

# PURCHASED SERVICE AGREEMENT

## *Independent Contractor / Administrative Consulting Services*

This Purchased Service Agreement ("Agreement") is entered into and made effective as of **October 1, 2026** ("Effective Date"), by and between the **Tiffin City School District Board of Education** ("District"), located at 244 S. Monroe St., Tiffin, OH 44883, and **Abigail Young** ("Contractor"), whose address is provided below.

| CONTRACT SUMMARY & PARTIES |                                                |
|----------------------------|------------------------------------------------|
| District Name:             | Tiffin City School District Board of Education |
| District Address:          | 244 S. Monroe St., Tiffin, OH 44883            |
| District Supervisor:       | Molly Armstrong, Director of Student Services  |
| Contractor Name:           | Abigail Young                                  |
| Contractor Address:        | 2511 Fostoria Rd., Fostoria, OH 44830          |
| Contract Term:             | October 1, 2026 – May 31, 2027                 |

## ARTICLE 1: SCOPE OF SERVICES

**1.1 Purpose & Role:** Contractor shall provide administrative consulting, training, operational support, and backlog reduction for the Student Services Department during a transition/lapse in the Student Services Secretary role.

**1.2 Primary Duties:** Responsibilities include, but are not limited to:

- Providing operational support and secretarial coverage for the Student Services Department.
- Training incoming or temporary personnel on student service workflows, special education processes, and documentation requirements.
- Data entry, audit, and system maintenance within District educational platforms.
- Assisting in managing student records, special education compliance files, and inter-departmental communications.

### **SYSTEMS ACCESS & EXPANSION CONFIRMATION:**

Contractor is hereby authorized to receive credentials and user access for ProgressBook (Student Information System), Google Workspace, and SameGoal (Special Education Housing System).

## ARTICLE 2: HOURS ALLOCATION & COMPENSATION

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**2.1 Hourly Rate:** The District agrees to pay Contractor at the rate of **\$30.00 per hour** for all approved and documented hours worked under this Agreement.

**2.2 Monthly Hour Caps:** Contractor work hours shall strictly adhere to the following monthly caps. Unused hours in any given month do not roll over to subsequent months unless explicitly amended in writing by the District Supervisor.

| Time Period                  | Maximum Allowable Hours / Month | Maximum Monthly Billing (\$30/hr)   |
|------------------------------|---------------------------------|-------------------------------------|
| October 2026                 | Not to exceed 50 hours          | \$1,500.00                          |
| November 2026 – January 2027 | Not to exceed 20 hours / month  | \$600.00 / month (\$1,800.00 total) |
| February 2027 – May 2027     | Not to exceed 10 hours / month  | \$300.00 / month (\$1,200.00 total) |
| <b>TOTAL CONTRACT CAP</b>    | <b>Maximum 150 Hours</b>        | <b>Not to Exceed \$4,500.00</b>     |

## ARTICLE 3: INVOICING & PAYMENT TERMS

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**3.1 Monthly Invoicing Schedule:** Contractor shall submit a monthly invoice by the 5th business day of each calendar month following the month of service.

**3.2 Invoice Content:** Each monthly invoice must be brief and contain only:

- Total number of hours worked during the preceding calendar month.
- A bulleted summary highlighting key tasks completed (e.g., "Trained new secretary on IEP file intake; updated ProgressBook records").
- Dates on which work was performed and corresponding daily hours.

**3.3 Submission & Approval Workflow:** Contractor shall email the completed invoice directly to Molly Armstrong. Molly Armstrong, as District Supervisor, shall review, approve, and submit the invoice on Contractor's behalf to the District Treasurer's office for processing. Payment shall be issued by the District

within thirty (30) calendar days of Supervisor approval.

## ARTICLE 4: DISTRICT PROPERTY, SYSTEMS & BUILDING ACCESS

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**4.1 Provision of Equipment:** To facilitate contract fulfillment, the District shall issue Contractor:

- One (1) District-managed laptop computer and necessary accessories.
- One (1) official Tiffin City Schools email account (@tiffincityschools.org).
- Keycard/badge access for Lincoln Pre-K Elementary School.

**4.2 Custody & Care:** Contractor agrees to exercise reasonable care in the use and protection of all assigned District property. Equipment shall be utilized exclusively for District business. Upon expiration or termination of this Agreement, Contractor shall immediately surrender all laptops, keys, badges, security tokens, and physical records to Molly Armstrong.

## ARTICLE 5: FERPA COMPLIANCE, CONFIDENTIALITY & DATA SECURITY

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**5.1 FERPA Designation:** The District designates Contractor as a "School Official" with legitimate educational interests under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations. Contractor shall have access to Student Personally Identifiable Information (PII) solely for the purpose of performing obligations under this Agreement.

**5.2 Nondisclosure:** Contractor agrees that all student records, medical/IEP data, staff discussions, and administrative information accessed during the contract term are strictly confidential. Contractor shall not disclose, share, copy, or discuss PII or confidential District records with any third party without express prior written consent from the District.

**5.3 Cybersecurity Standards:** Contractor shall follow all District IT safety policies, including using secure network passwords, non-sharing of user credentials, and immediately reporting any actual or suspected data breach or lost equipment to the District IT Department and Molly Armstrong.

## ARTICLE 6: INDEPENDENT CONTRACTOR STATUS

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**6.1 Relationship of Parties:** Contractor is an independent contractor and not an employee, agent, or partner of Tiffin City Schools. Contractor retains discretion regarding the exact manner and methods used to perform agreed-upon services, subject to District compliance guidelines and schedule requirements.

**6.2 Taxes & Benefits:** As an independent contractor, Contractor acknowledges that:

- The District will not withhold federal, state, or local income taxes, FICA, or Medicare taxes from payments.
- Contractor is not eligible for District health insurance, paid leave, worker's compensation, or fringe benefits.
- Contractor accepts full responsibility for reporting income and paying all self-employment and income taxes owed to state, federal, and municipal authorities.

- No contributions will be made on Contractor's behalf to the School Employees Retirement System (SERS) or State Teachers Retirement System (STRS) unless required under mandatory Ohio statutory provisions.

## ARTICLE 7: TERM & TERMINATION

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**7.1 Contract Term:** This Agreement commences on October 1, 2026, and shall automatically expire on May 31, 2027, unless extended by mutual written agreement of both parties.

**7.2 Termination for Convenience:** Either party may terminate this Agreement at any time, without cause or penalty, by providing at least fourteen (14) calendar days' advance written notice to the other party.

**7.3 Termination for Cause:** The District may terminate this Agreement immediately upon written notice if Contractor breaches confidentiality, violates FERPA, fails background screening, or engages in conduct detrimental to District operations or student safety. In the event of termination, Contractor shall be compensated strictly for approved hours worked up to the date of termination.

## ARTICLE 8: GENERAL PROVISIONS

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**8.1 Governing Law:** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Ohio, with venue residing in Seneca County, Ohio.

**8.2 Entire Agreement:** This document contains the entire agreement between the District and Contractor regarding these services and supersedes all prior negotiations, representations, or oral agreements.

**8.3 Amendments:** No amendment or modification of this Agreement shall be valid unless executed in writing and signed by authorized representatives of both parties.

**IN WITNESS WHEREOF,** the parties hereto have executed this Purchased Service Agreement as of the dates set forth below.

**TIFFIN CITY SCHOOL DISTRICT  
BOARD OF EDUCATION**

**CONTRACTOR**

By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name: Abigail Young

Title: Independent Contractor

Date: \_\_\_\_\_

Date: \_\_\_\_\_