

# INDEPENDENT CONTRACT AGREEMENT

## CLIENT

**Amethod Public School  
1450 Marina Way South  
Richmond, CA 94804**

## CONTRACTOR

Chloe Mach

[Mach.Chloe@gmail.com](mailto:Mach.Chloe@gmail.com)

415-3230806

The Independent Contract Agreement (“Agreement”) is made and entered into as of July 1st, 2023, by and between Amethod Public School “Client” with its principal place of 1450 Marina Way South, Richmond, California 94804, and Chloe Mach “Independent Contractor”).

## BACKGROUND

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

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**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the “Party” and collectively the “Parties” to this Agreement) agree as follows:

## SERVICES PROVIDED

1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the “Services”):
  - Special Education Administrator that includes the following:
    - Special Education System (SEIS or SIRAS)- Provide extensive year-round support to your team by maintaining special education data. Review student enrollment to ensure a newly enrolled student with special education receives services.
    - Special Education Data Submissions- Continuously submits reports to ensure that all files are error-free of SPED and CERT errors and ready for bi-yearly certifications.
    - IEP Compliance Support- Direct, Monitor, and manage all LEA schools for compliance with state and federal laws. Ensure all records are effectively maintained and that times are consistently met.
    - Verifying Special Education Data - We offer data analysis to identify any specific information that may need attention. This service will help you keep track of data to ensure that they meet State Performance Indicators (SSPI) standards.

- Special Education Provider Support - Offer weekly meeting to support all Special Education Providers (School Admin, Teachers and related service providers).
- Provide support in the areas of recruiting, hiring and supporting Special Education Faculty and staff
- Work with administration to respond to issues and inquiries from school administrators
- Provide professional development and training to Special Education teachers, school leaders and general education teachers.
- Lead budget recommendations and funding distribution plan across school.
- Work closely with the Director of Finance and school leaders to create individualized school budgets based on school-specific populations and needs.
- Represent LEA at local and regional and SELPA meeting
- Services will be provided remotely with the condition of being on site once a month as needed.
- The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

## **TERM OF AGREEMENT**

2. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term may be extended with the written consent of the Parties.
3. In the event that either Party wishes to terminate this Agreement prior to the completion of the Services, that Party will be required to provide 45 days' written notice to the other Party.

## PERFORMANCE

4. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

## COMPENSATION

5. The Contractor will charge the Client a flat fee of \$95 for the Services (the "Compensation") hourly.
6. The Client will be invoiced as follows:
  - Bi-Monthly.
7. Invoices submitted by the Contractor to the Client are due within 30 days of receipt.

## CONFIDENTIALITY

8. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
9. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.
10. All written and oral information and material disclosed or provided by the Client to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor.

**RETURN OF PROPERTY**

- 11. Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

**CAPACITY/INDEPENDENT CONTRACTOR**

- 12. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

**NOTICE**

- 13. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

- a. Amethod Public School
- b. Chloe Mach- Independent Contractor

or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

**MODIFICATION OF AGREEMENT**

- 14. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Schools  
 Officer's Name: \_\_\_\_\_  
 \_\_\_\_\_

Chloe Mach (Independent Contractor)  
 Officer's Name: \_\_\_\_\_





