



Optimal Performance
by Design

John S. DiSanti, Ph.D.

The Team of Ten: Building an Effective Leadership Team

Participants will be engaged in an interactive learning session on a variety of pertinent topics that encompass: Servant Leadership, the Role and Responsibilities of a School Director, Governance vs. Administrative Management, Ethical Behavior, Public Interest vs. Public Opinion, Decision Making, and Policy/Procedures.

Dr. John S. DiSanti, President and Chief Consultant for Optimal Performance by Design will facilitate the session. As a consultant and a former superintendent who served three school districts over twenty-nine years, Dr. DiSanti has worked directly with hundreds of board members over his career. He will share his experience and wisdom on how school directors and the superintendent can become a highly effective governance and leadership team.

Dr. DiSanti has earned recognition and respect for his ability to guide Boards and Superintendents through a process that assists them in assessing individual and team mindsets and behaviors, while exploring strategies to maximize the leadership team's effectiveness.



AGREEMENT

MADE AND ENTERED into this ___ day of _____, 2018, between the Plum Borough School District, located at 900 Elicker Road, Plum PA 15239, hereinafter referred to as "District"

AND

OPTIMAL PERFORMANCE BY DESIGN, LLC of 104 Cobblestone Court, Oakdale, Pa 15071, hereinafter referred to as "Consultant".

WITNESSETH

WHEREAS, District desires to secure the services of Consultant; and

WHEREAS, Consultant agrees to render his services upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto, intending to be legally bound hereby, covenant and agree as follows:

- 1) District does hereby engage the services of Consultant to render services in connection with the lawful responsibilities and authority of the District.
- 2) Consultant specifically agrees as follows:
 - Provide facilitation of a **Team of Ten** Session on Thursday, April 12, 2018. The consultant will guide the Board of School Directors and Superintendent through a process that will assist that leadership team in assessing individual and team mindsets and behaviors, while exploring strategies to maximize the leadership team's effectiveness. The facilitation will include a two to three hour (2-3) on-site interactive session to be held in the Board Room or Library located at the High School facility.
- 3) In consideration of the services to be rendered by the Consultant, District agrees to pay Consultant a sum of twelve hundred dollars (\$1200.00) which is **due immediately upon completion of the session.**
- 4) District agrees to pay Consultant for travel mileage at the current IRS mileage reimbursement rate as well as any related toll fees.



5) District shall also be responsible for providing the Consultant's requested presentation materials (projector, storyboards, markers, etc.) and duplicating all materials utilized in the session OR District may choose to pay the Consultant for materials and duplication costs.

6) Consultant, upon the execution of this AGREEMENT will invoice the District, if applicable, the remainder of the Consultant's fee associated with 4) and 5) above within 10 days after Consultant completes the facilitation session with final payment due within 20 days after invoice submission.

The compensation set forth herein represents the total compensation due to the Consultant.

This AGREEMENT shall be construed under the laws of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF the parties have executed this AGREEMENT the day and year as written above.

WITNESS:

Plum Borough School District

By: _____

WITNESS:

Judy Z. DiSanti

Optimal Performance by Design, LLC

By: *John S. DiSanti*

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. JOHN S. DiSANTI	
	2 Business name/disregarded entity name, if different from above OPTIMAL PERFORMANCE BY DESIGN	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	5 Address (number, street, and apt. or suite no.) See instructions. 104 COBBLESONE CT.	Requester's name and address (optional)
	6 City, state, and ZIP code OAKDALE, PA 15071	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																					
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 3/9/15
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.