



## SERVICES AGREEMENT

### LEADERSHIP ASSOCIATES

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

3905 State Street #7-407  
Santa Barbara, CA 93105  
(916) 520-4951

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### AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made this **3<sup>rd</sup> day of MARCH 2022** between LEADERSHIP ASSOCIATES, hereinafter called the Contractor, and **BENICIA 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 **TWENTY-FOUR THOUSAND, FIVE HUNDRED DOLLARS (\$24,500)** for services provided plus travel expenses not to exceed \$2,000. Payment is to take place in two increments: **(1) \$12,250** upon completion of stakeholder input, and **(2), \$12,250** 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.

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

The Contractor is to perform the above services beginning March 4, 2022.

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: Blanca Cavazos, Ed.D.

Title: Lead Consultant

Date: February 28, 2022

DISTRICT:  
BENICIA UNIFIED SCHOOL DISTRICT

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

Name: Sheri Zada

Title: BUSD Board President

Date: \_\_\_\_\_



## **FEE AND SUMMARY OF SERVICES**

### **BENICIA UNIFIED SCHOOL DISTRICT SUPERINTENDENT SEARCH 2022**

**TOTAL FEE TO CONDUCT SEARCH: \$24,500, plus travel and lodging not to exceed \$2,000**

This fee includes:

- All expenses incurred by consultants
- 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, 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 visit, if conducted

### **GUARANTEE**

- Should the new superintendent leave within one year, Leadership Associates will conduct a new search at no cost except for costs incurred as a result of advertising, business travel, and administrative support, provided the Board majority remains the same.