

**INDEPENDENT CONTRACTOR SERVICES AGREEMENT:
SCHOOL BUSINESS CONSULTING SERVICES**

This Independent Contractor Services Agreement (“Agreement”) is made and entered into effective June 14, 2021 (the “Effective Date”) by and between the Cambrian School District (“District”) and Crawford School Business Consulting LLC (James Crawford) (“Consultant”).

1. Scope of Work. The Consultant’s “Scope of Work” is set forth in Exhibit A, which is incorporated herein and made part hereof by this reference. Consultant shall provide all of the services set forth in the Scope of Work according to the timelines set forth therein.
2. Consultant Qualifications. Consultant represents that it or its principals or employees assigned to provide services under this Agreement are qualified to provide the services set forth in the Scope of Work.
3. Term. This Agreement shall begin on the Effective Date and shall terminate upon completion of the Scope of Work, but no later than June 13, 2022. There shall be no extension of the term of this Agreement without express written consent by the District and Consultant.
4. Termination. The District may terminate this Agreement by giving written 6 month notice to the Consultant. Such written notice shall be sufficient to stop further performance of services by Consultant after the 9-month period. In the event of termination prior to the end of the term of this Agreement, Consultant shall invoice the District for any work performed up to the date of termination, and shall promptly return any District property or records, and any copies thereof, in its possession to the District. The District may then proceed with the work in any manner the District deems proper.
5. Payment. District agrees to pay Consultant at the rate set in Exhibit A. District shall reimburse Consultant’s travel expenses to meetings outside of the district. Unless approved in advance by the District, total payment by District to Consultant shall not exceed \$40,000 per year. District agrees to pay Consultant within thirty (30) days of receipt of an invoice.
6. California Residency. Consultant is a resident of the State of California.
7. Indemnity. The District shall defend, indemnify, and hold harmless the Consultant and its agents, and employees, from and against claims, damages, losses, and expenses (including, but not limited to attorney's fees and costs including fees of district) arising out of or resulting from performance of this Agreement including, but not limited to; the Consultant’s completion of its duties under this Agreement; injury to or death of persons or damage to property or delay or damage to the Consultant, its agents, employees, for any act, omission, negligence, or willful misconduct of the District or its respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of

indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

8. Insurance. Consultant shall secure and maintain in force during the term of this Agreement a comprehensive general liability policy and automobile policy using an occurrence policy form, with combined single limits of \$1,000,000, or \$100,000 per person and \$1,000,000 per accident, with no aggregate limit. Property damage limits shall be \$100,000 per loss. The District shall be named as an additional insured on the policies by endorsements. The policy shall provide that it is primary such that insurance maintained by the District, if any, shall be excess and not co-primary. A copy of the declarations page of Consultant's insurance policies shall be attached to this Agreement as proof of insurance.
9. Independent Contractor Status. While engaged in carrying out the terms and conditions of this Agreement, the Consultant is an independent contractor, and not an officer, employee, agent, partner, or joint venturer of the District.
10. Workers' Compensation Insurance If the Consultant is considered an Independent Contractor under labor Code 3357, the State of California does not require workers compensation insurance. The Consultant will provide proof of medical insurance if requested.
11. Taxes. Consultant agrees that Consultant has no entitlement to any future work from the District or to any employment or fringe benefits from the District. Payments to the Consultant pursuant to this Agreement will be reported to Federal and State taxing authorities as required. District will not withhold any money from compensation payable to Consultant. In particular, District will not withhold FICA (social security); state or federal unemployment insurance contributions, state or federal income tax or disability insurance. Consultant is independently responsible for the payment of all applicable taxes.
12. Assignment. The Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of the District.
13. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the Consultant and the District and their respective successors and assigns.
14. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.
15. Amendments. The terms of the Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties.

16. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California and venue shall be in the appropriate court for Santa Clara County, California.
17. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to the Consultant, or if delivered at or sent by registered or certified mail to the last business address known to the person who sends the notice.

District:

Cambrian School District
4115 Jackson Dr
San Jose, CA 95124
Attn: Chief Business Official

Consultant:

Crawford School Business Consulting LLC
1640 Klipspringer Dr.
San Jose, CA 95124

18. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Consultant shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Consultant agrees that it shall comply with all legal requirements for the performance of duties under this agreement and that failure to do so shall constitute material breach.
19. Entire Agreement. This Agreement is intended by the Parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.
20. Execution of Other Documents. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.
21. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.
22. Board Approval/Ratification. The effectiveness of this Agreement is contingent upon approval or ratification by the District's Governing Board.

CAMBRIAN SCHOOL DISTRICT

**CRAWFORD SCHOOL BUSINESS CONSULTING
LLC**

By: _____
Name:
Title:

Date: _____

By: _____
Name: James Crawford
Title: Owner

Date: _____

Exhibit A
Scope of Work

1. Coaching Services for New Chief Business Official.

New CBO Coaching

- *Train on LCFF
- *Train on Financial Planning/Budgeting/Procedures
- *Train on Transportation
- *Train on Maintenance/Custodial/Grounds
- *Train on Food Services
- *Train on Insurance
- *Train on Attendance
- *Train on Facilities/Construction
- *Train on Management Skills

Annual Rate: \$18,000

2. Insurance Cost Control

Insurance Cost Reduction

- *Review and Calculate Rates
- *Review Current Methods/Plans
- *Propose Changes to Current Program
- *Develop Safety Program

Hourly Rate: \$190

3. Utilities Controls and Savings

Utilities Reductions

- *Analyzing Current Usage
- *Propose Changes for Reduction
- *Develop Plan for Reduction

Hourly Rate: \$190

4. Charter School Conversion

Charter Conversion

- *Develop/Amend Conversion Plan
- *Project Possible Routes to Conversion
- *Calculate Revenue Changes

Hourly Rate: \$190

5. Financial

Financial Planning/Procedures

*Financial Independence Procedures

*Financial Review

Hourly Rate:

\$190

6. Administration Planning for Facilities

Facilities Planning

*Develop Methods/Procedures for Deferred Maintenance Planning

*Calculate Needs Assessment for Classrooms

*Plan Timelines for Projects

*Develop Facilities Plan

*Program Administration

Hourly Rate:

\$190

7. Food Services Alternatives

Food Services Cost Savings

*Analyze Alternative Cost Reductions Strategies

*Develop Plan for Savings

Hourly Rate:

\$190