

Consulting Agreement

This Consulting Agreement (“Agreement”) is entered into as of **Wednesday, April 1, 2025**, by and between the Reed Union School District, a California public school district (“District”), and **Sarah Jones**, an independent contractor (“Consultant”).

1. Term

This Agreement shall commence on **April 1, 2026** and continue through **September 30, 2026**, unless terminated earlier as provided herein. The anticipated term is six (6) months.

2. Scope of Work

Consultant shall perform the services described in Exhibit A (Scope of Work) attached hereto and incorporated by reference. Consultant shall devote approximately **10–15 hours per week**, not to exceed **60 hours per month**, providing services primarily onsite at District schools and facilities, with supplemental remote support as needed.

3. Compensation

The District shall compensate Consultant at the hourly rate of **\$84.60**, not to exceed a total contract amount of **\$30,450**. Consultant shall submit monthly invoices itemizing hours worked, services performed, training conducted, and deliverables provided. Payment shall be made within thirty (30) days of District’s approval of invoice.

4. Travel and Related Expenses

The Consultant shall be solely responsible for all costs and expenses incurred in connection with the performance of services under this Agreement, including but not limited to transportation, lodging, meals, mileage, parking, and any other travel-related expenses. The District shall not reimburse the Consultant for travel to or from District school sites or other work locations unless expressly authorized in writing in advance by the District.

5. Independent Contractor Status

Consultant is an independent contractor and not an employee, agent, or partner of the District. Consultant shall have no authority to bind the District. Consultant is solely responsible for the payment of all applicable federal, state, and local taxes and for providing any required insurance coverage.

6. Confidentiality

Consultant agrees to maintain the confidentiality of all District student, employee, and operational records and information, and to comply with all applicable federal and state privacy laws, including but not limited to FERPA and HIPAA, as applicable. Consultant shall not disclose such information to any third party without the prior written consent of the District.

7. Indemnification

Consultant shall indemnify, defend, and hold harmless the District, its Board of Trustees, officers, employees, and agents from and against any and all claims, damages, losses, and expenses (including reasonable attorney’s fees) arising out of or related to Consultant’s performance of services under this Agreement, except to the extent caused by the sole negligence or willful misconduct of the District.

8. Insurance

Consultant shall, at Consultant’s sole cost and expense, maintain the following insurance coverage during the term of this Agreement:

- Commercial General Liability Insurance, with limits of not less than \$2,000,000 per occurrence and \$3,000,000 aggregate.
 - Workers' Compensation Insurance as required by law (if applicable).
 - Professional Liability Insurance, with limits of not less than \$1,000,000 per claim.
- Certificates of insurance shall be provided to the District upon execution of this Agreement.

9. DOJ Fingerprint Clearance

Pursuant to California Education Code §§45125.1 and 45125.2, Consultant shall ensure that all employees, agents, or subcontractors who may have contact with District students have successfully completed a criminal background check and obtained clearance from the California Department of Justice ("DOJ") prior to commencing services under this Agreement.

Consultant shall provide written certification to the District that such clearances have been obtained.

No employee, agent, or subcontractor of Consultant shall be permitted to provide services under this Agreement without prior DOJ fingerprint clearance.

If Consultant is a sole proprietor performing services personally, Consultant shall obtain DOJ fingerprint clearance prior to providing services on District property.

Failure to comply with this requirement shall be grounds for immediate termination of this Agreement.

10. Termination

Either party may terminate this Agreement without cause upon thirty (30) days' written notice. The District may terminate immediately for cause if the Consultant fails to perform in accordance with this Agreement. Upon termination, Consultant shall be compensated for services satisfactorily performed to the effective date of termination.

11. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California. Venue shall be in the County where the District is located.

12. Entire Agreement

This Agreement, including Exhibit A, constitutes the entire agreement between the parties and supersedes any prior oral or written understandings. Any modifications must be in writing and signed by both parties.

11. Signatures

Reed Union School District

By: _____

Name: _____

Title: _____

Date: _____

Sarah Jones

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A – Scope of Work

Purpose

The Consultant will support the District in developing a self-sustaining, compliant, and efficient food service program by providing training and hands-on coaching to District staff. The emphasis will be on building staff knowledge and confidence through direct instruction, modeling, and repetition so that procedures become embedded in daily operations.

Scope of Services

1. Onsite Training & Staff Coaching:

- Conduct onsite training sessions at school kitchens, production sites, and serving areas.
- Provide shoulder-to-shoulder coaching during meal preparation, service, and cleanup.
- Train staff to correctly complete production records, transit and temperature logs, and POS documentation.
- Model best practices in food safety, storage, and handling, then supervise staff as they practice.

2. Development of Training Tools:

- Create easy-to-use training materials (checklists, SOPs, visual guides) that can be retained by the District.
- Develop a training calendar to sequence learning across the term.
- Provide administrators with tools to continue training new staff after the engagement concludes.

3. Vendor Coordination with Training Emphasis:

- Train staff on receiving deliveries, checking temperatures, and documenting discrepancies.
- Facilitate joint training with the District's vended meal vendor to align procedures.
- Align training to ensure correct meal components and weekly nutrient analysis.
- Facilitate joint training with the District's vended meal vendor to align procedures.

4. Compliance & Continuous Improvement Training:

- Conduct mock compliance reviews as training exercises.
- Train staff on regulatory compliance and customer service requirements.
- Provide feedback and corrective training after each site visit.

5. Deliverables not noted above:

- Training schedule and log (including attendance records).
- Staff-friendly Standard Operating Procedures (SOPs).
- Training materials and quick-reference guides.
- Progress reports summarizing training covered and staff progress.
- Final report summarizing all training delivered, competencies developed, and long-term recommendations.