

Professional Services Agreement

This Agreement is made on **April 10, 2026** between **Lisa Marcum** ("Contractor") and **Bucyrus City Schools** ("District").

1. Scope of Services

Contractor agrees to provide professional assistance to the district for the **True North Mobile Workforce Day** scheduled for **May 12, 2026**. Services include:

- **Pre-Event Planning:** Inviting, coordinating, and following up on employers and other local schools in attendance, schedules, and questions.
- **On-Site Support:** Managing all employers and students on the day of event – registration, directions, coordination, and support from **8:00 am to 2:30 pm**.
- **Post-Event Reporting:** Providing a summary of numbers of students, employers, engagement and outcomes by **May 19, 2026**.

2. Compensation

- **Fee:** The District shall pay Contractor \$300/day for services rendered.
- **Invoicing:** Invoice for the prior month's services shall be issued on the 1st of each month for processing and payment.
- **Payment Terms:** The District agrees to pay the invoice within **30 days** of receipt.

2.1 Reimbursable Expenses In addition to the Fee described above, the District shall reimburse the Contractor for travel expenses. Mileage will be reimbursed at the current **IRS Standard Mileage Rate** for all travel required to perform the Services, excluding the initial commute to the primary work site. All travel will be documented via MileIQ app and a report will be submitted with the final invoice.

3. Relationship of Parties

Contractor is an **independent contractor** and is not an employee of the District. Contractor is responsible for all taxes, insurance, and professional certifications required to perform the work.

4. Student Privacy & Safety (FERPA)

- **Confidentiality:** Contractor agrees to comply with the Family Educational Rights and Privacy Act (FERPA) and shall not disclose any personally identifiable student information encountered during the Mobile Workforce Day.
- **Background Check:** Contractor agrees to submit to and pass any state-required criminal background checks prior to the event date.

5. Termination

Either party may terminate this agreement with **14** days written notice. If the event is canceled by the District, Contractor shall be compensated for all planning days completed up to the date of cancellation.

6. Signatures

Contractor: _____ **Date:** _____

District Representative: _____ **Date:** _____