

170216

AGREEMENT / CONTRACT REVIEW FORM		BOARD MEETING DATE:
Date Submitted: <u>1/27/17</u>		WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
Contact Name (Person Overseeing the Contract): <u>Kelly Thiessen</u>		
Telephone Number: <u>904-284-6578</u>		
School/Department Submitting Contract: <u>Prof. Dev.</u>		
Vendor Name: <u>Kagan Professional Development</u>		
Contract Title: <u>Kagan Cooperative Learning Day 1 - Clay Charter Academy</u>		
Contract Type: New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Extension <input type="checkbox"/>		
Date Original Contract Approved:		
Prior Year's Pricing:		
Contract Term: <u>1 Day March 27, 2017</u>		
Contract Cost: <u>\$6023.00</u>		Payment Schedule (Are the payments made monthly, when task is finished, etc):
Funding Source: <u>THE IIA grant for Clay Charter Academy</u>		
Strategic Plan Tie-in Explanation:		
Background/Discussion/Research/Alternatives:		
<div style="text-align: right; font-weight: bold;">RECEIVED</div> <div style="text-align: right; font-weight: bold;">FEB 02 2017</div> <div style="text-align: right; font-weight: bold;">PURCHASING</div>		
CONTRACT REVIEW REQUIRED DOCUMENTS ATTACHED <div style="float: right; font-size: small;">If more space is needed, please attach Word document.</div> <div style="clear: both;"></div> <div style="font-size: x-small;"> <input type="checkbox"/> Completed Contract Review Form <input type="checkbox"/> Original Contract and all Terms & Conditions that apply with the Contract <input type="checkbox"/> SIGNED SBCC Addendum A * *This Statement MUST BE written on Original Contract: The terms and conditions included in Addendum A shall be incorporated into this agreement. If there are any conflicts in the language provided in the agreement and that of Addendum A, then the language provided in Addendum A shall prevail. <input type="checkbox"/> Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements: COI must list the School Board of Clay County as Additional Insured and as 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 they must sign a SBCC Release and Hold Harmless Form. If they are not exempt; they must provide Workers' Compensation COI. </div>		

Approvals**Comments**

Superintendent:	Approved	Denied	
Review Date:			
District Attorney:	Approved	Denied	
Review Date:	2/7/17		Defer see below
Information & Technology:	Approved	Denied	
Review Date:	2/8/17		
Finance:	Approved	Denied	* Defer: See below must follow SB policy
Review Date:			
Insurance Certificate:	Approved	Denied	
Review Date:			
Purchasing:	Approved	Denied	1 day Rate of \$4799.00 over District
Review Date:	2/2/17		\$2500.00 a day Rate thus should have Board approval * Defer to Dr. Legutko about Board approval Since this is a charter Academy



Letter of Agreement

This is an understanding and agreement between:

Kagan Professional Development (Kagan)
PO Box 72008
San Clemente, CA 92673-2008

Clay Charter Academy
& 1417 Red Apple Rd
Middleburg, FL 32068

Federal Tax ID: 33-0593901

Kagan will present the following event:

- I. Topic: Kagan Cooperative Learning Day 1
- II. Date(s): March 27, 2017
- III. Total Day(s): 1
- IV. Time: 8:00AM - 3:30PM
- V. Location: Clay Charter Academy

Clay Charter Academy agrees to:

- I. Pay the consulting fee of \$4,799.00 for a maximum of 60 participants from Clay Charter Academy only.
- II. **Participants attending from outside Clay Charter Academy must pay \$219.00 per person (unless prior written approval is obtained from Kagan).**
- III. Purchase the Cooperative Learning Textbook (BKCLW) and the Cooperative Learning Course Workbook Day 1 (NKWB1) for each participant at \$34.00 per person. This is an additional course materials fee, not included in aforementioned consulting fee.
- IV. Sign and return this Letter of Agreement along with an approved purchase order at least 30 days prior to the start date of your event.
- V. Contact Kagan's Workshop Coordinator with a final participant count at least 30 days prior to the start date of your event.
- VI. Provide the Kagan Workshop Coordinator with a list of workshop participant names prior to the start date of the event.
- VII. If your signed agreement, approved purchase order, and participant count are not received at least 21 days prior to your event, you may be responsible for any additional shipping charges incurred.
- VIII. Provide a location to have the workshop.
- IX. Provide the following:
 1. Tables and chairs
 2. LCD projector with table, podium, extension cord with power strip, and screen (minimum 8'x8')
 3. Platform for presenter for groups over 40
 4. Lavalier wireless microphone and sound system for over 50 participants
 5. Three input cords to podium: 1) VGA cord to connect into venue projector; 2 & 3) two mini-jack input cords to connect into the venue audio system; one for the presenter's computer and the other for their iPod.
 6. Flip chart and markers (if applicable)
- X. Comply with the terms of Kagan's Copyright: <https://www.KaganOnline.com/copyright>. Clay Charter Academy agrees not to offer trainings on the copyrighted content of this workshop without Kagan's permission or certification.

- XI. Collect a completed registration form from each participant in order to verify attendance and provide each participant a certification of completion.
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Kagan agrees to:

- I. Provide consulting services.
 - II. Provide workshop materials for the instructor and participants that attend each day. Any materials in excess of attending participants will be sent back to Kagan.
 - III. Reimburse pre-approved sales helpers. The Workshop Coordinator will determine the number of helpers necessary for this event, if any. Helpers must be pre-authorized by the Workshop Coordinator in order to be eligible for reimbursement. Pre-authorized helpers will receive \$150 in Kagan product per day (not to exceed \$300 in Kagan product per event). Please see the *Workshop Sales Helper Form* for full details.
 - IV. Provide Clay Charter Academy with an invoice and copy of applicable receipts after the event has concluded; typically within 30 days. Please contact Kagan's Contract Coordinator at 949-545-6366 if your invoice is required by a specific date.
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Both parties understand that:

- I. Clay Charter Academy may purchase Kagan product (except course materials) up to 3 weeks prior to the workshop date at a 10% discount plus free shipping. Please put your event date on your purchase order to ensure your discount.
 - II. Any changes in content or time must be pre-approved by Nancy Murray, the Director of Workshops and Graduate Programs.
 1. Content shall include: Kagan-Cooperative Learning Day 1
 2. Grade Levels: K-7
 - III. If the workshop is cancelled by Clay Charter Academy for any reason after travel and/or shipping expenses are incurred by Kagan, those expenses will be reimbursed by Clay Charter Academy.
 - IV. Outside Participants: No participants from outside the host school will be allowed to attend this workshop without the prior consent of both parties. Superintendents, principals, and administrators in charge of providing staff development are invited to attend at no cost when approved by the Director of Workshops and Graduate Programs prior to the event. If registration fees are to be collected from outside participants by either Kagan or the sponsoring school or district, both parties agree that all registration fees will go to Kagan.
 - V. Advertising of any sort, printed or electronic, must be approved by Nancy Murray, the Director of Workshops and Graduate Programs before distribution. Copies of flyers, brochures, E-mail messages, or other advertising should be on file with Laurie Kagan, the Director of Professional Development.
 - VI. It is agreed by Clay Charter Academy that the presenter will administer a one-page Course Evaluation form to each participant. Clay Charter Academy will return all completed evaluations to Kagan.
 - VII. It is agreed by Clay Charter Academy that no videotaping of the presentation will be allowed without prior written consent from the Director of Professional Development, Laurie Kagan.
 - VIII. If events beyond the reasonable control of the parties (including, but not limited to, acts of God, declared war, governmental authority, terrorist attacks in or near the workshop site, or curtailment of transportation to or from the workshop site) make it illegal, impossible, or unreasonable for the trainer to perform as originally contracted under this Agreement, Kagan may terminate this Agreement, without liability. In the very extraordinary instance that an event must be cancelled by Kagan, Kagan agrees to reschedule the event, but will assume no financial responsibility to Clay Charter Academy for the results of the cancellation.
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Required Billing Information (*Host school/district to complete*)

School District of Clay County

Pre-Approval for Title II-A Staff Development Activity that Requires Expenditures

Please submit this form to the Supervisor of Professional Development at least 90 days prior to any professional development activity.

School Clay Charter Academy Contact Person Rebekah Papke / Angela Galyon

☐ Professional Learning Community ☐ Lesson Study ☒ Professional Development/Workshop

☐ Other (please specify) _____

Professional Development Activity Information:

Title Kagan Cooperative Learning 1 Instructor Kagan consultant

Activity Description Kagan will give you Seven keys to unlock door to Successful learning cooperatively. Learn to highly engage students to elevate test scores!

Subject Area All subjects Engagement/Coop. Groups Beginning Date March 27 Ending Date March 27

Total Hours 7.5 Maximum Enrollment 36 Substitutes provided ☐ Yes ☒ No Stipend Paid ☐ Yes ☒ No

Describe:

Follow-Up Activities PLC on incorporating into lessons plans, leadership week through to ensure strategies used

Impact on Student Achievement Kagan structures increase student achievement, enhance self-esteem, create harmonious classroom climate, reduce discipline problems

Location Clay Charter Time 8-3:30 Who should attend? all teachers, instructional coaches
This all leads to more engaged student

This activity supports state focus areas/subjects:

☐ Next Generation Sunshine State Standards

☒ School Improvement

☒ Effective Teaching Practices

☐ Leadership and Management

☐ Technology

☐ School Safety/Climate

☐ Assessment and Data Analysis

☐ Classroom Management

☐ Reading

☐ Writing

☐ Science

☐ Parent Involvement

Estimated Cost of this activity

\$ 4,799 Consultant

\$ _____ Registration

\$ _____ Travel

\$ _____ Stipends

\$ 1,224 Materials

Angela Galvan 1-26-17
Principal Date

Kathleen H. Moeller 1-27-17
Approved by the Supervisor of Professional Development Date

If approval is granted, submit the Authorization to Incur Travel and the Requisition for Supplies and Equipment per the instructions in Procedures for Expending Title II-A Funds.

Melanie Willette

King High School Teacher of the Year (2006-2007)
State of Florida VAM rating: Highly Effective; 5/5 score

Contact

Tel : 813-361-8223

e-mail : melanie@kaganonline.com

Address

PO Box 72008, San Clemente, CA 92673-200824

Certification

English (6-12)

ESOL (K-12)

National Board
(valid until 2024)

Professional Development

Florida Standards Assessment Trainer (writing): 2013 to present

Elevating and Celebrating Effective Teachers and Teaching (Gates Foundation ECET) Presenter: Spring 2013; Fall 2014

Common Core District Trainer: 2012 to present

Literacy Based Demonstration classroom: 2008 to present

Common Core District Trainer: November 2011 to present

Kagan Cooperative Learning District Trainer: 2010 to present

Five-Day Kagan Cooperative Learning: December, 2009

Springboard Regional Trainer: May, 2009 to present

Project CRISS Training: January, 2008; June, 2008

SAT/Kaplan Workshop: January, 2006

E3 Exam Writing Consultant: Summer, 2004

Accomplished Teaching Academy Presenter: June, 2004; June, 2005; June, 2006; June, 2007; June, 2008

SACS Accreditation Committee Chair: November, 2004

College Board faculty Consultant (AP Reader): June, 2003; June, 2004; June, 2005

Pacesetter Train the Trainer; March, 2002

Pacesetter: July, 2001

Janet Allen Literacy Institute: July, 2002

APSI: July, 2001; July, 2004; July, 2007; August 2013

Education

1975-1979

Bachelor of Arts (June, 1979)

University of Florida

1981-1986

Masters of Education, Curriculum and Instruction (December, 1986)

University of South Florida

Work Experience

Tampa Catholic High School

June 1979 to January 1982

- ✓ Classroom Teacher: American Literature; British Literature

University of South Florida

March 1984 to June 1998

- ✓ DOE/FPMS Initial Research Team;
- ✓ Beginning Teacher/Intern Research Associate;
- ✓ SCATT Events Coordinator;
- ✓ Adjunct Professor: English Methods; Introduction to Education;
- ✓ Intern Supervisor;
- ✓ Academic Advisor: Secondary

C. Leon King High School

August 1998 to present

- ✓ Classroom Teacher: CTS; Advanced Comm.; AP Lang and AP Lit; E-3; E-4; Speech; Writing; Semantics
- ✓ ESOL Resource;
- ✓ Assistant Department Head
- ✓ Department Head 2009 to present

Kagan

Proudly Presents Melanie Willette



Melanie Willette has been involved in education for over 30 years. She received her Bachelor of Arts degree in Secondary English Education from the University of Florida and her M.Ed. in Curriculum and Instruction from the University of South Florida. She served

as an Adjunct Professor of Curriculum and Instruction at USF, teaching Methods courses and supervising Student Teachers K-12 in seven Florida districts. Additionally, she has worked as a District-Level Trainer in numerous capacities for the School District of Hillsborough County in Florida, the 7th largest district in the United States. Kagan Structures have revolutionized her teaching, impacted student achievement, and created a community of learners in her classroom. She has been training Kagan strategies as a District-level trainer for three years.