



Consulting Services Agreement

We are pleased to submit this Letter of Agreement between the Catalyst for Educational Change ("CEC") and **Riverside School District 96**, ("District"). This Agreement covers services to be provided by CEC to the District as described in the **Scope of Services**, which forms part of this Agreement.

The **Scope of Services** is attached. It is understood that CEC is performing its obligations and services as an independent contractor, and no employment, partnership, or other business relationship is created through this relationship. CEC will provide the services in the attached **Scope of Services** with due diligence and professionalism.

The District agrees to pay CEC for services rendered as set forth in the attached Scope of Services, plus any reasonable expenses and materials mutually agreed upon by both parties. CEC will invoice monthly for services rendered; payment is net 30. The District agrees to pay CEC in accordance with the Illinois Prompt Payment Act. Both CEC and the District agree to make appropriate staff available to ensure that CEC is able to perform its obligations under the **Scope of Services**.

The terms of this Agreement are valid based on the date of executed signature through June 30. Extensions may be granted for a limited time period through mutual Agreement. A signed Agreement is required for engagement to begin. District is responsible to provide CEC a Purchase Order if required by District. PO's can be sent directly to info@cecweb.org.

Additional services may be added as mutually agreed upon and at an additional fee as approved via email addendums. Both parties agree to make changes based on the scheduling and needs of the District as mutually agreed upon in writing.

Both CEC and the District agree to provide at least 72-hour cancellation notice prior to the scheduled engagement date, if either is unable to fulfill its commitment to deliver or take delivery of the services under the **Scope of Services**. If the District cancels within 72 hours, the District shall be responsible for the associated contracted amount as defined in the **Scope of Services**.

Either party may terminate this Agreement at any time through written notice. District will be responsible for any services rendered or expenses incurred through the date of termination.

It will be the District's responsibility to provide copies of the materials that are expected to be sent a week in advance by CEC as well as provide all facilitator's equipment requirements. Materials may only be reproduced for the use at the session(s) indicated within the **Scope of Services**.

All content and materials are the exclusive rights of CEC and copyrighted by the Catalyst for Educational Change. All rights reserved. No part of CEC presentations, documentation, or content may be reproduced, recorded, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of Catalyst for Educational Change.

Thank you for this opportunity, and we look forward to working with your District. Please sign below that you have read the above and agree to comply with the obligations described herein.

Sincerely,

Shelley Taylor,
CEC Executive Director

October 10, 2024
Date

I, Marth Ryan-Toye, Superintendent, Riverside School District 96, have read the above and agree to comply with the obligations described herein.

Signed by:

Signature

10/11/2024
Date



Scope of Services

Dr. Martha Ryan-Toye
Superintendent

Riverside School District 96
3340 S. Harlem Avenue
Riverside, IL 60546
708.447.5007

Email Agreement to:
Martha Ryan-Toye - ryan-toyem@district96.org

DETAILED SERVICE DESCRIPTION

Work Plan Title: Leadership Coaching-Empowered Teams

CEC Consultant: Dr. Margo Sickele

Date	Task	Description	Cost
October 2, 2024 November 6, 2024 December 4, 2024	Team Coaching	<ul style="list-style-type: none"> Four-hour sessions Three sessions 	4 hrs. x 3 sessions x \$420 = \$5,040
October 2024 November 2024 December 2024	Individual Coaching	<ul style="list-style-type: none"> Two-hour sessions Three sessions 	2 hrs. x 3 sessions x \$420 = \$2,520
October 2024 November 2024 December 2024	Planning and Debriefing	<ul style="list-style-type: none"> Two-hours per month Three months 	2 hrs. x 3 months x \$420 = \$2,520
Project Cost:			\$10,080.00

*District will provide materials and supplies for any in-person sessions.

*District will provide Zoom technical support for any online sessions.