

SAN RAFAEL CITY SCHOOL DISTRICT

INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES

This Independent Contractor Agreement for Special Services ("Agreement") is made as of the 27th day of June 2016, between the San Rafael City School District ("District") and Exploratorium ("Contractor") (together, "Parties").

WHEREAS, the District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, the District is in need of such special services and advice; and

WHEREAS, the Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** The Contractor shall provide the services as described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services" or "Work");
2. **Term.** Contractor shall commence providing services under this Agreement on July 1, 2016, and will diligently perform as required and complete performance by June 30, 2017.
3. **Submittal of Documents.** The Contractor shall not commence the Work under this Contract until the Contractor has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<u> X </u>	Signed Agreement
<u> X </u>	Workers' Compensation Certificate
<u> X </u>	Criminal Background Investigation Certification
<u> X </u>	Insurance Certificates and Endorsements
<u> </u>	W-9 Form
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4. **Compensation.** District agrees to pay the Contractor for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed Sixty Six Thousand One Hundred Dollars (\$66,100.00). District shall pay Contractor according to the following terms and conditions:

- 4.1. Payment for the Work shall be made for all undisputed amounts in installment payments within thirty (30) days after the Contractor submits an invoice to the District for Work actually completed and after the District's written approval of the Work, or the portion of the Work for which payment is to be made.

5. **Expenses.** District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District, except as follows:
6. **Independent Contractor.** Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that he/she and all of his/her employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.
7. **Materials.** Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:
8. **Standard of Care.** Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession for services to California public school districts.
9. **Originality of Services.** Contractor agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Contractor and shall not be copied in whole or in part from any other source, except that submitted to Contractor by District as a basis for such services.
10. **Copyright/Trademark/Patent.** Contractor understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Contractor consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
11. **Audit.** Contractor shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Contractor transacted under this Agreement. Contractor shall retain these books, records, and systems of account during the Term of this Agreement and for three (3) years thereafter. Contractor shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Contractor and shall conduct audit(s) during Contractor's normal business hours, unless Contractor otherwise consents.

12. Termination.

- 12.1. **Without Cause by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by the Contractor or no later than three days after the day of mailing, whichever is sooner.
- 12.2. **With Cause by Contractor.** Contractor may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Contractor for services satisfactorily rendered to the date of termination. Written notice by Contractor shall be sufficient to stop further performance of services to District. Contractor acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.
- 12.3. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
- 12.3.1. material violation of this Agreement by the Contractor; or
 - 12.3.2. any act by Contractor exposing the District to liability to others for personal injury or property damage; or
 - 12.3.3. Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency.
- Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required services from another Contractor. If the expense, fees, and/or costs to the District exceed(s) the cost of providing the service pursuant to this Agreement, the Contractor shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.
- 12.4. At the time of any termination of the contract, all District employee data shall be returned to the District and all District employee information shall be purged from the contractor's system and records.

13. **Indemnification.** To the furthest extent permitted by California law, Contractor shall, at its sole expense, defend, indemnify, and hold harmless the District, the State of California, and their agents, representatives, officers, consultants, employees, trustees, and volunteers (the "indemnified parties") from any and all demands, losses, liabilities, claims, suits, and actions (the "claims") of any kind, nature, and description, including, but not limited to, personal injury, death, property damage, and consultants' and/or attorneys' fees and costs, directly or indirectly arising out of, connected with, or resulting from the performance of the Agreement or from any activity, work, or thing done, permitted, or suffered by the Contractor in conjunction with this Agreement, unless the claims are caused wholly by the sole negligence or willful misconduct of the indemnified parties. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the indemnified parties.

14. **Insurance.**

14.1. The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

14.1.1. **Commercial General Liability and Automobile Liability Insurance.**

Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Contractor, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001)

14.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of Section 3700 of the California Labor Code, the Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

14.1.3. **Professional Liability (Errors and Omissions).** Professional Liability (Errors and Omissions) Insurance as appropriate to the Contractor's profession.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000

Automobile Liability Insurance - Any Auto	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

14.2. **Proof of Carriage of Insurance.** The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverages have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

14.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

14.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

14.2.3. An endorsement stating that the District and the State and their agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insureds under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District.

14.2.4. All policies shall be written on an occurrence form.

14.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

15. **Assignment.** The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor.

16. **Compliance with Laws.** Contractor shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Contractor shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Work as indicated or specified. If Contractor observes that any of the Work required by this Contract is at variance with any such laws, ordinance, rules or regulations, Contractor shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Contractor's receipt of a written termination notice from the District. If Contractor performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Contractor shall bear all costs arising therefrom.

17. **Permits/Licenses.** Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this agreement.
18. **Employment with Public Agency.** Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
19. **Anti-Discrimination.** It is the policy of the District that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Contractor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735. In addition, the Contractor agrees to require like compliance by all its subcontractor(s).
20. **Fingerprinting of Employees.** The Contractor shall comply with the provisions of Education Code Section 45125.1 regarding the submission of employee fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees. The Contractor shall not permit any employee to have any contact with District pupils until such time as the Contractor has verified in writing to the governing board of the District that the employee has not been convicted of a felony, as defined in Education Code Section 45122.1. The Contractor's responsibility shall extend to all employees, subcontractors, agents, and employees or agents of subcontractors regardless of whether those individuals are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Contractor. Verification of compliance with this section and the Criminal Background Investigation Certification that may be required with this Agreement, shall be provided in writing to the District prior to each individual's commencement of employment or performing any portion of the Services and prior to permitting contact with any student.
21. **District's Evaluation of Contractor and Contractor's Employees and/or Subcontractors.** The District may evaluate the Contractor in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
 - 21.1. Requesting that District employee(s) evaluate the Contractor and the Contractor's employees and subcontractors and each of their performance.
 - 21.2. Announced and unannounced observance of Contractor, Contractor's employee(s), and/or subcontractor(s).
22. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the

compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

23. **Confidentiality.** The Contractor and all Contractor's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

24. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District

San Rafael City School District
310 Nova Albion Way
San Rafael, CA 94903
ATTN: Ms. Chris Thomas
Chief Business Officer

Contractor

Exploratorium
Piers 15/17
San Francisco, CA 94111-1456
ATTN: Lexie Carlson
Program Manager

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

25. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

26. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in California in which the District's administrative offices are located.

27. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

28. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will

nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

29. Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

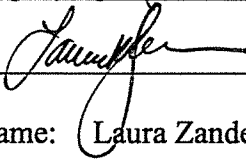
San Rafael City School District

Exploratorium

Date: _____, 20__

Date: June 9, 2016

By: _____

By: 

Print Name: Christine Thomas

Print Name: Laura Zander

Its: Chief Business Official

Its: ^{Operating} Chief ~~Compliance~~ Officer

CONSULTING SERVICES AGREEMENT
"Statement of Work"

Consultant Name: Exploratorium Teacher Institute

Consultant Taxpayer Identification Number: 94-1696494

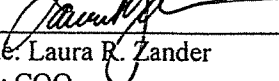
Upon penalties of perjury, I certify that the taxpayer information I have provided above is correct and complete.

<p><u>Term of Services (if applicable):</u> July 1, 2016 – June 30, 2017</p>	<p><u>Scope of Services:</u></p>
<p><u>Payments:</u></p> <p>Invoice 1: \$39,660 – due on August 31, 2016</p> <p>Invoice 2: \$26,440 – due on April 30, 2017</p> <p>Total Compensation: \$66,100</p> <p>If scope of services is expanded, an addendum will be drafted for additional funding. The addendum must be agreed upon and signed by all parties prior to beginning any new work.</p>	<p>The Exploratorium Teacher Institute (TI) and Institute for Inquiry (IFI) will provide the following services as a consultant for the Core Collaborative:</p> <p>1) Provide 3 days of Professional Development workshops for 60 teachers (integrated, grades 3-8). Dates: August, 10-12, 2016 (9:00am – 3:30pm). Location: the Exploratorium.</p> <p>2) Provide 2 sets of 1-day Professional Development workshops to 60 teachers (integrated, grades 3-8) in Fall, 2016 and Spring, 2017.</p> <p>- 1st set: Dates TBD (9:00am – 3:30pm). 30 teachers (integrated, grades 3-8). Location: San Rafael City School District offices</p> <p>- 2nd set: Dates TBD (9:00am – 3:30pm). 30 teachers (integrated, grades 3-8). Location: San Rafael City School District offices</p> <p>3) Participate in Leadership Team meetings (up to four times a year). Communicate with iTEAMS Project Director and Principal Investigator.</p> <p>4) TI and IFI will post workshop materials on the iTEAMS website upon its development.</p>
<p><u>Contact Information for The Company:</u></p> <p>Contracts Manager: Lexie Carlson, Program Manager, Teacher Institute, 415.528.4313, lcarlson@exploratorium.edu</p> <p>Notices: Chief Operating Officer, Piers 15/17, San Francisco, CA 94111-1456</p>	<p><u>Contact Information for Consultant:</u></p> <p>Harriet Maclean Assistant Superintendent, Educational Resources mmaclean@srcs.org</p>

This Statement of Work along with the Terms and Conditions (attached as Exhibit A) (collectively, the "Agreement") is effective upon execution by both parties ("Effective Date") and is by and between San Rafael

City Schools ("Company"), and Exploratorium ("Consultant") (each a "Party" or collectively, the "Parties"). Now for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree to the terms and conditions of this Agreement.

Consultant: Exploratorium

By: 
Name: Laura R. Zander
Title: COO

Exploratorium

Date: 6/9/2016

Company: San Rafael City School District

By: _____
Name: Christine Thomas
Title: CBO

Date: _____

EXHIBIT A

TERMS AND CONDITIONS

1. **Services and Payment.** Subject to the terms and conditions herein, Consultant agrees to perform the services described in the Statement of Work ("Services"). Company agrees to pay the fees specified in the Statement of Work ("Fees") within thirty (30) days of the Effective Date.
2. **Term.** The term of this Agreement will begin on the Effective Date and unless terminated, will continue until the earlier of twelve [12] months or the final completion of the Services.
3. **Expenses.** Consultant agrees to furnish (or reimburse Company for) all tools and materials necessary to perform the Services and shall be responsible for all expenses associated with the Services, unless Company pre-approves reimbursement of an expense.
4. **Invoices.** Consultant shall promptly submit invoices and if applicable, itemized statements of reimbursable expenses to Company. Company will pay all undisputed fees and reimbursable expenses within thirty (30) calendar days of its receipt of the relevant invoice or itemized statement.
5. **Relationship of the Parties.** Consultant is an independent contractor for Company in connection with the Services it provides under this Agreement, and nothing in this Agreement is intended to create or will be construed as creating a partnership, agency, joint venture or franchise. Except to the extent authorized in writing by the other Party, neither Party is granted any right or authority to legally bind or to create any obligation or liability express or implied on behalf of or in the name of the other Party or any of its affiliates."
6. **Taxes and Other Obligations.** Consultant will be responsible for all state and federal taxes applicable to Consultant's income and no one acting on Consultant's behalf, shall be: (i) eligible to participate in any of Company's employee benefit programs, unemployment benefits, or workers' compensation even if such other person is determined to be a common law or statutory law employee of Company. Consultant will be completely responsible for its own employees and for their workers compensation, taxes and benefits.
7. **Ownership.**
 - a. **Pre-Existing Materials.** Consultant shall retain ownership of any pre-existing invention, discovery, original work of authorship, development, trade secret, concept or other proprietary information or intellectual property right that Consultant owned or had an interest in prior to the Effective Date ("Pre-Existing Materials").
 - b. **Ownership of Work Product.** Consultant shall retain all rights to approaches, skills, knowledge and experience acquired by Consultant during the Term of this Agreement. All tangible and intangible results created by or on behalf of Consultant in the course of performing the Services, together with any and all intellectual property rights therein and thereto, (collectively, the "Work Product") are the property of Consultant.

8. **Publicity.** Consultant is not granted a license hereunder to use the Company name or trademarks in any advertisement, news release, or in any professional or trade publication, however Consultant may use the foregoing with Company's prior written approval or as otherwise permitted by law.
9. **Confidential Information.** "Confidential Information" shall mean all information disclosed by Company to Consultant that is not generally known and shall include, without limitation, marketing, financial, and business information, along with the terms of this Agreement. Consultant agrees to hold Company's Confidential Information in confidence. Consultant shall not improperly use, disclose, or cause Company to use any proprietary or confidential information of any person or entity that Consultant has an obligation to keep in confidence.
10. **Termination.** Either Party may terminate this Agreement upon written notice if the other Party is in material breach of this Agreement and such breach has not been cured within thirty (30) days after written notice has been given to the breaching Party specifying the breach. Company may terminate this Agreement at any time, with or without cause, by providing 15 days' prior written notice to Consultant, provided that upon termination Company pays in full any outstanding Fees payable and reasonable expenses incurred by Consultant in delivering or preparing to the Services prior to the effective date of termination.
11. **Representations and Warranties.** Consultant represents and warrants that: (a) neither the Work Product nor the Pre-Existing Materials (in each case as delivered to Company and not in combination with any other technology or intellectual property) shall infringe upon or violate any intellectual property or proprietary rights of any third party, or any law; (b) it has the full power and authority to enter into this Agreement and to grant Company the rights granted herein; (c) all information provided to Company is accurate; and (d) it shall comply with all applicable laws relating to its performance of the Services hereunder (including, without restriction, those applicable to taxes and employment).
12. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR TO ANY THIRD PARTY, WHETHER UNDER THEORY OF CONTRACT, TORT OR OTHERWISE, FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, CONSEQUENTIAL, OR SPECIAL DAMAGES (INCLUDING LOST PROFITS), WHETHER FORESEEABLE OR NOT AND WHETHER THE PARTY IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR EXPENSES OF CONSULTANT AS SET FORTH IN SECTION 10, EACH PARTY'S TOTAL LIABILITY TO THE OTHER PARTY SHALL NOT EXCEED THE AMOUNT OF THE FEES PAID OR PAYABLE HEREUNDER.
13. **General.** Neither Party may assign any of its rights or delegate any of its obligations under this Agreement without the express written consent of the other Party. Any assignment in violation of the foregoing will be null and void. This Agreement is governed in accordance with the laws of the state of California, without regard to its conflict of law principles. In the event of a dispute between the Parties concerning this Agreement, the Parties agree to discuss the problem amicably and attempt to resolve the dispute. Disputes that cannot be settled shall be submitted to mediation under mutually agreed upon terms. All claims made under this Agreement shall be brought exclusively in San Francisco County, California. This Agreement constitutes the entire agreement and understanding between the Parties with respect to the subject matter herein and supersedes all prior written and oral agreements between the Parties. If any provision of this Agreement, or portion thereof, is found to be invalid or unenforceable, such provision will be enforced to the maximum extent permissible and the remainder of this Agreement will continue in full force and effect. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by both Parties. Waiver by Company of a breach of any provision of this Agreement will not operate as a waiver of any other or subsequent breach. Any notice or other

communication under this Agreement shall be in writing and shall be deemed given: (i) if delivered personally; (ii) when sent by confirmed facsimile; or (iii) if mailed by U.S. registered mail with return receipt requested, to the Party at the Party's address specified in this Agreement.