



DEPARTMENT OF FINANCE

LISA LEWIS, DIRECTOR
STEPHANIE BONNETT, ASSISTANT FINANCE OFFICER
FREDA HOLDERMAN, ACCOUNTING SUPERVISOR

TO: Board Members
FROM: Lisa Lewis, Director of Finance *Lewis*
DATE: October 16, 2024
RE: Kay Bryant

Attached is the independent contractor agreement with Kay Bryant to assist the District in finance coverage during an extended absence of an Account Clerk. This agreement shall begin on October 29, 2024 and end on December 31, 2024. Services will be provided as needed. I ask for approval of this agreement with Kay Bryant.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

INDEPENDENT CONTRACTOR AGREEMENT

I. The Parties. This Agreement is made between a public entity known as Bullitt County Board of Education with a mailing address of 1040 Highway 44 East, Shepherdsville, Kentucky, 40165 (“Client”)

AND

an individual known as Pamela Kay Bryant with a mailing address of 900 Ford Hwy, Elizabethtown, Kentucky, 42701 (“Contractor”).

WHEREAS the Client intends to pay the Contractor for services provided, effective October 29, 2024, under the following terms and conditions:

II. Services. The Contractor agrees to perform the following: Duties of the Account Clerk as needed during her absence.

Hereinafter known as the “Services”.

III. Payment. The Client agrees to pay for the Services performed by the Contractor.

The Contractor agrees to be paid as follows:

On a per hour basis at a rate of \$25.00. The Contractor shall notify Client (Lisa Lewis via email) when the contractor bills twenty (20) hours and each time thereafter.

IV. Due Date. The Services provided by the Contractor shall begin on October 29, 2024 and end on December 31, 2024. All Services provided by the Contractor must be completed by December 31, 2024.

V. Expenses. The Contractor shall be responsible for all expenses related to providing the Services under this Agreement. This includes, but is not limited to, supplies, equipment, operating costs, business costs, employment costs, taxes, Social Security contributions / payments, disability insurance, unemployment taxes, and any other cost that may or may not be in connection with the Services provided Contractor.

VI. Independent Contractor Status. The Contractor, under the code of the Internal Revenue Service (IRS), is an independent contractor and shall not be deemed, the Client's employee.

In its capacity as an independent contractor, Contractor agrees and represents:

Contractor has the right to perform Services for others during the term of this Agreement;

Contractor has the sole right to control and direct the means, manner, and method by which the Services required by this Agreement will be performed. Contractor shall select the routes taken, starting and ending times, days of work, and order in which the work is performed;

Contractor shall not be required to wear any uniforms provided by the Client;

The Services required by this Agreement shall be performed by the Contractor, and the Client will not hire, supervise, or pay assistants to help the Contractor;

Contractor shall not be required by the Client to devote full-time to the performance of the Services required by this Agreement.

VII. Business Licenses, Permits, and Certificates. The Contractor represents and warrants that Contractor shall comply with federal, state, and local laws requiring any required licenses, permits, and certificates necessary to perform the Services under this Agreement.

VIII. Federal and State Taxes. Under this Agreement, the Client shall not be responsible for:

Withholding FICA, Medicare, Social Security, or any other federal or state withholding taxes from the Contractor's payments or make payments on behalf of the Contractor;

Making federal or state unemployment compensation contributions on the Contractor's behalf; and

The payment of all taxes incurred related to or while performing the Services under this Agreement, including all applicable income taxes and, if the Contractor is not a corporation, all applicable self-employment taxes. Upon demand, the Contractor shall provide the Client with proof that such payments have been made.

IX. Unemployment Compensation. The Contractor shall not be entitled to unemployment compensation in connection with the Services performed under this Agreement.

X. Workers' Compensation. The Client shall not be responsible for providing workers' compensation insurance on the Contractor.

XI. Liability Insurance. The Contractor agrees to bear all responsibility for the actions related to themselves under this Agreement. In addition, the Contractor agrees to obtain comprehensive liability insurance coverage in case of bodily injury, personal injury, property damage, contractual liability, and cross-liability.

There shall be a minimum amount of combined single limit of \$1,000,000.00.

XII. Indemnification. The Contractor shall indemnify and hold the Client harmless from any loss or liability from performing the Services under this Agreement.

XIII. Termination of Agreement. This Agreement shall terminate on December 31, 2024.

XIV. In addition, the Client may terminate this Agreement, for any reason, with 10 days written notice to the Contractor. The Contractor may terminate this Agreement, for any reason, with 20 days written notice to the Client.

XV. Exclusive Agreement. This entire Agreement is between the Client and Contractor and is not assignable.

XVI. Resolving Disputes. If a dispute arises under this Agreement, the Client and Contractor agree, as a condition precedent to filing suit, to first submit the dispute to non-binding mediation administered by an agreed-upon third party. At the mediation, the parties agree to make a good faith attempt to settle the dispute. The Contractor will pay half the cost of the mediation, and the Client shall pay the other half.

XVII. Confidentiality. The Contractor acknowledges that it will be necessary for the Client to disclose certain confidential and proprietary information to the Contractor in order for the Contractor to perform their duties under this Agreement. The Contractor acknowledges that disclosure to a third party or misuse of this proprietary or confidential information would irreparably harm the Client. Accordingly, the Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the Client without the Client's prior written permission except to the extent necessary to perform services on the Client's behalf.

Proprietary or confidential information includes, but is not limited to:

The written, printed, graphic, or electronically recorded materials furnished by Client for Contractor to use;

Any written or tangible information stamped "confidential," "proprietary," or with a similar legend, or any information that Client makes reasonable efforts to maintain the secrecy of business or marketing plans or strategies, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries, and improvements of any kind, sales projections, and pricing information; and

Information belonging to customers and suppliers of the Client about whom the Contractor gained knowledge as a result of the Contractor's services to the Client.

Upon termination of the Contractor's services to the Client, or at the Client's request, the Contractor shall deliver to the Client all materials in the Contractor's possession relating to the Client's business.

The Contractor acknowledges that any breach or threatened breach of confidentiality of this Agreement will result in irreparable harm to the Client for which damages would be an inadequate remedy. Therefore, the Client shall be entitled to equitable relief, including an injunction, in the event of such breach or threatened breach of confidentiality. Such equitable relief shall be in addition to Client's rights and remedies otherwise available at law.

XVIII. Proprietary Information. Proprietary information, under this Agreement, shall include:

The product of all work performed under this Agreement ("Work Product"), including without limitation all notes, reports, documentation, drawings, computer programs, inventions, creations, works, devices, models, works-in-progress, and deliverables, will be the sole property of the Client, and Contractor hereby assigns to the Client all right, title, and interest therein, including, but not limited to, all audiovisual, literary, moral rights and other copyrights, patent rights, trade secret rights, and other proprietary rights therein. Contractor retains no right to use the Work Product and agrees not to challenge the validity of the Client's ownership in the Work Product;

Contractor hereby assigns to the Client all right, title, and interest in any and all photographic images and videos or audio recordings made by the Client during Contractor's work for them, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings; and

The Client will be entitled to use Contractor's name and/or likeness use in advertising and other materials.

XIX. No Partnership. This Agreement does not create a partnership relationship between the Client and the Contractor. The Contractor shall have no authority to enter into contracts on Client's behalf or represent the Client in any manner.

XX. Additional Terms and Conditions. Access to MUNIS to post C/WI, access to Sentry File and any other websites used for the duties of the Account Clerk is required for the term of the contract.

XXI. Governing Law. This Agreement shall be governed under the laws in the State of Kentucky.

XXII. Severability. This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus, limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

XXIII. Breach Waiver. Any waiver by the Client of a breach of any section of this Agreement by the Contractor shall not operate or be construed as a waiver of any subsequent breach by the Contractor.

XXIV. Entire Agreement. This Agreement, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, conditions, or understandings between the Client and Contractor.

 Client's Signature _____ Date 10-28-2024

Print Name Darrel Coleman

Contractor's Signature Pamela Kay Bryant Date 10/15/24

Print Name Pamela Kay Bryant