



**SERVICES AGREEMENT**

**LEADERSHIP ASSOCIATES**

[www.leadershipassociates.org](http://www.leadershipassociates.org)

3905 State Street #7-407

Santa Barbara, CA 93105

(530) 302-5112

**AGREEMENT FOR CONSULTANT SERVICES**

THIS AGREEMENT is made this **24<sup>TH</sup> day of May 2021** between LEADERSHIP ASSOCIATES, hereinafter called the Contractor, and **SOUTH WHITTIER SCHOOL DISTRICT**, hereinafter called the District.

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

**The Contractor will conduct an Assistant Superintendent, Business Services search, as delineated in the Summary of Services.**

The District agrees to pay the Contractor **FIFTEEN THOUSAND DOLLARS (\$15,000)** for services provided. Payment is to take place in full upon selection of candidates to be interviewed. The Contractor will submit invoices to the District. Payment is due within 30 days of receipt of invoice.

**Remittance payable/forwarded to: Leadership Associates**  
**Attn: Betty Hall**  
**445 W. Foothill Blvd., #427**  
**Glendora, CA 91741**

The Contractor is to perform the above services beginning May 24, 2021 and remains in effect until Associate Superintendent is selected as outlined summary of services and timeline.

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#: 68-038 3653

By: \_\_\_\_\_

Name: Marc Ecker, Ph.D.

Title: Lead Consultant

Date: May 24, 2021

DISTRICT:  
SOUTH WHITTIER SCHOOL DISTRICT

By: \_\_\_\_\_

Name: Gary Gonzales

Title: Superintendent

Date: 5/24/2021

## **SUMMARY OF SERVICES**

### **SOUTH WHITTIER SCHOOL DISTRICT Assistant Superintendent, Business Services Search, 2021**

#### **TOTAL FEE TO CONDUCT SEARCH: \$15,000 (all-inclusive)**

This fee includes:

- All expenses incurred by consultants
- All meetings with the Superintendent/designee as needed
- Publishing and announcement of position description
- Cost of advertising in EdCal (Two consecutive publications); and CASBO
- Acceptance of applications and responding to all inquiries regarding the position
- Recruitment of candidates and extensive background checks
- Supporting the Superintendent/designee through the candidate selection process
  - Notification of unsuccessful candidates
- Acting as an advisor to the Superintendent/designee



## SEARCH TIMELINE

### South Whittier School District Associate Superintendent/Business Services Search, 2021

Note: *Blue italicized text* indicates Board Participation

MONTH 2021	May 24	District receives contract
		<i>Superintendent Signs Contract</i>
MONTH 2021 Phases 1-4	TBD	<i>Superintendent meets with consultant and determines characteristics, skills and qualities desired in a new Associate Superintendent.</i>
	May-June	Consultants identify potential candidates; Posting of recruitment materials and Position Description
	May 31 and Jun 14	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications); and CASBO
MONTH 2021 Phase 5	<b>June 21, 5:00 PM</b>	<b>Deadline for applications</b>
	June 21-30	Consultant complete comprehensive reference and background checks on applicants
	July 6 or 7	<i>Superintendent and/or designated staff meets with consultant, reviews all applications and selects finalists to be interviewed</i>

#### District Conducts Interviews

MONTH 2021 Phases 6-8	Week of July 12	<i>Superintendent and/or designated staff interviews finalists</i>
	Week of July 8-16	<i>Superintendent and/or designated staff completes the validation process and makes a final determination on selected candidate.</i>
	July 20	<i>Board approves Associate Superintendent contract at a <b>regularly scheduled</b> board meeting</i>
MONTH 2021 Phase 9	(or as mutually agreed)	New Associate Superintendent begins