



Professional Services Contract

This contract is between the Palouse Prairie Charter School (hereinafter “school”) in Moscow, Idaho 83843 and the contractor, Nils Peterson for Buildings Contract Manager. Said contractor represents that he is duly qualified and agrees to perform all services described in the contract to the satisfaction of the school.

1. Job-Purpose

- a. Reporting to the Executive Director, the job-holder is responsible for managing and coordinating activities to ensure that the building site purchase and building contracts are completed in a timely fashion, to the required standards within budget in the line with the vision of the school.

2. Term of Contract

- a. *Effective Date:* August 30, 2016
- b. *Expiration Date:* June 30, 2017

3. Contractor’s Responsibilities and Main Duties:

Building Site Contracts: Negotiate the timely purchase of identified building site. Set terms that are consistent with the needs and vision of the school and building process. Present activities to the Executive Director and School Board. Work closely with the Executive Director to assure all aspects of the site align with student learning and achievement.

Liaison to Building Architects: Represent the school in meetings with the building architects. Maintain a strong working relationship with design group. Work closely with the Executive Director to assure all aspects of the building plan align with student learning and achievement. Align plans with building budgets and funding.

Procurement: In conjunction with the Executive Director and Business Manager, ensure that all purchases comply with district purchasing policy and public procurement requirements as set out in Idaho state law. Assure that the materials are available to the building process based on the timelines of the project. Facilitate the procurement of additional materials as needed during the building process when outside the scope of the General contractor.



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Finance: In conjunction with the Executive Director, Business Manager and Board monitor job costs and progress against budget. In conjunction with General contractor, make sure the valuations are submitted on time. Ensure in-coming invoices or applications for payment from sub-contractors are checked and signed off to release payment in conjunction with the General contractor.

School and Community Relations: With the Executive Director, provide progress reports of all activities to the school board. Present building plans and vision to school members and the local community as directed by the Executive Director.

4. Time

The contractor will provide services for the 2016-2017 fiscal school year. The school may extend the term of this contract by written notice to the contractor within 30 days.

5. **Consideration.** The school will pay for all services performed by the contractor under this contract as follows:

6. **Compensation.** The Contractor will be paid a fee of \$500 for services completed.

The contractor is an independent contractor and will be responsible for all federal, state, and local taxes and will not receive any employee benefits.

7. **Travel Expenses.** The school does not require any travel of the Contractor.

8. **Payment.** The Contractor will invoice the school once services are completed.

9. Conditions of Payment

All services provided by the Contractor under this contract must be performed to the School's satisfaction, as determined at the sole discretion of the Palouse Prairie Charter School Director and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Contractor will not receive payment for work performed in violation of federal, state, or local law.

This is the entire agreement of the parties. Any additional terms and conditions other than those expressly set out in this agreement or by reference must be made between the parties in writing, signed by both parties.

IN WITNESS WHEREOF the School has caused this Agreement to be executed in its name by its proper officials and the contractor has executed the same all on the date first above written.



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Palouse Prairie Charter School, Latah County, State of Idaho

By [Signature]
Contractor

Date: 8/31/16

By [Signature]
Executive Director, Palouse Prairie Charter School

Date: 8/22/16

By [Signature]
Board Chair, Palouse Prairie Charter School

Date: 8/22/16