



Contract No. \_\_\_\_\_

**NAPA VALLEY UNIFIED SCHOOL DISTRICT  
CONTRACT FOR CONSULTANT SERVICES**

The NAPA VALLEY UNIFIED SCHOOL DISTRICT, hereinafter "District", and Elena Toscano, hereinafter "Contractor", do hereby agree as follows:

1. Description of Service: The Contractor will provide the following service: See Attached
2. Term of Agreement:  
Consultant work will commence beginning September 13, 2019 and be completed by June 30, 2020
3. Compensation:  
The district will pay for services rendered on:  
 (a) A fixed fee basis of:  
 (b) A time and expense basis of: \$80.00 per hour  
 (c) A total cost basis not to exceed: NTE \$20,000
4. Expenses:  
Description and amount of any costs in addition to compensation:  
Mileage and other reimbursable up to NTE \$1,600.00
5. Method and Times of Payment: Within 45 days of receipt invoice.
6. Performance:  
List specific persons or profession classifications that will perform work:  
Elena Toscano *(Signature)*
7. District Contract Administrator:  
Assistant Superintendent/In.
8. Funding Source Name and Account Line(s): Adult Education Program (AEP)  
11-6391-0-4110-2700-1340-693-0ESL 17.50%, 11-6391-0-4110-2700-1340-693-0CTE 15%,  
11-6391-0-4110-2700-1340-693-0ABE 6.25%, 11-6391-0-4110-2700-1340-693-0SLP 10%  
11-6391-0-4110-2700-1340-693-0ASE 6.25%, 11-6391-0-4110-2700-1340-693-0NVC 50%
9. Contract Documents:  
This contract consists of the Consultant Services, the General Provisions for Consultant Services Contracts, any specifications, drawings and attachments. W-9 Form: On file
10. State Retirement  
Are you retired from STRS / PERS ☒ Yes ☐ No If yes, date 7/1/17

AGREED TO AND SIGNED THIS 22 DAY OF August, 2019

*(Signature)*  
Consultant Signature

Elena Toscano  
155 Wilking Way  
Sonoma, CA 95476  
707-953-7596

*(Signature)*  
Contract Administrator Signature

**Social Security or IRS Tax ID MUST BE ON FILE WITH ACCOUNTING**

Contracts must receive the following approvals:

Assistant Superintendent: \_\_\_\_\_

Date \_\_\_\_\_

Board Approval: \_\_\_\_\_

Original - Contract Administrator  
NVUSD 198 (Revised 8/15/19)

Copy - Accounting

Copy - Contractor

Original - Contract Administrator  
NVUSD 198 (Revised 8/15/19)

Copy - Accounting

Copy - Contractor



NAPA VALLEY  
UNIFIED SCHOOL DISTRICT

### GENERAL PROVISIONS

1. **ASSIGNMENT/DELEGATION:** Neither party hereto shall assign, sublet or transfer any interest in this agreement or any duty thereunder without the written consent of the other.
2. **INDEPENDENT CONTRACTOR:** The parties intend that Consultant shall act as an independent contractor and is not to be considered an agent or employee of District. Therefore, the District is interested only in the results to be achieved. The Contractor is expected to use his or her special expertise, discretion and professional judgment in carrying out the duties of this Agreement. The Contractor has the responsibility and discretion to make appropriate decisions in planning and implementation of the contract duties. The Contractor shall devote his or her best efforts to rendering the requested services on behalf of the District, but may also be engaged in the rendering of such services or in any other business opportunity on his or her own behalf as long as such additional services do not create a conflict of interest or unreasonably interfere with the satisfactory performance of his or her duties pursuant to this Agreement.
3. **INDEMNIFICATION:** Consultant shall indemnify and hold District harmless from any liability, claim, action, cost, damage or loss for injury, including death, to any person or damage to any property arising out of Consultant's activities under this agreement, or from acts or omissions of any person(s) employed by Contractor.
4. **INSURANCE:** Consultant agrees, during the term of this agreement, to maintain at Consultant's sole expense all necessary insurance for its officers, agents and employees, including but not limited to, workers' compensation, disability, unemployment and liability insurance, and to provide District with certification upon request. Contractor acknowledges that the District is not Contractor's employer and that he/she is not covered by the District's Workers' Compensation insurance since Contractor is an independent contractor.
5. **METHOD/PLACE FOR NOTICE, BILLING AND PAYMENTS:** All notices, invoices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, invoices, bills and payments sent by mail shall be addressed as follows:  
  

<b>DISTRICT:</b> Napa Valley Unified School District 2425 Jefferson Street Napa, CA 94558	<b>CONSULTANT:</b> Elena Toscano 155 Wilking Way Sonoma, CA 95476
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6. **TERMINATION:** District may terminate this agreement by giving thirty (30) calendar days written notice to Consultant. In the event District elects to terminate the agreement without cause, it shall pay Consultant for services rendered to such date. If either party fails to perform any of its obligations under this agreement, within the time and in the manner provided, either party may terminate this agreement, without giving thirty (30) days notice merely by giving written notice of termination, stating the reason for termination. Consultant shall receive payment for all services satisfactorily rendered to such date.
7. **EXTRA/CHANGED WORK:** Only the Superintendent may authorize extra (and/or changed) work. The parties expressly recognize that District and school personnel are without authorization to order extra/changed work or waive contract requirements. Failure of the Consultant to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra/changed work. Consultant further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed by Consultant without the express and prior written authorization of the Superintendent.
8. **AMENDMENT:** This agreement may be modified or amended at any time by written mutual agreement of the parties.
9. **WORK PRODUCT:** District shall be owner of and shall be entitled to immediate possession of accurate reproducible copies of any design computations, plans, correspondence or other pertinent data and information gathered or computed by Consultant prior to termination of this agreement by District or upon completion of work pursuant to this agreement.
10. **TAXES:** Consultant agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this agreement. In case District is audited for compliance regarding any applicable taxes, Consultant agrees to furnish District with proof of payment of taxes on those earnings.
11. **NONDISCRIMINATION:** Consultant shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this agreement are incorporated by this reference.
12. **MERGER:** This writing is intended as the final expression of the agreement between the parties with respect to the terms of the agreement.
13. **NO THIRD PARTY BENEFICIARIES:** There are no intended third party beneficiaries of this Agreement.
14. **NO WAIVER OF BREACH:** The waiver by District of any breach of this agreement shall not be deemed a waiver of any subsequent breach of the agreement.
15. **ENFORCEMENT:** This Agreement shall be subject to the laws of the State of California.
16. **DISPUTES:** It is mutually agreed between the parties that arbitration shall be the sole and exclusive remedy to redress any and all disputes, claims or controversies arising out of or related to this contract including without limitation the interpretation of the Agreement, its terms and conditions, breach of the Agreement, termination of this Agreement and all claims alleging discrimination prohibited by law, such as, but not limited to, the Age Discrimination and Employment Act, Title VII, and the Fair Employment and Housing Act. It is the intention of the parties that an arbitration decision or award will be final and binding and that a judgment on the award may be entered in any court of competent jurisdiction and enforcement may be had according to its terms. It is understood that by electing to use final binding arbitration to resolve any disputes, the parties are waiving voluntarily their rights to a jury trial or resolution through any applicable administrative remedy. The parties will split the expense of arbitration equally.

**Note:** Federal Internal Revenue Service regulations require the District to report all payments to individuals for contract services.

  
Contractor

Date

Original - Contract Administrator  
Copy - Contractor

**Elena Toscano**  
**Services and Deliverables**  
**2019-2020**

**Consortium Operations**

- Organize, manage logistics for, and prepare all documents for the regularly scheduled meetings of Napa Valley Adult Education Consortium Board of Directors in accordance with Brown Act requirements.
- Prepare, reconcile and present financial and project status/outcome measurement reports for presentation to NVAEC Board at monthly Board meetings
- Develop milestones and timelines for all Objective and Strategies outlined in the NVAEC Three-Year and Annual Plans
- Plan in collaboration with Consortium Members and Partners
- Lead the NVAEC Leadership Team in the formulation, implementation and evaluation of program objectives and priorities.

**Program Implementation**

- Supervise program implementation to create measurable outcomes.
- Collect and analyze a variety of complex data and information related to CAEP Performance Outcomes.
- Perform statistical analysis and summarize findings in applicable reports and other communication mediums as required per State Guidance.
- Oversee and monitor budget and ensure financial accountability.
- Continually review CAEP funding to NVAEC to monitor time frames, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project

**Fiscal Management**

- Maintain legal compliance files including, but not limited to, MOUs, Quarterly State Budget Submissions, etc.
- Review and submit required project and financial reports to NVAEC Fiscal Agent as prepared by Leadership Committee and modify schedules or plans as required
- Analyze and interpret legislative bills, laws, directives, and other State communications to ensure alignment to State guidance
- Attend meetings required by State
- Manage budget planning in collaboration with Leadership Committee
- Establish and maintain accurate, timely and complete recordkeeping processes
- Monitor State reporting requirements and track progress towards program goals, objectives, outcomes, and deliverables.

**Partnership Building**

- Maintain relationships with business, labor, industry, governmental agencies, and community organizations to represent NVAEC interests and promote labor market and field needs.
- Leverage available regional resources to improve the success of NVAEC Annual Plan.

**Communications**

- Communicate an informed understanding of the objectives and outcomes of the programs to the NVAEC community
- Participate in meetings, committees, task forces, and other related groups to communicate information regarding NVAEC services, programs, areas of opportunity, and/or other pertinent information as appropriate
- Manage public relations, brand awareness and marketing, and NVAEC website maintenance