Consulting Agreement

This Consulting Agreement ("Agreement") is entered into as of **September 2026,** 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 **September 1, 2026** and continue through **June 30, 2027**, unless terminated earlier as provided herein.

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 hours per week**, not to exceed **40 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 **$88.00**, not to exceed a total contract amount of **$35,000**. 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

Scope of Work – Food Service Program Consultant

The Consultant will provide technical assistance, program evaluation, and implementation support to the District's Food Service Program, with a focus on the effective implementation of the District's current meal service program with Revolution Foods, regulatory compliance, site-specific operating procedures, staffing needs, and future program enhancements.

September–October: Site Evaluation and Program Recommendations

The Consultant will conduct an on-site evaluation of food service operations at each District school site, including review of the implementation of the Revolution Foods program.

The evaluation will consider the differing operational needs of each school site, including:

- Meal service schedules and multiple meal-service periods;
- Student age and developmental needs, including differentiated practices for TK and Kindergarten;
- Meal distribution, service flow, supervision, and student access;
- Food allergy and allergen-management practices;
- Food safety, sanitation, temperature controls, and related compliance requirements;
- Standard operating procedures specific to each school site and, where appropriate, specific grade levels;
- Staff and volunteer roles, responsibilities, training, and operational capacity; and
- Opportunities to improve program efficiency, student participation, food quality, and the overall meal-service experience.

Following the evaluation, the Consultant will prepare recommendations for program improvements, including recommended staffing support and other operational resources that may appropriately be supported through the Cafeteria Fund (Fund 13).

The Consultant will provide a written report and recommendations for presentation to the Board of Trustees in October.

November–January: Implementation Support

Following District review of the Consultant's recommendations, the Consultant will assist District staff with implementation of approved program changes.

Any recommended additional staffing support approved by the District is anticipated to be implemented beginning in November.

The Consultant will assist with:

- Development and refinement of site-specific standard operating procedures;
- Staff and volunteer training;
- Implementation of revised service models;
- Clarification of staff and volunteer responsibilities;
- Coordination with Revolution Foods regarding operational changes; and

- Monitoring implementation and recommending adjustments as necessary.

The goal is to substantially implement approved program recommendations by January.

February: Audit Support

The Consultant will provide on-site technical assistance to District staff during the District's scheduled food service program audit or administrative review.

Support may include preparation of documentation, review of site practices, participation in audit activities, assistance in responding to auditor questions, and development of corrective actions or operational improvements identified through the review.

March–April: Future Program and Vendor Evaluation

Following stabilization of the current program, the Consultant will assist the District in evaluating potential enhancements or alternative food service programs and vendors.

This work may include evaluation of:

- Targeted breakfast service models;
- Alternative or supplemental food vendors;
- Opportunities to improve food quality and child nutrition;
- Alternative service models by school site or grade level;
- Financial and operational implications of proposed programs; and
- Staffing, equipment, facility, and implementation requirements.

The Consultant will provide a report and recommendations regarding these options for presentation to the Board of Trustees in March.

If the District elects to pursue additional or alternative food service programming, the Consultant will assist District staff with development of the operational scope and vendor requirements necessary to bring any resulting agreement or contract forward for Board consideration in April.

Ongoing Advisory Support

Throughout the engagement, the Consultant will coordinate with District administration, school site staff, Revolution Foods, and other food service partners as appropriate and provide technical assistance related to implementation, compliance, staffing, training, and continuous improvement of the District's child nutrition program.