

## PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT is made and entered into this      day of February, 2019 by and between the Board of Education of the Clinton Township School District, hereinafter designated as the "**Board**"), a body corporate and politic with its principal place of business located at, 128 Cokesbury Road, Lebanon, New Jersey and Terry-Lee VanAuken, with offices at 54 Madison Street, Newton, N.J., hereinafter designated as the "**Consultant**".

The Consultant agrees to provide, and the Board agrees to purchase the professional services described below under the terms and conditions specified in this agreement.

### TERMS AND CONDITIONS

a. The Consultant agrees to serve as a professional search consultant and assist the District in filling the position of School Business Administrator/Board Secretary. The services described below shall begin upon execution of this Agreement by both parties and shall terminate on or about June 1, 2019, unless extended by mutual agreement of the parties. The consultant shall provide up to 25 hours of consultant services involving but not limited to the following:

1. Advertise the vacancy through the NJASBO Career Vacancy Hotline.
2. Publicly advertise vacancy in local newspapers, professional journals, etc., if requested by the Chief School Administrator and/or Board of Education.
3. Paper screen applicants prior to personal interviews.
4. Results of the paper screening to be presented to the district's Chief School Administrator and/or Board of Education for confirmation, if requested.
5. Conduct first round of personal interviews.
6. Confer with the Chief School Administrator and/or Board of Education to determine the number of final candidates for the position.
7. Investigate references and provide a written report on each final candidate to the Chief School Administrator and/or Board of Education.
8. Be available, upon request, to attend the final interviews with the Chief School Administrator and/or Board of Education.

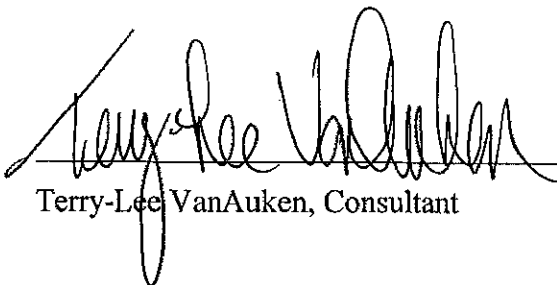
9. Provide other related services as requested by the Chief School Administrator and/or Board of Education.

b. The fee for performing the search services describe above is \$2,500.00 due and payable in one installment upon completion of the work described above and submission of a completed purchase order. This fee is for professional consulting services only, and it does not include the cost of advertising the position, ordering a commercial background search, candidate travel or any other expenses that may be required incidental to the search which will be the responsibility of the Board or candidate as appropriate.

c. Should either the Consultant or Board fail to comply with the terms or conditions of this Agreement, either party may notify the other party via Certified Mail that they are in default. If said default has not been cured within 7 days, either party may terminate this Agreement via Certified Mail to the other party. Upon termination under this paragraph, the Consultant shall be entitled to payment for services rendered to the date of termination.

This PROFESSIONAL SERVICE AGREEMENT constitutes the entire Agreement between the parties with respect to the professional services to be provided, and any modifications or changes shall be made in writing and signed by both parties. If any provision or part of this PROFESSIONAL SERVICE AGREEMENT shall be deemed unlawful or invalid for any reason, the remaining provisions or parts hereof shall remain valid and binding upon the parties.

In WITNESS WHEREOF, and intending to be legally bound, the parties hereto set their hands and seals.

  
Terry-Lee VanAuken, Consultant

2/15/2019  
Date

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Clinton Township Board of Education

\_\_\_\_\_  
Date