

## **IT SUPPORT SERVICE CONTRACT**

**THE STATE OF MONTANA**

,

**COUNTIES OF FLATHEAD/LAKE**

,

THIS AGREEMENT is made and entered into by and between the Board of Trustees (the "Board") of the Bigfork School District (the "District") and Jeremy Taylor (the "Network Technician").

NOW THEREFORE, the Board and the Network Technician, for and in consideration of the terms hereinafter established, do hereby agree, as follows:

**1. TERM**

The Board, by and on behalf of the District, does hereby contract with the Network Technician for that term, commencing on July 1, 2021 and ending on June 30, 2022. This contract may be terminated prior to that date by either party by giving written notice of termination to the other party. Should the contract be terminated prior to its conclusion, the District shall compensate the Network Technician for all unpaid hours worked and for all unreimbursed reasonable expenses incurred prior to the date of termination.

**2. SERVICES**

The Network Technician, as an Independent Contractor and not an employee, shall provide support and assistance to the District Network Administrator and his designees as requested by the Superintendent or the Board. Any work beyond 1400 hours, during the term hereof, must be administratively approved by the Superintendent. The annual schedule to be determined by the Network Administrator and Superintendent.

Services to be provided will include, but not limited to:

- a. Oversees set up of new computers and network hardware, maintains existing computers and peripheral devices
- b. Keeps an updated inventory of new network hardware purchases
- c. At the direction of the Network Administrator, sets up email accounts, erases old accounts and email lists
- d. At the direction of the Network Administrator, installs and updates software as needed for servers and District-owned staff/student computers
- e. At the direction of the Network Administrator, performs basic administration such as updates, performing backup/archives and basic configuration for the District student records data base server, firewall server, authentication server, wireless control server and other servers

- f. At the direction of the Network Administrator, facilitates student records data base training and maintenance
- g. At the direction of the Network Administrator, maintains and updates wireless network: controller and WAPs
- h. Other duties as assigned

It is agreed that Mr. Taylor will be responsible to maintaining his own professional liability insurance, worker’s compensation insurance and current valid Driver’s License. Both parties recognize Mr. Taylor as an independent contractor, and not an employee, providing these services. **Appropriate documentation of W-9, personal insurance coverage and workers compensation insurance or a waiver will be on file at Bigfork School District no later than 7/1/21.**

3. COMPENSATION

The Network Technician’s duties are on an “as requested basis”. The Network Technician shall not be provided with any insurance, paid leave, or any benefit. The Network Technician shall be compensated monthly at the rate of \$43.00 per hour for all hours worked, billed in increments of no less than 15 minutes. The Network Technician shall also be reimbursed for mileage at the current IRS rate and for reasonable expenses, which shall be itemized in a monthly statement. Should the Network Technician be called to the school district for provision of services, billing shall be at a minimum at a one hour rate.

4. MISCELLANEOUS

This Agreement shall be governed by the laws of the State of Montana. It embodies the entire agreement between the parties and cannot be amended except by written agreement of the parties. In the event any one or more of the provisions contained in the Agreement shall be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Chairperson, Board of Trustees

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Clerk, Board of Trustees

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Network Technician