Funding/Program/Grant Affected (corresponding to accounts listed in item 4):

a. _____

b. _____

c. _____

4.	Percent (%)	Fund	Resource	Project/Year	Goal	Function	Object	Site	Manager
1	0.00%	01	9024	0	1110	1000	5800	260	1260
2	0.00%						5800		
3	0.00%						5800		

5. Payment to Independent Contractor for services actually rendered and supported by Independent Contractor initiated invoices, the District will pay the Independent Contractor not to exceed the payment criteria as follows:

\$ \$ 156.25 Hourly Rate X 16.00 # Hours = \$ \$ 2,500.00 Total for Services

(For Flat Rate fees, please place the flat rate under "hourly rate" and use "1" for number of hours.)

Additional Expenses (if applicable, in the event of changes to service or other expense types)

Item: Paint and Supplies

\$ _____

Item: Receipts Attached

\$ _____

\$ \$ 0.00

Total of Additional Expenses

\$ \$ 2,500.00

Grand Total (Services + Additional Expenses)

6. Completed BS10A "Certificate of Independent Consultant Agreement" guideline is: ☒ On File ☐ Attached

7. Completed W9 "Request for Taxpayer Identification Number/Certification" form is: ☒ On File ☐ Attached

BP 3600 states all Consultants/Independent Contractor contracts shall be brought to the Board for Approval.

Board Approval Date: _____

Board authorizing signature: _____

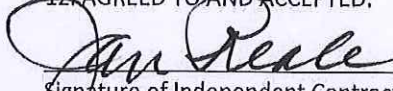
INDEPENDENT CONTRACTOR TERMS AND CONDITIONS

Independent Contractor Name: Frank and Jan Reale

CA#

1. The Independent Contractor will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Independent Contractor Agreement. Independent Contractor shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Independent Contractor's employees.
2. Independent Contractor shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
3. In the performance of the work herein contemplated, the Independent Contractor with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Independent Contractor will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Independent Contractor.
5. Independent Contractor agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Independent Contractor's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Independent Contractor, and/or the Independent Contractor's employee or agents.
6. Independent Contractor will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Independent Contractor agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to Independent Contractor, Independent Contractor's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
9. The Independent Contractor will be paid by vendor check as an Independent Contractor.
10. Independent Contractor shall provide an original invoice to the Originating Administrator. Independent Contractor shall be paid within 30 days of receipt of invoice and authorization of payment forwarded to the CUSD Accounts Payable department along with the original invoice.
11. Either party may terminate this agreement, with or without cause, upon 30 days' written notice to the other. Vendor shall be paid for work actually performed as of the date of receipt of such notice.

12. AGREED TO AND ACCEPTED:


Signature of Independent Contractor

Frank & Jan Reale

Printed Name

9-30-16
Date

13. RECOMMENDED:


Signature of Originating Administrator

Jo Ann Bettencourt
Printed Name

9-30-16
Date

14. APPROVED:

Signature of District Administrator OR
Director of Categorical Programs

Printed Name

Date

15. APPROVED:

Signature of District Administrator,
Business Services

Printed Name

Date

**16. AUTHORIZATION FOR PAYMENT
CHECK REQUIRED**

(Invoice to accompany payment request):

- ☐ Partial Payment through: _____
☐ Full or Final Payment

DISPOSITION OF CHECK by Accounts Payable:
(check released upon completion of services)

- ☐ Send to Site Administrator (date): _____
☐ Mail to Independent Contractor

\$ _____
Amount

Originating Administrator Signature (Blue Ink)

Date

CA# _____



Administrative Offices
 1163 E. Seventh Street
 Chico, CA 95928-5999

530/891-3000
 fax 891-3220
 www.ChicoUSD.org

Independent Contractor Agreement

Completed By: Hildi StrandbergPhone: 879-7400

1. This Agreement is made by and between Chico Unified School District and:

Name: Matthew Schaefer
 Email Address: kidspt@gmail.com
 Street Address/POB: 25 Vermillion Cir.
 City, State, Zip Code: Chico, CA 95928
 Phone:
 Taxpayer ID/SSN:

This agreement will be in effect From: 7/1/16To: 6/30/17Site Code: 190Location(s) of Services: Loma Vista School

2. Scope of Work to be performed and Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Independent Contractor Services (attach separate sheet if necessary):

a. Scope of Work: Lifts and transfer training for special day class teachers as per students IEPs. Student numbers are: 79833, 78308, 65336, 83867.

b. Goal (if applicable): To be legally compliant with IEP goals. To provide appropriate trainings to staff.

3. Funding/Program/Grant Affected (corresponding to accounts listed in Item 4):

a. Loma Vista Funds

b. _____

c. _____

4.	Percent (%)	Fund	Resource	Project/Year	Goal	Function	Object	Site	Manager
1	10,000.00%	01	6500	0	5750	1110	5800	190	1190
2	0.00%						5800		
3	0.00%						5800		

5. Payment to Independent Contractor for services actually rendered and supported by Independent Contractor Initiated invoices, the District will pay the Independent Contractor not to exceed the payment criteria as follows:

\$ \$ 60.00 Hourly Rate X 50.00 # Hours = \$ \$ 3,000.00 Total for Services

(For Flat Rate fees, please place the flat rate under "hourly rate" and use "1" for number of hours.)

Additional Expenses (if applicable, in the event of changes to service or other expense types)

Item: _____ \$ _____

Item: _____ \$ _____

\$ \$ 0.00 Total of Additional Expenses

\$ \$ 3,000.00 Grand Total (Services + Additional Expenses)

6. Completed BS10A "Certificate of Independent Consultant Agreement" guideline is: ☒ On File ☐ Attached

7. Completed W9 "Request for Taxpayer Identification Number/Certification" form is: ☒ On File ☐ Attached

BP 3600 states all Consultants/Independent Contractor contracts shall be brought to the Board for Approval.

Board Approval Date: _____

Board authorizing signature: _____

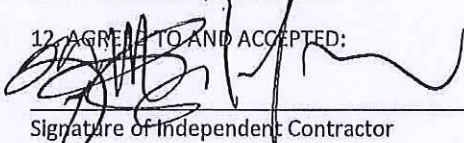
INDEPENDENT CONTRACTOR TERMS AND CONDITIONS

Independent Contractor Name: Matthew Schaefer

CA#

1. The Independent Contractor will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Independent Contractor Agreement. Independent Contractor shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Independent Contractor's employees.
2. Independent Contractor shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
3. In the performance of the work herein contemplated, the Independent Contractor with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Independent Contractor will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Independent Contractor.
5. Independent Contractor agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Independent Contractor's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Independent Contractor, and/or the Independent Contractor's employee or agents.
6. Independent Contractor will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Independent Contractor agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to Independent Contractor, Independent Contractor's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
9. The Independent Contractor will be paid by vendor check as an Independent Contractor.
10. Independent Contractor shall provide an original invoice to the Originating Administrator. Independent Contractor shall be paid within 30 days of receipt of invoice and authorization of payment forwarded to the CUSD Accounts Payable department along with the original invoice.
11. Either party may terminate this agreement, with or without cause, upon 30 days' written notice to the other. Vendor shall be paid for work actually performed as of the date of receipt of such notice.

12. AGREED TO AND ACCEPTED:

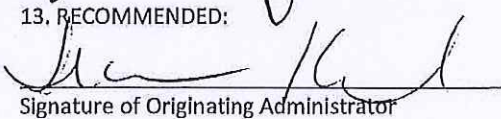

Signature of Independent Contractor

Matthew Schaefer

Printed Name

6/27/16
Date

13. RECOMMENDED:


Signature of Originating Administrator

Jeaner Kassel

Printed Name

6/29/16
Date

14. APPROVED:

Signature of District Administrator OR
Director of Categorical Programs

Printed Name

Date

15. APPROVED:

Signature of District Administrator,
Business Services

Printed Name

Date

16. AUTHORIZATION FOR PAYMENT

CHECK REQUIRED

(Invoice to accompany payment request):

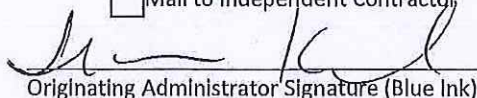
- ☒ Partial Payment through: 9/28/16
☐ Full or Final Payment

DISPOSITION OF CHECK by Accounts Payable:

(check released upon completion of services)

- ☐ Send to Site Administrator (date): _____
☐ Mail to Independent Contractor

\$ 525.00
Amount


Originating Administrator Signature (Blue Ink)

6/29/16
Date

CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

CONSULTANT AGREEMENT

1. A completed BS10a, "Certificate of Independent Consultant Agreement" guideline is:
☒ On File (click to view) ☐ Attached if not on file
2. A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
☒ On File (click to view) ☐ Attached if not on file

This Agreement to furnish certain consulting services is made by and between Chico Unified School District and:

Name: Dan Gardner
Street Address/POB: 2226 Dixon Street
City, State, Zip Code: Chico, Ca. 95926
Phone:
Taxpayer ID/SSN:

This agreement will be in effect from: 07/01/2016 to: 12/31/2016

Location(s) of Services:

Fair View High School and various locations

3. Scope of Work to be performed: (attach separate sheet if necessary)
Consultant to supervise YouthBuild students who will help build one house per year through Habitat for Humanity. Funding will be provided by the Byrne Jag Grant.
Consultant will ensure that adults to trainee ratio remains at the required 7:1 ratio.
4. Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant Services:
YouthBuild students will attain academic and hands-on skills for the purpose of entering post-secondary or school-to-work.

5. Funding/Programs Affected: (corresponding to accounts below)

- 1) Byrne Jag Grant
2)
3)

6.	Pct. (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Site	Manager
1)	100	01	9150	0	3800	2490	5800	570	6700
2)				0		0	5800		
3)							5800		

7. Is there an impact to the General Fund, Unrestricted funding? ☐ Yes ☒ No

8. Payment to Consultant: For services actually rendered and supported by Consultant initiated invoices, the District will pay consultant not to exceed the payment criteria as follows:

\$ 3,166.67 Per Unit, times 6.00 #Units = \$ 19,000.02 Total for Services

9. Additional Expenses

Corrected amount based on budget amounts in the grant award changing after CA was approved \$

\$ 999.98
\$ 20,000.00
Total of Additional Expenses
Grand Total

Amounts of \$5,001.00 or more require Board Approval: (date to Board)

CONSULTANT TERMS AND CONDITIONS


(Applicable, unless determined to be Contract Employee-See BS 10a)

CA#

Consultant Name: Dan Gardner

1. The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees.
2. Consultant shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.
3. In the performance of the work herein contemplated, Consultant is an independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Consultant will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
5. Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
6. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
9. The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at: http://www.chicousd.org/documents/BUSINESS/Consultant_Agreement/BS_10a_11_04_rev.pdf. IRS publication SWR 40 and IRS Ruling 87-41 will assist in determining the payment method applied to this Agreement.
10. Consultant shall provide an original invoice to the Originating Administrator. Consultant shall be paid within 30 days of receipt of invoice and authorization of payment forwarded to the CUSD Accounts Payable department along with the original invoice.
11. Either party may terminate this agreement, with or without cause, upon 30 days' written notice to the other. Vendor shall be paid for work actually performed as of the date of receipt of such notice.

12. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)


(Signature of Consultant)

Dan Gardner

(Printed Name)

8-1-16
Date

13. RECOMMENDED:

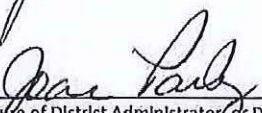

(Signature of Originating Administrator)

David McKay, Director

(Printed Name)

8/1/16
Date

14. APPROVED:


(Signature of District Administrator or Director of Categorical Programs)

Joanne Parsley, Asst. Superintendent

(Printed Name)

8-2-16
Date

APPROVED:



Consultant



Contract Employee


(Signature of District Admin, Business Services)

Kevin Bultema, Asst. Superintendent

(Printed Name)

8-26-16
Date

15. Authorization for Payment:

CHECK REQUIRED (Invoice to accompany payment request):



Partial Payment through:

Date



Full or Final Payment

DISPOSITION OF CHECK by Accounts Payable:

(check released upon completion of services)



Send to Site Administrator:

(Date Check Required)



Mail to Consultant

\$
(Amount)

(Originating Administrator Signature- Use Blue Ink)

(Date)

Mandatory Instructions
(click to view)

CA# 17-00008

CHICO UNIFIED SCHOOL DISTRICT
Business Services
1163 E. 7th Street, Chico, CA 95928
(530) 891-3000

CONSULTANT AGREEMENT

1. A completed BS10a, "Certificate of Independent Consultant Agreement" guideline is:
☒ On File (click to view) ☐ Attached if not on file
2. A completed W9 "Request for Taxpayer Identification Number and Certification" form is:
☒ On File (click to view) ☐ Attached if not on file

This Agreement to furnish certain consulting services is made by and between Chico Unified School District and:

Name: Tom Enns
Street Address/POB: 62 Plumbwood Court
City, State, Zip Code: Chico, Ca. 95928
Phone:
Taxpayer ID/SSN:

This agreement will be in effect from: 07/01/2016 to: 12/31/2016

Location(s) of Services:

Fair View High School and various locations

3. Scope of Work to be performed: (attach separate sheet if necessary)
Consultant to supervise YouthBuild students who will help build one house per year through Habitat for Humanity. Funding will be provided by the Byrne Jag Grant.
Consultant will ensure that adults to trainee ratio remains at the required 7:1 ratio.
4. Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Consultant Services:
YouthBuild students will attain academic and hands-on skills for the purpose of entering post-secondary or school-to-work.

5. Funding/Programs Affected: (corresponding to accounts below)

- 1) Byrne Jag Grant
- 2)
- 3)

6.	Pct. (%)	Fund	Resource	Proj/Yr	Goal	Function	Object	Site	Manager
1)	100	01	9150	0	3800	2490	5800	670	6700
2)				0		0	5800		
3)							5800		

7. Is there an impact to the General Fund, Unrestricted funding? ☐ Yes ☒ No

8. Payment to Consultant: For services actually rendered and supported by Consultant initiated invoices, the District will pay consultant not to exceed the payment criteria as follows:

\$ 3,166.67 Per Unit, times 6.00 #Units = \$ 19,000.02 Total for Services

9. Additional Expenses

Corrected amount based on budget amounts in the grant award changing after the CA was approved. \$

Total of Additional Expenses
\$ 999.98
\$ 20,000.00 Grand Total

Amounts of \$5,001.00 or more require Board Approval: (date to Board)

CONSULTANT TERMS AND CONDITIONS

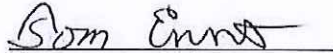
(Applicable, unless determined to be Contract Employee-See BS 10a)

CA#

Consultant Name: Tom Enns

1. The Consultant will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Consultant Agreement. Consultant shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Consultant's employees.
2. Consultant shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page I of this Agreement.
3. In the performance of the work herein contemplated, Consultant is an Independent contractor, with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.
4. If applicable, the Consultant will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Consultant.
5. Consultant agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Consultant's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Consultant, and/or the Consultant's employee or agents.
6. Consultant will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.
7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to Consultant, Consultant's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.
9. The District will determine whether the Consultant will be paid by vendor check as a Consultant or payroll check as a Contract Employee (with taxes withheld) by reviewing the completed Certificate of Independent Consultant Agreement (a blank sample may be viewed at: [http://www.chlcousd.org/documents/BUSINESS/Consultant Agreement/BS 10a 11 04 rev.pdf](http://www.chlcousd.org/documents/BUSINESS/Consultant%20Agreement/BS%2010a%2011%2004%20rev.pdf). IRS publication SWR 40 and IRS Ruling 87-41 will assist in determining the payment method applied to this Agreement).
10. Consultant shall provide an original invoice to the Originating Administrator. Consultant shall be paid within 30 days of receipt of invoice and authorization of payment forwarded to the CUSD Accounts Payable department along with the original invoice.
11. Either party may terminate this agreement, with or without cause, upon 30 days' written notice to the other. Vendor shall be paid for work actually performed as of the date of receipt of such notice.

12. AGREED TO AND ACCEPTED: (If determined to be a Contract Employee, a payroll check will be issued with applicable taxes withheld.)


(Signature of Consultant)

Tom Enns
(Printed Name)

8/1/16
Date

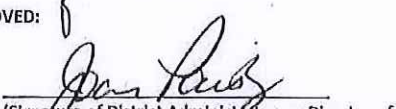
13. RECOMMENDED:


(Signature of Originating Administrator)

David McKay, Director
(Printed Name)

8/1/16
Date

14. APPROVED:


(Signature of District Administrator, or Director of Categorical Programs)

Joanne Parsley, Asst. Superintendent
(Printed Name)

8-2-16
Date

APPROVED:

☐ Consultant ☐ Contract Employee


(Signature of District Admin, Business Services)

Kevin Bultema, Asst. Superintendent
(Printed Name)

8-26-16
Date

15. Authorization for Payment:

CHECK REQUIRED (Invoice to accompany payment request):

☐ Partial Payment through: _____ Date _____
☐ Full or Final Payment

DISPOSITION OF CHECK by Accounts Payable:

(check released upon completion of services)
☐ Send to Site Administrator: _____ (Date Check Required) _____
☐ Mail to Consultant

\$ _____
(Amount)

(Originating Administrator Signature- Use Blue Ink)

(Date)

CA# 17-00015

Administrative Offices
 1163 E. Seventh Street
 Chico, CA 95928-5999

530/891-3000
 fax 891-3220
 www.ChicoUSD.org

Independent Contractor Agreement

Completed By: Christina Winkle for David McKayPhone: (530) 891-3000

1. This Agreement is made by and between Chico Unified School District and:

Name: Kenneth Seaman

Email Address: _____

Street Address/POB: 553 Troy LaneCity, State, Zip Code: Chico, CA 95973

Phone: _____

Taxpayer ID/SSN: _____

This agreement will be in effect From: 7/1/16To: 12/31/16

Site Code: _____

Location(s) of Services: Various Locations, YouthBuild

2. Scope of Work to be performed and Goal (Strategic Plan, Site Plan, Other) to be achieved as a result of Independent Contractor Services (attach separate sheet if necessary):

a. Scope of Work: Consultant to supervise students who will help build one house per year through the Habitat for Humanity. Funding will be provided by the Byrne Jag Grant. Consultant will ensure that adults to trainee ratio remains at the required 7:1 ratio.

b. Goal (if applicable): YouthBuild students will attain academic and hands-on skills for the purpose of entering post secondary or school to work

3. Funding/Program/Grant Affected (corresponding to accounts listed in item 4):

a. Byrne Jag Grant

b. _____

c. _____

4.	Percent (%)	Fund	Resource	Project/Year	Goal	Function	Object	Site	Manager
1	100.00%	01	9150	0	3000	2480	5800	570	6700
2	0.00%						5800		
3	0.00%						5800		

5. Payment to Independent Contractor for services actually rendered and supported by Independent Contractor initiated invoices, the District will pay the Independent Contractor not to exceed the payment criteria as follows:
 \$ \$ 1,666.67 Hourly Rate X 6.00 # Hours = \$ \$ 10,000.02 Total for Services
 (For Flat Rate fees, please place the flat rate under "hourly rate" and use "1" for number of hours.)

Additional Expenses (if applicable, in the event of changes to service or other expense types)

Item: Corrected amount based on budget amounts in

\$ _____

Item: the grant award changing after CA was\$ 9999.98

approved

\$ 0.00

Total of Additional Expenses

\$ 20,000.00

Grand Total (Services + Additional Expenses)

6. Completed BS10A "Certificate of Independent Consultant Agreement" guideline is: ☐ On File ☒ Attached

7. Completed W9 "Request for Taxpayer Identification Number/Certification" form is: ☐ On File ☒ Attached

BP 3600 states all Consultants/Independent Contractor contracts shall be brought to the Board for Approval.
 Board Approval Date: _____ Board authorizing signature: _____

INDEPENDENT CONTRACTOR TERMS AND CONDITIONS

Independent Contractor Name: Kenneth Seaman

CA#

1. The Independent Contractor will perform said services independently, not as an employee of the District; therefore, the District is not liable for worker's compensation or unemployment benefits in connection with this Independent Contractor Agreement. Independent Contractor shall assume full responsibility for payment of all Federal, State and Local taxes or contributions, including Unemployment Insurance, Social Security, and Income Taxes with respect to Independent Contractor's employees.

2. Independent Contractor shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement, unless agreed upon under Additional Expenses on page 1 of this Agreement.

3. In the performance of the work herein contemplated, the Independent Contractor with the authority to control and direct the performance of the details of the work, the District being interested in the results obtained.

4. If applicable, the Independent Contractor will certify in writing, using Administration Form #3515.6, that criminal background checks have been completed as per Board Policy #3515.6 prior to commencement of services. This requirement also applies to any subcontractors or employees utilized by the Independent Contractor.

5. Independent Contractor agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of Independent Contractor's negligence in the performance of this Agreement, including, but not limited to, any claim due to injury and/or damage sustained by Independent Contractor, and/or the Independent Contractor's employee or agents.

6. Independent Contractor will provide to Assistant Superintendent, Business Services, upon request, a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage as required by the District.

7. Neither party shall assign nor delegate any part of this Agreement without the written consent of the other party.

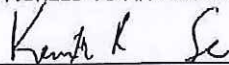
8. The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Independent Contractor agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to Independent Contractor, Independent Contractor's business, equipment and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.

9. The Independent Contractor will be paid by vendor check as an Independent Contractor.

10. Independent Contractor shall provide an original invoice to the Originating Administrator. Independent Contractor shall be paid within 30 days of receipt of invoice and authorization of payment forwarded to the CUSD Accounts Payable department along with the original invoice.

11. Either party may terminate this agreement, with or without cause, upon 30 days' written notice to the other. Vendor shall be paid for work actually performed as of the date of receipt of such notice.

12. AGREED TO AND ACCEPTED:

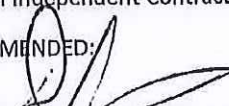

Signature of Independent Contractor

Kenneth Seaman

Printed Name

8-1-2016
Date

13. RECOMMENDED:

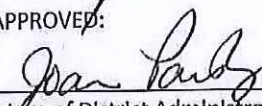

Signature of Originating Administrator

David McKay, Director

Printed Name

8/2/16
Date

14. APPROVED:


Signature of District Administrator OR
Director of Categorical Programs

Joanne Parsley, Asst. Superintendent

Printed Name

8-2-16
Date

15. APPROVED:


Signature of District Administrator,
Business Services

Kevin Bultema, Asst. Superintendent

Printed Name

8-25-16
Date

16. AUTHORIZATION FOR PAYMENT

CHECK REQUIRED

(Invoice to accompany payment request):

☐ Partial Payment through: _____
☐ Full or Final Payment

DISPOSITION OF CHECK by Accounts Payable:

(check released upon completion of services)

☐ Send to Site Administrator (date): _____
☐ Mail to Independent Contractor

\$ _____
Amount

Originating Administrator Signature (Blue Ink)

Date