



LEADERSHIP ASSOCIATES SERVICES AGREEMENT

LEADERSHIP ASSOCIATES
www.leadershipassociates.org
3905 State Street #7-407
Santa Barbara, CA 93105
(805) 364-2775

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made this **5th day of March, 2020** between LEADERSHIP ASSOCIATES, hereinafter called the Contractor, and **SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT** hereinafter called the District.

The Contractor agrees to perform services for the District as follows:

The Contractor will conduct a Superintendent search, as delineated in the attached Summary of Services

The District agrees to pay the Contractor **THIRTY-TWO THOUSAND, FIVE HUNDRED DOLLARS (\$32,500)** for services provided. Payment is to take place in two increments: **(1) \$16,250** upon completion of stakeholder input, and **(2), \$16,250** upon selection of a finalist. The Contractor will submit invoices to the District for each of the payment increments. Payments are due within 30 days of receipt of invoice. An additional amount not to exceed \$3,000 will be charged for consultant travel reimbursement.

Remittance payable/forwarded to: Leadership Associates
Attn: Linda Hunt
50-855 Washington Street #C-205
La Quinta, CA 92253

The Contractor is to perform the above services beginning March 24, 2020.

Contractor agrees to hold harmless and indemnify the District, its officers, agents, and employees with respect to all damages, costs, expenses or claims, in law or in equity, arising or asserted because of injuries to or death of person or damage to, destruction, loss, or theft of property arising out of faulty performance of the services to be performed by Contractor hereunder.

It is expressly understood and agreed to by both parties hereto that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District. Either party may terminate this agreement by providing the other party with ten (10) days written notice. Upon such termination, fees will be determined on a pro rata basis.

Leadership Associates does not participate in a California public pension system. Leadership Associates and the District understand that the work/services provided should not be considered creditable toward the STRS earnings limit as the work is not normally performed by employees of the District and requires less than 24 months (496 business days). REF. CA Education Code § 26135.7 (2014)

CONTRACTOR:
LEADERSHIP ASSOCIATES
Taxpayer ID#: 68-0383653

DISTRICT:
SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

By: *Dennis Smith*

By: _____

Name: Dennis Smith, Ed.D.,

Name: _____

Title: Lead Consultant

Title: _____

Date: March 5, 2020

Date: _____

SUMMARY OF SERVICES

San Ramon Valley Unified School District Superintendent Search 2020

**I. TOTAL FEE TO CONDUCT SEARCH: * \$32,500
(plus not to exceed \$3,000 reimbursement for consultant travel expenses)**

*This fee includes:

- All meetings with the Board
- Development and posting of the position description announcing the position
- Cost of advertising in EdCal (Two consecutive publications)
- Acceptance of applications and responding to all inquiries regarding the position
- Recruitment of candidates and extensive background checks
- Gathering of community and staff input and providing Board with a written report, including online survey
- Coordination of logistics of the search:
 - scheduling appointments
 - notification of unsuccessful candidates
 - scheduling community visit
- Assisting in the development of interview questions and supporting the Board with the interview process
- Assisting the Board's administrative assistant throughout the process with templates, checklists, online posting updates and sample agenda language
- Acting as an advisor to the Board of Education
- Assisting the new superintendent and Board through transition and community verification process, if conducted

II. GUARANTEE

Should the new superintendent leave within one year, Leadership Associates will conduct a new search at no cost except for travel and advertising expenses, provided the Board majority remains the same.

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

DATE: April 3, 2020

TOPIC: CONSULTATION, REVIEW, AND RECOMMENDATIONS FOR
DISTRICT'S CORONAVIRUS RESPONSE

DISCUSSION: On Friday, March 13, 2020, the San Ramon Valley Unified School District Board of Education took action to postpone classes and student activities between Monday, March 16, 2020 and Friday, April 1, 2020. Spring Break; April 6 through April 10, 2020 would continue as planned.

In accordance with the revised "Stay-at-Home Order" issued by the Contra Costa County Health Officer, which extends a previous stay-at-home order through May, 3, 2020 and in the interest of public health and safety, and the safety of our students and community; it is necessary that the Board of Education continue to declare a State of Emergency for San Ramon Valley Unified School District and take action to continue to not be physically present on campus and continue remote instruction and learning through our Remote Learning Plan from Monday, April 13, 2020 through Friday, May 1, 2020. District staff is working with California and Bay Area public health agencies, the California Department of Education and the Governor's Office of Emergency Services in order to confirm plans for the remainder of the 2019-20 school year, May 4 through May 29, 2020.

RECOMMENDATION: Staff recommends the Board continue remote learning and postpone any physically present student activities from Monday, April 13, 2020 through Friday, May 1, 2020.

BUDGET IMPLICATIONS: None



Rick Schmitt
Superintendent

10.2

Item Number

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

DATE: April 3, 2020

TOPIC: SUPERINTENDENT SEARCH

DISCUSSION:

The Board will discuss the process for the Superintendent search.

- a) Overview of search process
- b) Board/search firm protocols during the search
- c) Timeline for search
- d) Board input regarding desired qualities and characteristics of new Superintendent
- e) Board recommendation regarding community and staff groups to participate in input sessions with Leadership Associates consults
- f) Discussion of online survey

RECOMMENDATION: No staff recommendation

BUDGET IMPLICATIONS: None



Rick Schmitt
Superintendent

Item Number

11.1