



Professional Services Contract

This contract is between the Palouse Prairie Charter School (hereinafter "school") in Moscow, Idaho 83843 and the contractor, Gina Wilson, (hereinafter "contractor") for technology support services. Said contractor represents that they are duly qualified and agrees to perform all services described in the contract to the satisfaction of the school.

1. Term of Contract

Effective Date: August 26th, 2020

Expiration Date: June 30th, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Contractor's Duties

The contractor, who is not a district employee will provide technical support to staff and students of Palouse Prairie as needed. Support shall include, but is not limited to:

- Technical advice regarding school systems
- General support for staff and student school devices, including Chromebooks, by troubleshooting issues and helping with instruction in use of devices
- Assistance with the school's learning management system implementation
- Support in accessing and troubleshooting supplemental instructional software and products including Canvas, Zoom, and Google Classroom

3. Consideration and Payment

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

- Compensation.** The Contractor will be paid at a rate of \$30.00 per hour during the time frame of this contract. The Contractor will bill in 15-minute increments and submit bills on a monthly basis. The Contractor is an independent contractor and will be responsible for all federal, state, and local taxes and will not receive any employee benefits.
- Payment.** Payment for services rendered will be made by the 10th of the month for the prior month's services and receipt of a valid and approved invoice.

4. 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.



**PALOUSE PRAIRIE
CHARTER SCHOOL**
nurturing minds | inspiring leaders

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.

Palouse Prairie Charter School, Latah County, State of Idaho

By: *Scott M. Wick* Date: 9/4/2020
Contractor

By: *[Signature]* Date: 8-26-20

Executive Director, Palouse Prairie Charter School