

**AGENDA ITEM:** Independent Contractor Agreements

**Prepared by:** Kevin Bultema, Assistant Superintendent

☒ Consent

Board Date December 14, 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.

- Donna Henderson (PVHS, ASB)
- Candace LiVolsi (CHS, ASB)
- Michelle Mori (Secondary Sites)
- Michael Neasham (CJHS, ASB)
- Dylan Smith (Inspire, ASB)
- Sandy McWhorter (Inspire)
- Aidan Sobon (Inspire, ASB)

### **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](http://www.ChicoUSD.org)

## ASB Independent Contractor Agreement

Completed By: Tim Keating Phone: (530) 891-3050

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

Name: Donna Henderson  
Email Address: pvcoachdonna@gmail.com  
Street Address/POB: 3060 Viento Drive  
City, State, Zip Code: Chico, CA 95973  
Phone:   
Taxpayer ID/SSN:

This agreement will be in effect From: 11/28/16 To: 12/31/16  
 Site Code: 020 Location(s) of Services: Pleasant Valley High 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: Tournament Director for 2 Boys Basketball Tournaments: Varsity 12/8,9,10/2016 & Frosh/Soph 12/28, 29,30/2016. \$300 each tourney.

- b. Goal (if applicable): \_\_\_\_\_

- | 3. | ASB Account(s) Affected | ASB Account # | Percentage |
|----|-------------------------|---------------|------------|
| a. | Boys Basketball Team    | 610           | 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:

\$2.00	Hourly Rate X	300.00	# Hours =	\$600.00	Total for Services
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(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

\$ 600.00      **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

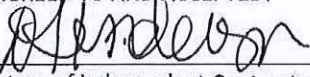
# INDEPENDENT CONTRACTOR TERMS AND CONDITIONS

Independent Contractor Name:

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.

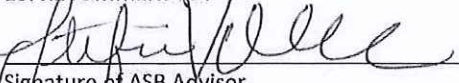
## 12. AGREED TO AND ACCEPTED:

  
Signature of Independent Contractor

Donna Henderson  
Printed Name

11/30/16  
Date

## 13. RECOMMENDED:

  
Signature of ASB Advisor

Stefanie Volk  
Printed Name

11/28/16  
Date

## 14. APPROVED:

  
Signature of Site Administrator

J. Shepherd  
Printed Name

11/28/16  
Date

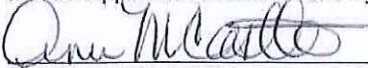
## 15. APPROVED:


\_\_\_\_\_  
Signature of District Administrator,  
Business Services

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## 16. ASB Approved Purchase Order # 17328

  
Signature of ASB Accounting Technician

 \*  
Originating Administrator Signature (Blue Ink)

\_\_\_\_\_  
Date



CIB

ASB

ICA# \_\_\_\_\_



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 1163 E. Seventh Street  
 Chico, CA 95928-5999

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

### ASB Independent Contractor Agreement

Completed By: Jenise CoonPhone: 891-3027

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

Name: Candace LiVolsi  
 Email Address: ajoyfulharp@gmail.com  
 Street Address/POB: PO Box 492046  
 City, State, Zip Code: Redding, CA 96049  
 Phone:                       
 Taxpayer ID/SSN:                     

This agreement will be in effect From: 12/15/16To: 1/15/17Site Code: 010Location(s) of Services: CHS

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: Rehearsals and performance accompaniment with the choir (harp)

b. Goal (if applicable): \_\_\_\_\_

3. ASB Account(s) Affected

a. Choral Music

ASB Account #

401

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:

\$ 350.00 Hourly Rate X 1.00 # Hours = \$ 350.00 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

\$ 350.00 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: \_\_\_\_\_



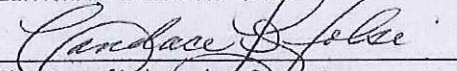
**INDEPENDENT CONTRACTOR TERMS AND CONDITIONS**

Independent Contractor Name:

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.
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.

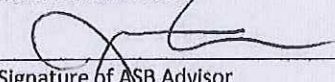
**12. AGREED TO AND ACCEPTED:**

  
Signature of Independent Contractor

Cardace LiVolsi  
Printed Name

11/8/2016  
Date

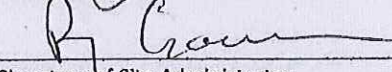
**13. RECOMMENDED:**

  
Signature of ASB Advisor

Jenise Coon  
Printed Name

11/14/16  
Date

**14. APPROVED:**

  
Signature of Site Administrator

Ray Coon  
Printed Name

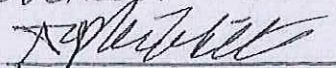
11-17-16  
Date

**15. APPROVED:**

\_\_\_\_\_  
Signature of District Administrator,  
Business Services

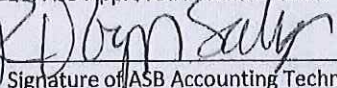
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

ASB Executive Council  


11-17-16

**16. ASB-Approved Purchase Order #**

99180  
  
Signature of ASB Accounting Technician

Ray Coon  
Originating Administrator Signature (Blue Ink)

11-17-16  
Date



ICA# \_\_\_\_\_



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

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

### Independent Contractor Agreement

Completed By: Ann BrodskyPhone: (530) 891-3050

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

Name: Michelle Mori  
 Email Address: michellemori08@gmail.com  
 Street Address/POB: 216 W Sacramento Avenue, Apt #B  
 City, State, Zip Code: Chico, Ca 95926  
 Phone:                       
 Taxpayer ID/SSN:                     

This agreement will be in effect From: 1/9/17  
 Site Code: 6700

To: 5/31/17  
 Location(s) of Services: Secondary Sites

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: Tobacco Use Prevention Education grant "Tobacco Prevention Specialist" will meet with the KLEAN student groups at PVHS and CHS on a weekly basis, and will assist with implementation of all TUPE grant activities as needed.

- b. Goal (if applicable): education, and prevention of tobacco use

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

- a. 01-6690-0-1110-3900-5800-570-6700

b. \_\_\_\_\_

c. \_\_\_\_\_

4.

	Percent (%)	Fund	Resource	Project/Year	Goal	Function	Object	Site	Manager
1	100%	01	6690	2016	1110	3900	5800	570	6700
2	0%						5800		
3	0%						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:

\$ 20.00 Rate X 175.00 Quantity Hours = \$ 3,500.00 Total for Services

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

Item: \_\_\_\_\_ \$ \_\_\_\_\_

Item: \_\_\_\_\_ \$ \_\_\_\_\_

\$ 0.00 Total of Additional Expenses

\$ 3,500.00 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: \_\_\_\_\_

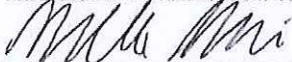
**INDEPENDENT CONTRACTOR TERMS AND CONDITIONS**

Independent Contractor Name: Michelle Mori

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.
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

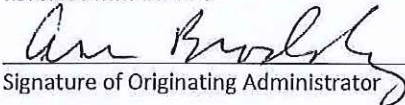
Michelle Mori

Printed Name

12/5/16

Date

**13. RECOMMENDED:**



Signature of Originating Administrator

Ann Brodsky

Printed Name

12/15/16

Date

**14. APPROVED:**



Signature of District Administrator OR  
Director of Categorical Programs

John Bohannon

Printed Name

12/7/16

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

### ASB Independent Contractor Agreement

Completed By: Diana Burdine, Account Tech Phone: 891-3066

1. This Agreement is made by and between CUSD - CJHS ASB and:

Name: Michael Neasham  
Email Address: neasham.mike@gmail.com  
Street Address/POB: 2015 Stonybrook Drive  
City, State, Zip Code: Red Bluff, CA 96080  
Phone:                       
Taxpayer ID/SSN:                     

This agreement will be in effect From: 1/1/16 To: 5/31/17  
Location of Services: Chico Junior High gym

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

- a. Scope of Work: Square dance caller for all day final western day dance. This is for all CJHS students to participate in during PE. The event is currently scheduled for Friday, February 3, 2017.
- b. Goal (if applicable): It's an opportunity for the students to display their square dance abilities with a live caller.

3. ASB account name(s) paying for services:	ASB account #:	Amount:
a. <u>PE Club</u>	<u>444</u>	\$ <u>\$300.00</u>
b. <u>                    </u>	<u>                    </u>	\$ <u>                    </u>
c. <u>                    </u>	<u>                    </u>	\$ <u>                    </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:  
\$ \$ 300.00 Hourly Rate X 1.00 # Hours = \$ \$ 300.00 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  
\$ \$ 300.00 Grand Total (Services + Additional Expenses)

5. Completed BS10A "Certificate of Independent Consultant Agreement" guideline is: ☒ On File ☐ Attached
6. Completed W9 "Request for Taxpayer ID 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: \_\_\_\_\_





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: Doris Luther Phone: 891-3090

1. This Agreement is made by and between Chico Unified School District Inspire School of Arts and Sciences and:

Name: Dylan Smith  
 Email Address: djas97@gmail.com  
 Street Address/POB: 1366 Wanderer Lane  
 City, State, Zip Code: Chico, CA 95973  
 Phone: [Redacted]  
 Taxpayer ID/SSN: [Redacted]

This agreement will be in effect From: 10/14/16  
 Site Code: 380

To: 10/14/16  
 Location(s) of Services: Inspire School of Arts and Sciences

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: sound set up  
 \_\_\_\_\_  
 \_\_\_\_\_  
 b. Goal (if applicable): great sound at Talent Show  
 \_\_\_\_\_

3. ASB Account(s) Affected	ASB Account #	Percentage
a. <u>Art Club</u>	<u>219</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:

\$ 50.00 Hourly Rate X 1.00 # Hours = \$ 50.00 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  
 \$ 50.00 Grand Total (Services + Additional Expenses)

5. Completed BS10A "Certificate of Independent Consultant Agreement" guideline is: ☒ On File ☐ Attached  
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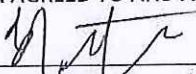
**INDEPENDENT CONTRACTOR TERMS AND CONDITIONS**

Independent Contractor Name: Dylan Smith

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.
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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

Dylan Smith  
\_\_\_\_\_  
Printed Name

11/8/16  
\_\_\_\_\_  
Date

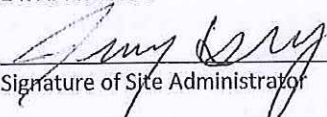
**13. RECOMMENDED:**

  
\_\_\_\_\_  
Signature of ASB Advisor

Linnea Smith  
\_\_\_\_\_  
Printed Name

11/4/16  
\_\_\_\_\_  
Date

**14. APPROVED:**

  
\_\_\_\_\_  
Signature of Site Administrator

Jerry Crosby  
\_\_\_\_\_  
Printed Name

11/3/16  
\_\_\_\_\_  
Date

**15. APPROVED:**

\_\_\_\_\_  
Signature of District Administrator,  
Business Services

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

16. ASB Approved Purchase Order # \_\_\_\_\_

\_\_\_\_\_  
Signature of ASB Accounting Technician

\_\_\_\_\_  
Originating Administrator Signature (Blue Ink)

\_\_\_\_\_  
Date



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

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

### Independent Contractor Agreement

Completed By: Doris Luther

Phone: 891-3090

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

Name: Sandy McWhorter  
 Email Address: smcwhorter@mail.csuchico.edu  
 Street Address/POB: 1310 Arbutus Ave  
 City, State, Zip Code: Chico, CA 95926  
 Phone: \_\_\_\_\_  
 Taxpayer ID/SSN: \_\_\_\_\_

This agreement will be in effect From: 12/5/16  
 Site Code: 380

To: 12/8/16  
 Location(s) of Services: Inspire School of Arts and Sciences

**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: compile grading survey data

b. Goal (if applicable): survey data compiled

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

a. general budget

b. \_\_\_\_\_

c. \_\_\_\_\_

4.	Percent (%)	Fund	Resource	Project/Year	Goal	Function	Object	Site	Manager
1	100.00%	09	0000	0	1110	2700	5800	380	8380
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:**

\$ \$ 12.00 Hourly Rate X 8.00 # Hours = \$ \$ 96.00 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

\$ \$ 96.00 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: Sandy McWhorter

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 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.
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:

Sandy McWhorter  
Signature of Independent Contractor

Sandy McWhorter  
Printed Name

12/5/16  
Date

## 13. RECOMMENDED:

Jerry Crosby  
Signature of Originating Administrator

Jerry Crosby  
Printed Name

12/5/16  
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

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: Doris LutherPhone: (530) 891-3090

1. This Agreement is made by and between Chico Unified School District Inspire School of Arts and Sciences and:

Name: Aidan Sobon  
 Email Address: asobon.school@gmail.com  
 Street Address/POB: 770 Lorinda Lane  
 City, State, Zip Code: Chico, CA 95973  
 Phone: [REDACTED]  
 Taxpayer ID/SSN: [REDACTED]

This agreement will be in effect From: 11/1/16To: 6/30/17Site Code: 380Location(s) of Services: Inspire

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: set work

b. Goal (if applicable): beautiful sets

3. ASB Account(s) Affected

a. Production Team

ASB Account #

212

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:

\$ 11.00 Hourly Rate X 50.00 # Hours = \$ 550.00 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

\$ 550.00 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: Aidan Sobon

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.
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

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 #

Signature of ASB Accounting Technician

Originating Administrator Signature (Blue Ink)

Date