



### Retainer Agreement for Consulting Services

- A. Client:** Cedar Rapids Community School District
- B. Primary Contact:** Dr. Tawana Grover, Superintendent | [tgrover@crschools.us](mailto:tgrover@crschools.us)
- C. Timeframe:** August 2024 – May 2025
- D. Consulting Description:** Organizational Health Transformational Journey
- E. Next Offsite Dates:** Board of Education | August 12, 2024  
Executive Cabinet | August 13, 2024  
HR Chief/Department Work | August 14, 2024
- F. Consulting Resource:** Amie Gamboian, Principal Consultant
- G. Quarterly Retainer Fee:** \$39K (*discounted from \$54K for Legacy Client*)
- H. Session Materials:** At cost/per person
- I. Travel Expenses:** At reasonable cost (lodging, mileage, meals, etc.)
- J. Invoicing & Payment:** Invoices provided quarterly following offsites with payment due within 30 days to *Who You Are©* (*independent contractor of the Table Group*).
- K. Cancellation/Rescheduling:** If any session is cancelled, CRCSD agrees to pay 50% of consulting/materials fees for that session. If session is rescheduled, CRCSD agrees to pay a \$3,000 fee, representing reasonable estimates of lost fees associated with date reservations and session preparations. \* Please initial \_\_\_\_\_

**L. Both parties agree to the terms of this agreement. Please sign via DocuSign and return.**

For Table Group:

*Amie Gamboian* (electronic signature)

\_\_\_\_\_  
7/24/24

Amie Gamboian, Principal Consultant &  
Founder, Who You Are©

For Cedar Rapids Community School District:

\_\_\_\_\_  
Dr. Tawana Grover, Superintendent      Date

**Amie Gamboian**

Principal Consultant | The Table Group

402.679.0759 | [amie.gamboian@tablegroupconsulting.com](mailto:amie.gamboian@tablegroupconsulting.com)

## **Appendix A**

### **Retainer Engagement Details**

This Table Group Consulting Engagement in partnership with Cedar Rapids Community School District allows for flexibility to do the work we need to do to ensure organizational health has district-wide impact.

#### Engagement Details

- Two team days/quarter\* – to be used primarily in team offsite sessions (Executive Cabinet, Board of Education, Executive Leadership Team, etc.)
- Available days may also be devoted to customized Department/Team 1 leader\*\* work.
- Virtual sessions are managed the same as live onsite sessions (pre-work, post-session deliverables, etc.)
- Monthly Superintendent Executive Coaching, as well as real-time coaching and support, when needed.
- Executive Cabinet meeting observation and coaching, when needed.

#### Offsite Pre and Post Deliverables

- Assessment facilitation
- Offsite Notes
- Updates to Playbooks
- PDF of all session work
- Pre-session coaching and post-session debriefs with Superintendent
- Follow-up communication and resources provided to team members

\*Additional team/offsite days (beyond 2/quarter) may be added in and will be invoiced at \$15K/day (*reduced rate for Legacy Client*).

\*\*When executive coaching is needed for individual team members, a 3-6 month engagement will be executed to ensure maximum benefit for client.