

Carole Martin, Independent Consultant
Engagement Contract with Canaan School District on behalf of the Connecticut River
Collaborative Committee

This agreement, dated June 15, 2018 ("Effective Date"), is by and between Carole Martin ("Carole") and CANAAN SCHOOL DISTRICT (CANAAN SCHOOL DISTRICT).

In consideration of the mutual benefits and obligations set forth in this agreement, Carole and CANAAN SCHOOL DISTRICT acknowledge and agree to the following:

TERM AND EXPIRATION

This Agreement will become effective as of the Effective Date first set forth above and end effective May 31, 2019 . Either party may terminate this Agreement upon thirty (30) days written notice to the other party or upon immediate notice in the event of a material breach of this Agreement.

COMPENSATION AND EXPENSES

CANAAN SCHOOL DISTRICT agrees to pay Carole for all services performed that are requested by CANAAN SCHOOL DISTRICT as outlined in Appendix A and for such other services and expenses that are reasonably necessary in Carole's discretion, to complete the task(s) undertaken. Billing rates and expense charge policy are described in Appendix B to this Agreement. Carole is responsible for providing CANAAN SCHOOL DISTRICT with monthly invoices reflecting total hours of services provided and expenses incurred. Payments to Carole will be made by CANAAN SCHOOL DISTRICT no later than thirty (30) days of the date of invoice.


CANAAN SCHOOL DISTRICT will reimburse Carole for actual out-of-pocket expenses incurred while rendering Services under this Agreement, provided that said expenses are: (a) reasonable in amount and reasonably necessary; or (b) directed by CANAAN SCHOOL DISTRICT. CANAAN SCHOOL DISTRICT will reimburse Carole within thirty (30) days of receipt of a request for reimbursement for expenses.

CONFIDENTIAL INFORMATION

Carole agrees to hold all of CANAAN SCHOOL DISTRICT's Confidential Information in confidence and will not disclose any Confidential Information to any third party without the prior written permission of CANAAN SCHOOL DISTRICT. Carole agrees to use the same level of care to prevent any unauthorized use or disclosure of such Confidential Information as Carole exercises or would exercise in protecting her own Confidential Information. Carole will not use CANAAN SCHOOL DISTRICT's Confidential Information for any purpose, except as may be necessary in the ordinary course of performing Carole's duties hereunder, without the prior written consent of CANAAN SCHOOL DISTRICT.

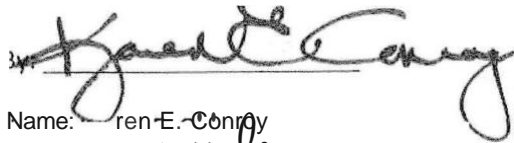
For the purposes hereof, CANAAN SCHOOL DISTRICT's "Confidential Information" will mean (a) all intellectual property and (b) all confidential and proprietary data, business plans, and other information of a confidential or proprietary nature, belonging to CANAAN SCHOOL DISTRICT or third parties with which it may have business dealings, disclosed or otherwise made available to Carole by CANAAN SCHOOL DISTRICT; provided, however, that Confidential Information shall not include information Carole receives from CANAAN SCHOOL DISTRICT which: (i) is in the public domain at the time of disclosure; (ii) after disclosure, becomes part of the public domain by publication or otherwise, except by breach of this Agreement; (iii) was in Carole's possession at the time of disclosure by CANAAN SCHOOL DISTRICT; or (iv) which Carole shall receive from a third party who has the right to disclose it to Carole.

Agreed:


By: 

Name: Carole L. Martin
Title : Independent Consultant

Date: 

By: 

Name: Karen E. Conroy
Title : Superintendent of Schools

Date:  CANAAN SCHOOL DISTRICT

Appendix A
Description of Services and Related Costs

Carole Martin
Independent Consultant
207.712.8057
caro1emartin365@hotmail.com

Consulting Proposal for CANAAN SCHOOL DISTRICT
Presented by
Carole Martin, Independent Consultant

Overview of Scope of Work

See job description, Appendix B.

Cost

Planning processes vary widely in complexity and scope. Given what is currently known about the proposed planning process and the grant award funding from the New Hampshire Charitable Foundation the costs will not exceed \$ 30,000.

A proposed hourly rate of \$ 150.00, plus expenses, is estimated . For a yearlong contract, minus monthly expenses, this results in 10.5 hours of consulting time per month.

Expenses would be as follows:

Photocopying/printing/other pre-approved project-related expenses at cost.

Travel is billed at 50% of the hourly rate, plus mileage at 54 cents/mile for actual time accrued and miles driven. Whenever possible, travel costs are shared amongst clients for same-day travel (a frequent occurrence). Round trip mileage is 320 miles; travel time is 7 hours. Hotel and food costs are included.

Invoices will be filed monthly with actual costs and supporting documentation.

Final Note

The most successful planning processes include the best thinking of many. One of the measures of success for this process is finding a satisfying balance between shared ownership and investment by board and staff representatives, and my role as consultant and guide. As a result, the proposed approach can be modified to reflect the needs and useful suggestions of others.

Appendix B
Job Description

PROJECT MANAGER/FACILITATOR

School Administrative Unit 7
Essex North Supervisory Union - CANAAN SCHOOL DISTRICT

The following skills are desirable for the Project Manager/Facilitator position:

Proven Facilitation Skills

Excellent Organizational Skills

Ability to lead a large group of citizens from multiple communities

Able to create monthly agendas that address the current issues and keep the committee moving forward in their work

Work with school administration and representatives to plan methods to gather stakeholder input

Identify additional studies that could provide critical data to the regional committee

Provide a monthly report for each superintendent that can be shared with the local boards and the larger community

Facilitate monthly committee meetings that are to be held the first Thursday of each month at Stewartstown Community School (6:00 pm)