

# ATTACHMENT #1 - April 16, 2024

## COACHING AGREEMENT

**Agreement between:** Melissa Jeanes LLC/Melissa Jeanes (Coach) and Warwick School District (Client) whereby Coach agrees to provide Coaching Services for Warwick School District (Coachee).

**Description:** Coaching is a designed alliance between the Coach and the Coachee in a thought-provoking and creative process that inspires the client to maximize personal and professional potential.

The service to be provided is coaching and training, which is not advice, therapy, or counseling and may address specific projects, professional and leadership development, or general conditions at Warwick School District. Coaching and Training will be previously agreed upon dates unless verbal or written notice to discontinue is given by Client, Coachee, or Coach. Throughout the working relationship, the Coach will engage in direct and personal conversations. The Client can count on the Coach to be honest and straightforward in asking questions, making requests and holding the Client accountable. The Client understands that the power of the coaching relationship can only be granted by the Coachee. If the Client or the Coachee believes that coaching is not working as desired, the Client or Coachee will immediately communicate that to the Coach and both parties will take action to remedy the situation.

### Responsibilities:

1. Coach agrees to be fully present for each coaching session as scheduled and maintain the ethics and standards of behavior set by the International Coach Federation "(ICF)".
2. Coachee is responsible for creating and implementing his/her own physical, mental, and emotional well-being, decisions, choices, actions, and results. As such, the Client agrees that the Coach is not and will not be liable for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure or treat any mental disorder or medical disease.
3. Client understands that coaching is not to be used as a substitute for professional advice by legal, mental, medical, financial or other qualified professionals and will seek independent professional guidance for such matters. If Client is currently under the care of a mental health professional, Coach will recommend that Client inform the mental health care provider.
4. Client agrees that the Coach is not and will not be liable for any actions or inaction by the Coachee, or for any direct or indirect result of any services provided by the Coach.

**Services:** The parties agree to engage in one Phase 1 contract agreement. Coach will be available to Client and Coachees by e-mail, phone, and in-person between scheduled meetings as necessary and reasonable.

**Schedule & Fees:** This coaching agreement is valid as of March 20, 2024 or the date agreed to by Client, whichever comes later. The engagement with Client will take place between April 15, 2024 - May 31, 2024. Training will last not more than 2 hours and Coaching sessions will normally last not more than 60 minutes. Coaching is offered as a part of the Phase 1 contract with Melissa Jeanes LLC and Warwick School District, and will be invoiced to Warwick School District, by way of email to [ahershey@warwicksd.org](mailto:ahershey@warwicksd.org). Payments accepted are checks made out to Melissa Jeanes LLC.

**\*Confidentiality:** All information that the Client and Coachee shares with the Coach as part of this relationship, is bound to confidentiality by the ICF Code of Ethics but is not considered a legally confidential relationship. The Coach agrees not to disclose any information pertaining to the Client or Coachee without

the Client or Coachee's written consent. Confidential information does not include information that: (a) was in the Coach's possession prior to its being furnished by the Client or Coachee; (b) is generally known to the public or in the Client/Coachee's industry; (c) is obtained by the Coach from a third party, without breach of any obligation to the Client or Coachee; (d) is independently developed by the Coach without use of or reference to the Coachee's confidential information; or (e) that the Coach is required by law to disclose.

**Cancellation Policy:** Client agrees that it is the Coachee's responsibility to notify the Coach 24 hours in advance of any scheduled call/meeting that needs to be canceled. Coach will attempt in good faith to reschedule the missed meeting.

**Termination:** The Client or the Coach may terminate this agreement at any time with 45 days verbal or written notice.

**Limited Liability:** Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, express or implied. In no event will the Coach be liable to the Client or Coachee for consequential or special damages. Notwithstanding any damages that the Client or Coachee may incur, the Coach's entire liability under this agreement, and the Client's exclusive remedy, will be limited to the amount paid by the Client to the Coach under this agreement for all services rendered up until the termination date.

This is the entire agreement of the parties and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations.

Please acknowledge acceptance of this agreement by signing agreement and returning via email or postal mail to Melissa Jeanes LLC at: 221 Landis Valley Road, Lititz PA 17543.

**Client:**

**Warwick School District**

**Coach:**

**Melissa Jeanes**



March 20,2024

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**Signature**

**Date**

**Signature**

**Date**



# WARWICK SCHOOL DISTRICT

## PROJECT PROPOSAL 2024

### PROJECT DESCRIPTION

The Warwick School District Administrative Team will be equipped with knowledge, tools, and resources that increase their understanding of their individual and collective strengths, foster engagement, and strategy for creating a district-wide strengths-based culture.

### PHASE 1 OBJECTIVES

Warwick's Administrative Team will each:

- Take Gallup's CliftonStrengths® assessment and receive their full 34-report
- Receive a 60-minute coaching session to help them apply their strengths to their everyday lives.
- Participate in a 2-hour group workshop
  - Explore the concepts of strengths-based development as a critical business driver and how it supports employee engagement
  - Facilitated discussions to help team members better understand each other's natural talents and strengths and how they can create strong partnerships.

60-90 minute debrief and strategic planning session

### PHASE 1 - \$3,500

*50% invoiced upon receiving a signed agreement with the remainder billed at the completion of the project*

*\*Based on 6 participants*