

**Agreement Between  
PINNACLE EDUCATORS  
&  
SAN RAFAEL ELEMENTARY SCHOOL DISTRICT  
for  
SITE ADMINISTRATOR COACHING & SUPPORT**

The parties Pinnacle Education, Dr. Marilyn Shepherd, CEO hereinafter referred to as PE, and San Rafael City Elementary District, hereinafter referred to as DISTRICT, enter into this agreement for professional administrative coaching services and support to be provided by PE. The parties agree to the terms outlined in this agreement as follows:

- **Providing Site Administrator Direct Coaching Support**  
To include Administrator Coaching, Professional Development & Technical Assistance to specific site administrators as determined by the Superintendent. Coaching support will include, but not be limited to: LCFF, LCAP, Site Level alignment with district goals, strategic and data driven decision making.
- **In receiving services, the DISTRICT and school agree to specific activities as outlined:**
  - A. The DISTRICT will adhere to an agreed upon process and timeline of events for all selected activities.
  - B. The DISTRICT will provide data requested by the PE team member for analysis as needed.
- **Contract Terms and Conditions**  
The Term of Contract shall be from March 19, 2015 to June 30, 2015. The Contract Fee \$1,200/day, for on-site administrator coaching support and \$1,000 for one day (8 hours) off-site not to exceed \$ 10,000.00. The Contract fee includes:
  - 1) Administrator Coaching and Technical Support
  - 2) Travel expenses.
  - 3) Materials and supplies.
- Additional costs beyond the Contracted Fee, must have written pre-approval from the Superintendent and will be invoiced as a separate item.
- The DISTRICT agrees to pay PE within 30 days of receiving and invoiced from Pinnacle Educators.

**4. Cancellation of Agreement**

This agreement may be cancelled, 30 days after requested in writing and sent by USPS, by PE or the DISTRICT, if either party fails to provide agreed upon services, requested information or otherwise prevents PE or the DISTRICT from completing contracted work in accordance with state law and federal Program Improvement

requirements. If the contract is cancelled, the fees will be prorated from the date of notice of cancellation.

The following addresses shall be the agreed upon addresses for communication:

Dr. Marilyn Shepherd  
58 Skyline Crest  
Monterey, CA 93940

Dr. Michael Watenpaugh, Superintendent  
San Rafael Unified School District  
310 Nova Albion Way  
San Rafael, CA 94903

**5. Special Provisions**

- A. PE shall comply with all laws, rules and regulations applicable to such work.
- B. PE acknowledges that the services provided by its employees may involve limited contact with students and, as such, each member of the team will have background checks pursuant to the Education Code.
- C. Agreement may be amended by the mutual written consent of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement

SAN RAFAEL UNIFIED SCHOOL  
DISTRICT

PINNACLE EDUCATORS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Dr. Michael Watenpaugh

Dr. Marilyn Shepherd

Printed Name

Printed Name

Superintendent

Chief Executive Officer

Title

Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

BOARD APPROVED: