

APPROVED

200140

AGREEMENT/CONTRACT REVIEW FORM

BOARD MEETING DATE:

6.25.20

WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED

Date Submitted: 6/1/20

Contract Initiator (Name of Person Overseeing the Contract): **Terry Roth** Telephone Number: **336-6867**

School/Department Submitting Contract: **County Office/Exceptional Student Education**

Vendor/Contractor Name: Teaching Strategies, Inc. dba: **Safe and Civil Schools**

Contract Title: **Safe and Civil Schools Training Proposal Summer 2020**

Contract Type: New Renewal Amendment Extension Date Original Contract Approved:

Contract Term: **July 8, 2020 – July 23, 2020** Renewal Option(s): NA

Contract Cost: **\$16,000 trainer, \$22,000 materials** Payment Schedule: Due **upon completion; materials purchased in advance**

Funding Source: **100.6400.310.9005** Purchase Requisition No.: _____
100.6400.510.9005

Strategic Plan Tie-In Explanation: The SEDNET Administration Project has provided funding to the district to fund positive behavioral intervention training for special education staff members. Using research-based positive behavior support strategies, teachers and paraprofessionals will improve their knowledge and practice to support students with behavioral needs. Six elementary schools have been identified based on the percentages of students spending time in self-contained classrooms. The staff members and administrators at WEC, RVE, SPC, MCE, CGE and POE will receive stipends for their participation and all materials will be provided.

Pre-Approved by Superintendent or Designee? Yes No

Additional Information: The staff from Safe and Civil Schools will provide training for approximately 200 instructional staff and paraprofessionals. This professional development will be provided in a virtual environment over a period of 24 hours.

CONTRACT REQUIRED DOCUMENTS ("CRD") PACKAGE ATTACHED:

- Completed Contract Review Form
- SBAO Template Contract or other Contract (with all basic and mandatory terms)

SIGNED 2018 Addendum A (if not an SBAO Template Contract)*

**This Statement MUST BE included in the body of the Contract: "The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."*

Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:

COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.
General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.
Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).
Workers' Compensation = \$100,000 Minimum
[If exempt from Workers' Compensation Insurance, vendor/contactor must sign a Release and Hold Harmless Form. If not exempt, vendor/contactor must provide Workers' Compensation coverage].

Approvals

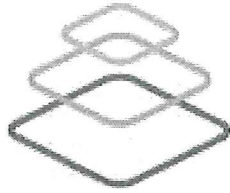
Comments

Approvals	Approved	Denied	Comments
Purchasing Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prof. Services / Training by Dr. 0310 Board approval over \$2500 a day
Review Date: 6/8/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk Management Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Material by Publisher Cancellation Policy mute at this point
Review Date:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
School Board Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/8/2020 Mr. Bickner approved per Email attached
Review Date: 6/8/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Information & Technology Dept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review Date:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review Date:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

RECEIVED

JUN - 8 2020

PURCHASING



6/8/2020

SAFE AND CIVIL SCHOOLS TRAINING PROPOSAL
 For: Teresa Carlson; Clay County District Schools; SEDNET

Service	Dates	Total
<p>VIRTUAL The Tough Kid (for Teachers and Paras of Self-Contained Units) 12 total hours</p> <p>Diving Deeper into Interventions: Working with Early-Stage Interventions and the Teacher's Encyclopedia 6 total hours</p> <p>ParaPro: Supporting the Instructional Process 6 total hours</p> <p>The accompanying textbook is required for all participants. The textbook will be mailed individually to each participant.</p> <p>Anticipated trainer: Dr. Tricia Berg</p>	<p>July 8, 2020 July 9, 2020 July 15, 2020 July 16, 2020 12 hours total</p> <p>July 20, 2020 July 21, 2020 6 hours total</p> <p>July 22, 2020 July 23, 2020 6 hours total</p>	<p>\$4,000.00 per 6 hours</p>
		<p>Training Expenses: TOTAL: \$16,000.00 plus materials</p>

--- See materials list on page 4 ---

Safe & Civil Schools Rescheduling – Cancellation Policy for dates scheduled between September 1st and July 14th: The District hereby agrees to the following rescheduling and cancellation terms. This policy applies to all training dates outlined by the contract.

- If training is rescheduled or cancelled by the District more than three months (91 calendar days) from the start date of training, no charges will be incurred by the District.
- If training is rescheduled by the District between three months and one month (90 to 31 calendar days) from the start date of the training, any non-refundable travel expenses and change fees would be the responsibility of the District.
- If training is cancelled by the District between three months and one month (90 to 31 calendar days) from the start date of the training, 50% of the training fee plus any non-refundable travel expenses and change fees would be the responsibility of the District.
- If the training is rescheduled or cancelled by the District with less than one month (30 calendar days) from the start date of the training, 100% of the training fee plus any non-refundable travel expenses and change fees would be the responsibility of the District.

Safe & Civil Schools Rescheduling – Cancellation Policy for dates scheduled between July 15th and August 31st: The District hereby agrees to the following rescheduling and cancellation terms. This policy applies to all training dates outlined by the contract.

- If training is rescheduled by the District before April 15th then any non-refundable travel expenses and/or change fees would be the responsibility of the District.
- If training is cancelled by the District before April 15th then 50% of the training fee plus any non-refundable travel expenses and/or change fees would be the responsibility of the District.
- If training is rescheduled or cancelled by the District after April 15th then 100% of the training fee plus any non-refundable travel expenses and/or change fees would be the responsibility of the District.
- District will only be charged non-refundable or incurred travel expenses if the training is canceled due to weather or travel related delays.

Considerations:

- Video taping of sessions is not allowed without prior written permission.
- It is the responsibility of the Agency to reproduce the provided handouts for each session.
- Billing for services will occur after delivery of services.

Teaching Strategies, Inc
dba: Safe & Civil Schools
PO Box 50550
Eugene OR 97405
(541) 345-1442 (541) 345-6431 fax

Prepared by:

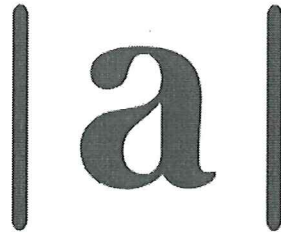
Kaytlynn Milliken, Ed.D.
Director of Professional Development
Safe & Civil Schools
800.323.8819
kaytlynn@safeandcivilschools.com



MATERIALS

Required Materials	Retail	Discount
The Tough Kid	\$45.00 each	\$40.50 each
ParaPro: Supporting the Instructional Process	\$22.50 each	\$20.25 each
The Teacher's Encyclopedia	\$65.00 each	\$58.50 each
Early-Stage Interventions	\$45.00 each	\$40.50 each

*Specified materials are offered at a one-time discount from **Ancora Publishing**, in conjunction with training when shipped to a single location. All shipments are subject to a 7% shipping and handling fee.*



Tricia Berg, Ph.D., began her career as a paraprofessional in a classroom for students with severe and multiple disabilities. She went on to get her teacher credential in general and special education. She spent the majority of her time teaching students with emotional and behavioral disabilities. She received her administration license while working at the district-level. At the district-level she served as a behavior specialist with the responsibilities of supporting school-wide positive behavior interventions support, the development of the continuum of tier2/tier 3 supports for students, and providing professional development and coaching support for schoolwide, classroom and individual student behavior supports.

She has worked at the university level on research projects, teaching graduate course work, and supervising pre-service teachers. She is a national and international consultant working with schools, districts, and states to develop multi-tiered systems of support for students.

Tricia is qualified to train in:

- CHAMPS: A Proactive and Positive Approach to Classroom Management
- Discipline in the Secondary Classroom
- Coaching Classroom Management
- Teacher's Encyclopedia of Behavior Management
- Interventions
- Academic Engagement
- Foundations
- The Tough Kid Series
- Cohort Tiers 2/3
- Self-contained behavior classrooms

M.S. in Education, University of Oregon

Ph.D. Student, Special Education, University of Oregon

