

# SEWARDCONSULTING

## COACHING, TRAINING, & LEADERSHIP DEVELOPMENT

### AGREEMENT & CONTRACT

Thank you for your interest in partnering with Steve Seward Consulting.

If everything is in agreement, please sign and return to me by mail [SteveSewardConsulting@gmail.com](mailto:SteveSewardConsulting@gmail.com)  
To ensure dates are reserved, please return the agreement within one week of receiving.

If you have any questions or concerns, please feel free to call me (616) 443-2331.

We are looking forward to partnering with you!



Stephen R Seward  
Steve Seward Consulting  
335 Bridge Street, NW  
Suite 2701  
Grand Rapids, MI 49504

# SEWARDCONSULTING

## COACHING, TRAINING, & LEADERSHIP DEVELOPMENT

### AGREEMENT & CONTRACT

Steve Seward Consulting agrees to enter into contract with **C.O.O.R. ISD** for purposes of professional learning services as described below.

#### CONTACT INFORMATION

Name/Organization: C.O.O.R. Intermediate School District  
Contact: Katie Harris; Director of Instructional Services  
harrisk@coorisd.net

#### TRAINING INFORMATION

##### Session Title: Administrator Coaching & Training

Event Title: Change to Unlocking Potential Through Intentional Coaching  
Four 1-Hour Virtual Sessions (11:15-12:15)

November 14, 2025

December 12, 2025

January 9, 2026

February 6, 2026

#### Provision of Materials and Services

- Seward Consulting shall provide the Presenter's laptop and, if applicable, a PDF copy of the handouts.
- The Contractor agrees to provide the following: projector and screen, printed copies of handouts for each participant, all necessary supplies, and all catering services required for the event.
- The contracting organization may extend invitations to external participants, provided that the total number of attendees does not exceed eighty (80) individuals.
- The recording of any portion of the presentation, by any means, is strictly prohibited.

#### PAYMENT INFORMATION

- Speaker/Training Fee: 4 X \$900
- Travel/Accommodations and Planning: \$0
- Royalties/Fair Use: \$0

**TOTAL: \$3,600**

#### Independent Contractor Relationship

The relationship between the Contractor and Steve Seward shall be that of an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, agency, or employer-employee relationship between the parties. Neither party shall have any authority to bind the other in any respect. No rights, benefits, or liabilities arising from an employment relationship shall accrue to either party as a result of this Agreement.

(616)443-2331 | [SteveSewardConsulting@gmail.com](mailto:SteveSewardConsulting@gmail.com) | [SteveSewardConsulting.com](http://SteveSewardConsulting.com)

# SEWARD CONSULTING

## CONSULTING AGREEMENT

This Consulting Agreement is made and entered into as of the date named below by and between Steve Seward Consulting and the client named on page two of this contract agreement.


1. SERVICES. Consultant agrees to provide consulting services as outlined within this agreement. If additional services are requested, another contract will be created, reviewed, and signed by both Consultant and Client.
2. COMPENSATION. Client agrees to compensate Consultant at the agreed-upon rate of named within the agreement. Payment shall be made within 30 days of services or 30 days of receipt of an invoice.
3. CANCELLATION POLICY. 3.1 Client may cancel a scheduled consulting session with at least 15 days notice without penalty unless otherwise noted or during the months of August and September. 3.2 If Client cancels with less than 15 days notice, Client agrees to pay a cancellation fee of 10% of the scheduled service fee. 3.3 Consultant reserves the right to cancel or reschedule services due to unforeseen circumstances. In such cases, Client will be given the option to reschedule or receive a refund for prepaid services.
4. RECORDING. Unless otherwise agreed in writing by both parties, no recording of any kind—whether video, audio, or other form—shall be permitted by either party. This includes, but is not limited to, digital, analog, or streaming recordings.
5. RESCHEDULING: Rescheduling is subject to mutual agreement and availability. The Consultant nor Client is not obligated to accept a rescheduling request if no suitable alternative date is available.
6. WEATHER-RELATED DISRUPTIONS. 4.1 If inclement weather or other natural events prevent the fulfillment of services, both parties agree to reschedule at the earliest available date. 4.2 If rescheduling is not possible, Consultant shall refund any prepaid fees for unrendered services.
7. TERM AND TERMINATION. This Agreement shall commence on when signed and continue until the agreement is fulfilled.
8. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties. All prior discussions, agreements and understandings, whether verbal or in writing, are superseded by this Agreement. No amendment or modification to this Agreement, including any amendment or modification of this paragraph, shall be effective unless submitted in writing and signed by all parties.

## SPECIAL CERTIFICATION

Contractor agrees to remit a check in the agreed amount, to the address below unless other arrangements have been made and agreed to by both parties. Signatures of both parties below indicates agreement to the above terms.

Steve Seward Consulting  
335 Bridge Street, NW  
Suite 2701  
Grand Rapids, MI 49504

The individual(s) signing this agreement certifies by his/her signature that he/she is authorized to sign this agreement on behalf of the responsible governing board, official or agency.



04/30/2025

Contractor Signature

Date

Steve Seward

Date