

Information:

Drawer: Finance

Number: **** Other Redaction ****

Name: **** Other Redaction ****

Invoice Number: C910110

Invoice Date:

PO Number:

Check Number: 0279169

Check Amount: \$ 750.00

Check Date: 04/13/2021

Voucher Number: V0666203

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

From: Metcalf, Marsha <metcalf@cod.edu>
Sent: Mon Mar 22 12:58:14 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Janet Moore IC form

Thank you.

Marsha Metcalf
Administrative Assistant, Marketing and Communications
College of DuPage
425 Fawell Blvd., Glen Ellyn IL 60137
Phone (630) 942-3370 / *Email* metcalf@cod.edu
Office Location Institutional Resource Center (IRC) 1045

[attachment: STEM Week PD 3-20-21 description.pdf]
[attachment: Janet Moore IC Form PD HS March 20, 2021.pdf]

College of DuPage

Independent Contractor Agreement

(Not to be used for contracts in excess of \$5,000.00)

* After final approver signs the completed form, send to invoicing@cod.edu.

AGREEMENT APPROVED
JOYCE SEKERKA 3.26.21

VENDOR NUMBER

1501062

ACCOUNT NUMBER/AMOUNT

FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	90	00825	5309001	750.00

APPROVED-Supervisor, Purchasing

DATE

PART I. Complete PRIOR to performance of contractual services.

Name Janet Moore

(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM.)

Tax I.D. #/S.S. #

(ALSO COMPLETE AND SIGN FORM W-9 ATTACHED)

Phone Number (809) 830-3786

(No college employee may be paid as an independent contractor.)

Street 1515 East Grove Street

City, State, Zip Code Bloomington IL 61701

Agrees to perform on March 20, 2021 the following services for the College of DuPage:
DATE (S)

Virtual High School STEM Professional Development - Seeing the Unseen through Modeling and Logic 9 a.m. to noon.
- Virtual and Independent Work 9th - 12th grade STEM teachers

If additional space is needed, please continue description of services on separate pages and attach to this form.

The sum of \$ 750.00 will be paid to the independent contractor upon completion of the services. The contractor will be responsible for all taxes related to income from the above services. The contractor understands that he/she is self employed and must carry at his/her own cost any insurance coverage such as workers compensation, medical, property & liability including auto related to the above mentioned services.

This is a "work for hire" agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.

The contractor agrees to hold College of DuPage, its Trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims demands, and expenses, including attorneys' fees, which may arise during performance of this agreement.

☒ I have read Board Procedure #15-465 and have determined that the individual on this agreement meets the definition of an independent contractor.

Laurette Jorgensen

Digitally signed by Laurette Jorgensen
Date: 2021.02.08 09:04:06 -05'00'

DEPARTMENT AUTHORIZED SIGNATOR

02/08/2021

DATE

All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988.
(Must Check One)

☒ I certify that I am not in default on an educational loan guaranteed by the State in the amount of \$600.00 or more.

☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for payment of this loan with the maker or guarantor within six months from the date of this contract.

I agree with the terms stated above and certify that I have received a copy of the contractual agreement.

SIGNATURE OF INDEPENDENT CONTRACTOR

Janet L. Moore

DATE

2/8/2021

PART II. Complete AFTER performance of contractual services.

Authorized Signator certifies that the contractual services described in Part I above were completed satisfactorily and authorizes payment in full.
(Payment is to be made only after completion of the contractual service.)

COLLEGE AUTHORIZED SIGNATURE

DATE

Laurette Jorgensen

Digitally signed by Laurette Jorgensen
Date: 2021.03.22 07:49:11 -05'00'

COUNTER SIGNATOR (OPTIONAL)

DATE

* See board policy, procedures and instructions on next page.
(This agreement is VOID if amount exceeds \$5,000.00)

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3	1 Name (as shown on your income tax return). Name is required on this line, do not leave this line blank. JANET MOORE	
	2 Business name (disregarded entity name, if different from above)	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals, see instructions on page 3). Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>Applies to accounts maintained outside the U.S.</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. 1515 EAST GROVE STREET	Requester's name and address (optional)
	6 City, state, and ZIP code. BLOOMINGTON, IL 61701	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Janet Moore</i>	Date ► 3-22-2021
-----------	---	-------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

cod.edu

STEM Teacher Professional Development | STEM

4-5 minutes

Professional Development Opportunities

This year we are excited to offer VIRTUAL professional development workshops for both high school (9th-12th grade) educators and middle school (5th-8th grade) educators. Details about each of the workshops, along with registration information, can be found below. All workshops are free and are geared toward practicing educators within College of DuPage District 502. **Registration for each workshop is limited to the first 24 participants.** Those who complete the registration form after all available slots have filled will be added to the waiting list. Details for material pick up as well as virtual webinar access will be provided via email a week prior to the workshop.

VIRTUAL High School STEM Professional Development

"Seeing the Unseen" through Modeling and Logic

Friday, March 19, 2021 -or- Saturday, March 20, 2021

9 a.m. to noon

VIRTUAL and Independent Work

6.0 CPDH

9th – 12th grade STEM teachers

Not all problems can be solved by making direct observations. Sometimes, indirect data must be used to gain information and draw conclusions (i.e. black holes, CT scans, remote sensing to create maps, knowing where to drill for oil before drilling, image processing to sharpen out-of-focus images, etc). These are the "real-world" problems that don't have answers "in the back of the book," so you really have to rely on modeling and logic to understand the problem as much as possible. In this workshop, participants will explore classroom-ready examples of these real-world modeling problem and collaborate to identify others that could be implemented in their classes. This workshop is designed for high school STEM teachers and will be conducted virtually. Any materials needed for the workshop will be available for pick up the week prior, and CPDH credits will be provided following the completion of independent work for this workshop.

VIRTUAL Middle School STEM Professional Development

Hands-On Modeling in the STEM Classroom

Friday, October 2, 2020 -or- Saturday, October 3, 2020

9 a.m. to noon

VIRTUAL and Independent Work

6.0 CPDH

5th – 8th grade STEM teachers

Hands-on investigations with simple, concrete objects can help students of all ages make observations, identify patterns, and

use those patterns to build mathematical and scientific models. In this workshop, participants will experience several hands-on investigations that help students and teachers experience classroom concepts in new ways to develop a deeper understanding. Then, participants will collaborate to design similar investigations that follow the Concrete-Representational-Abstract (CRA) approach for their classrooms. This workshop is designed for middle school STEM teachers and will be conducted virtually. Any materials needed for the workshop will be available for pick up the week prior, and CPDH credits will be provided following the completion of independent work for this workshop.

Science, Technology, Engineering and Math Division

Berg Instructional Center (BIC), Room 2E06, (630) 942-3210