



RLR Leadership Consulting, LLC  
Professional Development Contract / Agreement  
2023-2024

Emmett Independent School District  
c/o Craig Woods  
400 S Pine Street  
Emmett, Idaho 83617

### **Scope of Work**

Randy Russell and RLR Leadership Consulting will continue to facilitate & implement The 3 Ships focusing on relationships, leadership, and partnerships; a professional development, training and consulting plan; and a collaborative, sustainable improvement framework in partnership with the Emmett, ID SD during the 2023-24 school year.

Randy's lifelong career in education, familiarity with the Emmett SD and previous experience lay the foundation for another impactful year. This proposal includes the planning, preparation, development and implementation of the scope of work during the 2023-24 school year, with a possibility to extend, upon mutual agreement.

### **Milestones and Timeline**

The outcomes include introducing the Emmett Staff to The 3 Ships Book, begin working through the book as a district; develop a professional development, training, and consulting plan; develop a collaborative and sustainable improvement framework; help develop the next steps focused on relationships, leadership and partnerships. Time includes planning and preparing for professional development sessions, research, and discussions with Craig and the Admin/Leadership Team to ensure outcomes meet expectations. Timeline: July 1, 2023 – June 30, 2024.

### **Notes**

Randy and RLR will be available to Craig and his team as thought partners, in addition to the specified days of professional development/training.

## Budget Estimate

| Description                                                          | Notes                                                                                                                   | Cost Estimate                                  | Total          |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------|
| Professional Development, Training and Consulting (Direct Service)   | August 15 and 16, 2023 and 1 additional day TBD                                                                         | 3 Full Days at \$3500 per day                  | \$10,500       |
| Plan and Prepare for Coaching and Consulting (Direct Service)        | This would occur throughout the year and includes pre-planning and post-session conversations                           | 20 hours at \$150 per hour                     | \$3,000        |
| Executive Coaching/Thought Partner Virtual Sessions (Direct Service) | Individual sessions with each leadership team member (1 per person)- Virtual dates to be determined with Craig and team | 10 hours at \$150 per hour (1 hour per person) | \$1,500<br>N/A |
| The 3 Ships Book                                                     | 1 for each staff member                                                                                                 | 15.99 per book                                 | \$TBD          |
| Travel / Flight / Hotel Transportation / Meals – if needed           |                                                                                                                         | Travel will be coordinated with Craig          | TBD            |

TOTAL: \$15,000

\$13,500 *EW*

On behalf of RLR Leadership Consulting, LLC, we want to thank Emmett School District so much for the opportunity to serve you! Please sign below and return.

Randy L. Russell  
Randy L. Russell, RLR Leadership Consulting, LLC

*Craig Wood*  
Authorized Signature

Please return to: Randy L. Russell  
RLR Leadership Consulting, LLC  
12803 East 36<sup>th</sup> Avenue  
Spokane Valley, WA 99206

“Exceptional! Professional! Compassionate! Dr. Randy Russell is an excellent investment for any school or district wanting to improve their school climate.”

*John Keener, MSU Billings and The Montana Center for Inclusive Education*

**Terms.** These terms and conditions govern the agreement formed by your acceptance of the estimate given to the Client by RLR Leadership Consulting, LLC ("RLR"). These terms are incorporated by reference into the estimate and control over any inconsistent terms in your acceptance.

**Services.** Upon acceptance by Client, RLR will perform the services described in the estimate according to a mutually agreeable service schedule. Any additional services requested by Client and not covered by the estimate will incur additional charges.

**Charges.** The services outlined in this estimate are adjustable in a final estimate to fit the Client needs. Once adjusted, and upon acceptance of the final estimate, the Client commits to the services and charges described in the estimate, and Client agrees to pay RLR such charges.

**Travel expenses.** Client is responsible for all travel-related expenses, including airfare, hotels, car rental/ground transportation, meals, parking, mileage and other incidental expenses. RLR agrees to purchase the most economical airfare to and from Client so as to minimize costs. In the event RLR travels by car to Client, RLR will be reimbursed for mileage at the current IRS rate per mile, or pay for car rental expenses, whichever is cheaper. All travel related expenses incurred by RLR will be billed to Client, and are in addition to costs associated with this estimate.

**Changes.** Changes in the specifications, quantities, schedule or other aspects of the services that are requested or approved by Client do not become binding upon RLR unless accepted by RLR in writing. Any such changes may result in additional or increased charges, and Client agrees to pay such increase.

**Taxes.** Client is responsible for payment of all applicable federal, state and local taxes and assessments, including sales, use and similar taxes levied on the transaction contemplated by the estimate. No tax exemption will be recognized unless a valid exemption certificate is provided.

**Payment Terms.** All invoices for services covered by the estimate are payable within thirty (30) days after invoice date (i.e. net 30 days). Upon acceptance of this estimate, RLR will invoice client for 50% of the total invoice or a mutually agreed upon invoice schedule, in writing between RLR and Client.

**Termination.** In the event Client terminates services, Client is responsible for 50% of the invoice, or the actual rendered services, whichever is more. RLR may terminate the estimate and cease performance of the services if Client fails to timely pay or perform any obligation imposed under the estimate of these terms, and such failure to pay or perform continues for a period of three (3) business days from the date RLR furnishes written notice thereof to Client.

**Independent Contractor.** RLR is an independent contractor of Client, and nothing in the estimate or these terms will be construed as creating a partnership, joint venture or relationship other than that of independent contractors between Client and RLR.

**Late charges.** Any invoices not paid by Client on or before the due date will bear interest after the due date until the invoice is paid, in full, at the lesser of twelve (12%) percent or the highest lawful rate.

**Limitation of Liability.** In no event will RLR be liable to Client for special, exemplary, incidental or consequential damages, including loss of profits, revenues, or goodwill, arising out of or relating to the estimate or the work, whether the claim is based upon contract, breach of warranty, tort or other theory, even if RLR is advised of the possibility of such damages.

**Publicity.** The Client authorizes RLR to list Client as a Client of RLR on RLR's website and on any other internal and external promotional materials and communications.