

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT entered into for the 2025-2026 school year between Sarah Titlow (herein "Titlow") and the Henry-Stark Counties Special Education District (herein "Henry-Stark").

RECITALS

1. Henry-Stark is a Joint Agreement of Illinois public school districts, operating pursuant to its Articles of Joint Agreement, as provided in Section 10-22.31 of the Illinois School Code. Henry-Stark operates through a governing board.
2. Henry-Stark provides certain special education and related services to students of its member school districts, including IEP documentation.
3. Titlow is a retired certified teacher. Henry-Stark wishes to engage Titlow's services as an IEP Specialist for Henry-Stark, and Titlow is willing to provide these IEP Specialist services as an independent contractor, on the terms set forth herein.

NOW, THEREFORE, in consideration of the undertakings hereinafter made, the parties hereto agree as follows:

1. Time and Place of Services, Duration Henry-Stark hereby contracts with Titlow for the following services for Henry-Stark:

Type of Services IEP Specialist services as specified herein.

Time to be Performed Up to five (5) days per week.

Place to be Performed Member districts of the Henry-Stark Counties Special Education District. Except in rare and unusual circumstances, all services shall be rendered at the school buildings of member school districts, or at the administrative offices of Henry-Stark.

Duration of Contract First day of student attendance for 2025-2026 school year through last day of student attendance for school year. However, this agreement may be terminated by either party with thirty (30) days written notice.

2. Compensation for Services and Travel Expense For the performance of these services Titlow shall be paid as follows:

Two Hundred dollars (\$200.00) per IEP for hours spent in the interest of Henry-Stark, or its member school districts, as authorized and directed by the Henry-

Stark Executive Director. Travel expenses to be determined by Director in the event that travel becomes necessary.

3. Payments Payments by Henry-Stark to Titlow for both service and travel shall be made monthly, in accordance with Henry-Stark's regular practices, and following submission by Titlow of monthly statements showing sums due to Titlow, reflecting services rendered with such reasonable specificity as Henry-Stark may reasonably require.
4. Specialized Knowledge – IEPs – Direction Henry-Stark recognizes that Titlow possesses specialized knowledge and abilities in IEP Documentation, and in the performance of the services herein undertaken. Titlow shall not be subject to the direction or supervision of any employee of Henry-Stark, rather, Titlow shall carry out the services to be provided as Titlow deems proper. However, in all cases such services shall be rendered in accordance with the individual educational program (IEP) policies and procedures, and further, in accordance with the directions of the Executive Director of Henry-Stark or his designee.
5. IEP Specialist Services IEP Specialist services shall be deemed to include only such services as Titlow may render consistent with her licensure. Such services shall include all IEP Documentation services as specified by Henry-Stark and its member school districts in formulating or developing IEP recommendations, assisting in IEP meetings when required by Henry-Stark, advising teachers or other Henry-Stark or member school district employees regarding her services to individual students in respect to whom she renders or may render services, providing evaluation assessments, development of progress reports, providing other documentation in respect to her services as Henry-Stark may reasonably require and providing reasonable advice and technical assistance to Henry-Stark or its member school districts, including advice, guidance and assistance as may be relevant to her area of professional expertise.
6. Independent Contractor Titlow shall be an independent contractor, and not an employee. Titlow shall be solely responsible for the payment of all taxes and Henry-Stark shall make no deduction or withholding for taxes or other governmentally required payments or contributions for or in respect to Titlow. Titlow shall not be eligible for any benefits, privileges, or other compensation applicable to employees of Henry-Stark, or any member school district, specifically including, but not limited to health benefits or worker's compensation benefits of any kind.
7. Liability and Professional Malpractice Insurance Titlow shall at all times be covered by Henry Stark Insurance policies and protections.
8. Time Time is of the essence in the performance of this agreement.

9. Whole and Entire Agreement This agreement is the whole and entire agreement between the parties. No other agreement, understanding or arrangement forms a part of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

HENRY-STARK COUNTIES SPECIAL EDUCATION
DISTRICT

By _____
Date

Independent Contractor Date