

**Contract Agreement for Services  
Between  
The Oneida Special School District  
And  
Ms. Vicki Payne**

The Oneida Special School District wishes to contract with Ms. Vicki Payne the following services for the 2018-2019 school year beginning July 1, 2018 and ending June 30, 2019:

**TEAM Evaluation Services  
Clerical/Logistical Services**

Details of the contracted services are as follows:

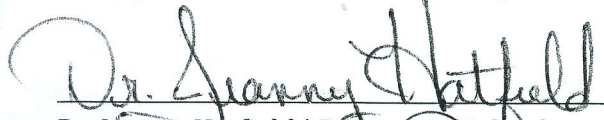
- **TEAM Evaluations**
  - Conduct announced evaluations (approximately 50) of certified staff at Oneida Elementary, Middle, and High Schools as assigned by the Director of Schools or her designee.
  - Included in each announced evaluation will be time for a pre-conference, the evaluation itself, time to reflect on and score the observation, and a post-conference. Observation information must also be entered into TN Compass. It is understood that each evaluation may require a varying amount of time for each of the above areas.
  - The pay rate for each completed evaluation and data entry will be \$100.00 and shall not exceed a total of \$5,000.
- **Secretarial Duties**

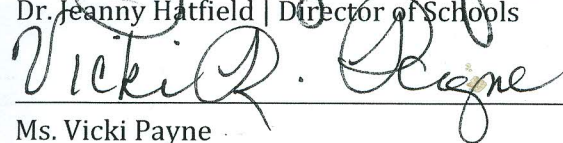
Any duties assigned by the director or Assistant director that assist with the daily operations of the school system. The pay rate of \$20.00 an hour for 350 hours not to exceed a total amount of \$7,000

Pay Procedures

- Ms. Payne will submit a time/activity log to the Director of Schools each month. The log will have data from the first day of the month to the last day of the month (ex: August 1-31) and will be turned in to the Director on the last day of each month (ex: August 31).
- Checks will be disbursed on the 20<sup>th</sup> of the month following the submission of the time sheet.
- A cap of \$12,000 will be in place for the above services. Once the cap is reached all contracted services will cease.

This agreement shall terminate on June 30, 2019 or at the time the "cap" is reached.

  
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Dr. Jeanny Hatfield | Director of Schools

  
\_\_\_\_\_  
Ms. Vicki Payne

7-17-18  
Date

07/18/18  
Date

