

**Agreement Between  
PINNACLE EDUCATORS  
and  
SAN RAFAEL CITY SCHOOLS  
for  
ADMINISTRATOR COACHING AND TECHNICAL ASSISTANCE**

This Agreement is made and entered into by San Rafael City Schools Superintendent, Michael Watenpaugh hereinafter referred to as the **DISTRICT**, and Pinnacle Educators, Lee Shepherd, CEO hereinafter referred to as **PE**.

The DISTRICT AND PE mutually agree as follows:

**1. Contract Terms and Conditions**

- A. The Term of Contract shall be from December 1, 2015 to June 30, 2016.  
The Contract Fee \$1,200/day, for on-site administrator coaching support and \$1,000 for one day (8 hours) of off-site not to exceed \$ 10,000.
- B. The DISTRICT agrees to pay PE within 30 days of receiving and invoiced from Pinnacle Educators.
- C. The Contract fee includes:
  - 1) Administrator Coaching and Technical Support
  - 2) Travel expenses.
  - 3) Materials and supplies.
- D. Additional costs beyond the Contracted Fee, must have written pre-approval from the Superintendent and will be invoiced as a separate item.

**2. In Providing Contracted Services, PE shall:**

- A. Administrator Coaching
- B. Technical Assistance

**3. 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.

**4. Cancellation of Agreement**

This agreement may be cancelled, 30 days after requested in writing and sent us 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:

Mr. Lee Shepherd  
58 Skyline Crest  
Monterey, CA 93940

Dr. Michael Watenpaugh  
Superintendent  
San Rafael City Schools  
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 CITY SCHOOLS

PINNACLE EDUCATORS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Dr. Michael Watenpaugh  
Printed Name

Lee Shepherd  
Printed Name

Superintendent  
Title

Chief Executive Officer  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date