



*Spirited Visions • Grounded Strategies • Creative Leaps*

Date: March 16, 2017

To: Harriet R. MacLean, Ed. D. | Administrator on Special Assignment  
San Rafael City Schools  
Equity, Community Schools, and Restorative Practices  
310 Nova Albion Way  
San Rafael, CA 94903  
hmaclean@srcs.org

From: Kayla Kirsch, President  
Leapfrog Consulting

Re: Revised MOU for Services

As agreed upon, I have updated the scope of work for Leapfrog Consulting to visually facilitate all three Partnership Council meetings of the San Rafael Schools Community Schools Initiative as well as the final 2016-2017 Leadership Council session on May 25, 2017. This includes planning meetings with key partners, prep time to develop charts for meetings, agenda design, facilitation and recording of the session, and preparation of a graphic report of the session proceedings following each session.

### **Estimate for San Rafael Community Schools Initiative**

#### Partnership Meetings

- November 14, 2016
- January 30, 2017
- March 27, 2017

#### Leadership Council Meeting

- May 25, 2017

Cost = \$4700 x 4 sessions

TOTAL = \$18,800

**2323 Broadway • Oakland, CA 94612 • (510) 482-4049 • [www.leapfrogconsulting.org](http://www.leapfrogconsulting.org)**

**General Guidelines**

The following are some general guidelines that apply to all Leapfrog Consulting projects. I also look forward to hearing from you about specific project guidelines that would help our work together.

1. Kayla Kirsch will be the contact person at Leapfrog Consulting for adjustments or additions to this memo of understanding, to ensure smooth project implementation.
2. Leapfrog Consulting will bill San Rafael City Schools for completed work and expect payment within 30 days. Mileage/tolls will be added to final invoice.
3. Leapfrog Consulting, as a standard practice, accepts full responsibility for any mistakes we make and will correct them at no charge on documents produced for the project. However, if San Rafael City Schools changes the specifications in this agreement resulting in additional work we would expect to be compensated for that work.

The successful completion of this work depends upon close communication between the San Rafael City Schools (SRCS) and Leapfrog Consulting. If there are any changes or corrections to the services or deliverables in this agreement, please contact me as soon as possible so that any necessary amendments can be made. Likewise, we will contact you promptly about anything that would affect our delivery timeline or costs.

**Cancellation Policy**

If SRCS decides to cancel an event requiring a Leapfrog consultant within 15 working days of the event with intent to reschedule for another date, no cancellation fee will be charged. SRCS agrees to pay 100% of the non-refundable expenses.

**Signatures**

If this estimate for services meets your approval, please sign below, scan and email to Kayla Kirsch, Leapfrog Consulting at [kayla@leapfrogconsulting.org](mailto:kayla@leapfrogconsulting.org) - or mail to Leapfrog Consulting, 2323 Broadway, Oakland, CA 94612.

\_\_\_\_\_  
 Name  
 San Rafael Community Schools Initiative/SRCS



Kayla Kirsch, President  
Leapfrog Consulting  
510-599-9901

\_\_\_\_\_  
Date

3/16/2017 revised MOU