

170173

AGREEMENT / CONTRACT REVIEW FORM

BOARD MEETING DATE:
January 2017
WHEN BOARD APPROVAL IS REQUIRED
DO NOT PLACE ITEM ON AGENDA
UNTIL REVIEW IS COMPLETED

Pulled

Date 12/15/16
Staff Member Preparing Form: Kelly Thiessen
Department Submitting Contract: School Improvement/Professional Development
Vendor Name: Mary Cantwell
Contract Title: Dive DEEP Workshop

APPROVED

May 2017

TO BE COMPLETED BY DEPARTMENT	CIRCLE		
1. New Contract	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9. Contract Amount *** \$7500.00
2. Renewal/Amend./Supplement	<input type="radio"/> Yes	<input type="radio"/> No	10. Last Year's Price ****
3. Automatic renewal	<input type="radio"/> Yes	<input type="radio"/> No	11. Date of Original 12/15/16
4. Standard Addendum Executed	<input type="radio"/> Yes	<input type="radio"/> No	12. Number of Renewals
5. Bid/Quote policy met	<input type="radio"/> Yes	<input type="radio"/> No	13. Length of Term 8/15/17-8/16/17
6. Need to waive Bid policy*	<input type="radio"/> Yes	<input type="radio"/> No	14. Purpose of Agreement Design thinking through 2 mini challenges then afternoon breakdown of some major components of the process
7. Sole Source **Title IIA Grant	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
8. Advance Payment Required	<input type="radio"/> Yes	<input type="radio"/> No	

Couldn't Do So Rescheduled 6/12-13/2017

Funding Source: 0420.6400.0310.0769.4027

*Waive Bid Policy Explanation: _____
**Sole Source Explanation: Title II A funding Private School
***Detail Negotiation Efforts: _____
**** Price Increase Explanation: _____

RECEIVED
DEC 16 2016
PURCHASING

Approvals

Districts Attorney:	No Changes	With Changes
Review Date: <u>12/22/16</u>	<input type="checkbox"/>	<input type="checkbox"/>

Purchasing: <u>BTS</u>	No Changes	With Changes
Review Date: <u>12/20/16</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Insurance Certificate:	No Changes	With Changes
Review Date: <u>NA</u>	<input type="checkbox"/>	<input type="checkbox"/>

Finance: <u>DM</u>	No Changes	With Changes
Review Date: <u>12/20</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Recommended Changes: _____

Consultant Rate Quote so Dept 9009 Will Do PO for St. Johns Country Day School because we told their Funds.

Consultant Will Not be on our Campus

Private School T2 funding

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 St. Johns Country Day Contact Person Leslie DeStefano

Professional Learning Community Lesson Study Professional Development/Workshop
 Other (please specify) _____

Professional Development Activity Information:

Title Dive DEEP Workshop Instructor Mary Cantwell/Ellen Deutsche

Activity Description Design thinking through two mini challenges, then afternoon breakdown of some major components of the process (DAY ONE) Day Two: see attached

Subject Area ALL Beginning Date 6/12/17 Ending Date 6/13/17

Total Hours 16 Maximum Enrollment 85 Substitutes provided Yes No Stipend Paid Yes No

Describe:
Follow-Up Activities Design project-based learning units for classes

Impact on Student Achievement Design thinking, authentic assessment, community service, character ed.

Location SJCDS Time 8-4 Who should attend? all faculty & administrators

This activity supports state focus areas/subjects:

- Florida 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

\$ 7260 Consultant (contract approval required) \$ _____ Registration \$ _____ Stipends
\$ _____ Travel \$ _____ Materials

Leslie DeStefano 11/8/16
Principal Date

Kathleen Moeller 4/13/17
Approved by the Director 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.



Staefe, Bertha <bertha.staefe@myoneclay.net>

Fwd: Scanned from PC-US-7970

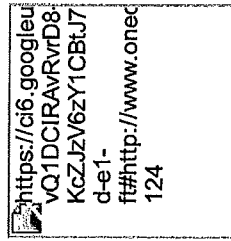
1 message




Thiessen, Kelly <kelly.thiessen@myoneclay.net>
To: Bertha Staefe <bertha.staefe@myoneclay.net>

Thu, Apr 13, 2017 at 9:42 AM

Kelly Thiessen
Administrative Secretary
Professional Development Department
800 Center Street
Green Cove Springs, FL 32043

(904) 284-6578 (ext) 5900 578



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Forwarded message
From: **Leslie DeStefano** <ldestefano@sjcids.net>
Date: Wed, Apr 12, 2017 at 12:04 PM
Subject: Fwd: Scanned from PC-US-7970
To: Kelly Thiessen <kelly.thiessen@myoneclay.net>

Here you go.

*Principal emailed back
w/ Date Change*

4/13/2017

SCHOOL DISTRICT OF CLAY COUNTY Mail - Fwd: Scanned from PC-US-7970

Thanks,

Leslie

----- Forwarded message -----

From: <ldestefano@sjclds.net>

Date: Wed, Apr 12, 2017 at 11:36 AM

Subject: Scanned from PC-US-7970

To: "ldestefano@sjclds.net" <ldestefano@sjclds.net>

Please open the attached document

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location:

Device Name: PC-US-7970

Very truly yours,

Leslie DeStefano

Director of Curriculum and Instruction

Department of History and Social Sciences Head

St. Johns Country Day School

3100 Doctors Lake Drive

Orange Park, FL 32073

Phone: (904) 269-3861

Email: ldestefano@sjclds.net

Web: sjclds.net



Certified Vanguard Coach

Like St. Johns Country Day School on Facebook

Follow us on Twitter



Staefe, Bertha <bertha.staefe@myoneclay.net>

Fwd: Pre-Approval Form

1 message

Thiessen, Kelly <kelly.thiessen@myoneclay.net>
To: Bertha Staefe <bertha.staefe@myoneclay.net>

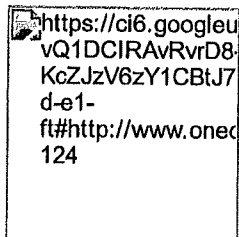
Thu, Apr 13, 2017 at 11:23 AM

Good Morning

This is the email I sent to SJCDs to revise the dates on the Pre-Approval form for the Dive DEEPdt training in June, 2017.

Kelly Thiessen
Administrative Secretary
Professional Development Department
800 Center Street
Green Cove Springs, FL 32043

(904) 284-6578 (ext) 5900 578



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----- Forwarded message -----
From: **Thiessen, Kelly** <kelly.thiessen@myoneclay.net>
Date: Wed, Apr 12, 2017 at 11:21 AM
Subject: Pre-Approval Form
To: Leslie DeStefano <ldestefano@sjcde.net>

Request to Principal for Date Change

Good Morning

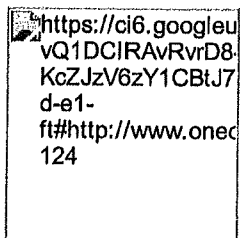
Please change the dates to 6/12-6/13/17 on the pre-approval form and return it to our department as soon as possible.

Thank you,

Kelly Thiessen

Administrative Secretary
Professional Development Department
800 Center Street
Green Cove Springs, FL 32043

(904) 284-6578 (ext) 5900 578



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 **Dive D.pdf**
300K

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 St. Johns Country Day Contact Person Leslie DeStefano

Professional Learning Community Lesson Study Professional Development/Workshop

Other (please specify) _____

Professional Development Activity Information:

Title Dive DEEP Workshop Instructor Mary Cantwell/Ellen Deutscher

Activity Description Design thinking through two mini challenges, then afternoon breakdown of some major components of the process (DAY ONE) Day Two: see attached

Subject Area ALL Beginning Date 8/15/17 Ending Date 8/16/17

Total Hours 16 Maximum Enrollment 85 Substitutes provided Yes No Stipend Paid Yes No

Describe:

Follow-Up Activities Design project-based learning units for classes

Impact on Student Achievement Design thinking, authentic assessment, community service, character ed.

Location SJCDS Time 8-4 Who should attend? all faculty + administrators

Couldn't DO see new dates

This activity supports state focus areas/subjects:

- Florida 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

\$ 7260 Consultant (contract approval required) \$ _____ Registration \$ _____ Stipends \$ _____ Travel \$ _____ Materials

L. DeStefano 11/8/16
Principal Date

Emily Weiskopf 11/8/16
Approved by the Director 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.



DEEPdt



ST. JOHNS COUNTRY DAY SCHOOL

In collaboration with DEEP design thinking, faculty of St. Johns Country Day School will participate in experiential learning utilizing design thinking process and mindsets over a two-day period.

Desired Outcomes:

- **Gain a better understanding of how DT can be used to solve problems and create a culture of empathy**
- **Learn to frame and reframe problems**
- **Become familiar and have access to a set of DEEP design thinking tools**
- **Faculty will experience extreme hands-on learning through an engaging and interactive learning experience**
- **Departments/grade-levels will dive more DEEPLY into their areas of instruction to find ways to apply design thinking and MakerED methodologies & mindsets**

June 12-13 Two-Day Workshop:

1st Day: A Dive DEEP into design thinking through two mini challenges and then afternoon breakdown of some of the major components of the process: needfinding, prototyping, iteration, feedback, improv etc + reflection

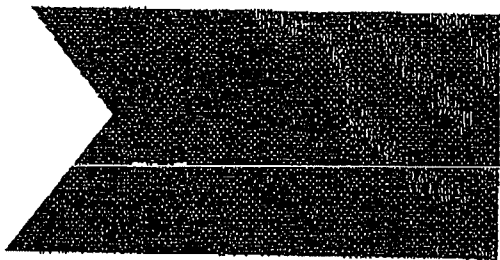
2nd Day: Breakout sessions within teams (departmental/grade level) to map out ways to utilize design thinking in their spaces i.e. culture of the classroom, glocal opportunities for design, & curricular-related.

Consultants: Mary Cantwell & Ellen Deutscher

Consultant Rate for 2-day workshop: \$7500.00

MARY CANTWELL

educator, design thinker, & learner



DIGITAL FOOTPRINT

- twitter.com/scitechyEDU
- twitter.com/theidesignlab
- <http://bit.ly/mclinkd>
- DEEPdesignthinking.com
- theidesignlab.com
- mcantwell75@gmail.com

SKILLS

PROFESSIONAL SKILLS

Design Thinking

Coaching

Photoshop

Pedagogical Design

PERSONAL SKILLS

Creativity

Leadership

Innovator

Collaborator

STRENGTHS FINDER

Ideation Futuristic

Intelligence Strategic

Individualization



PROFILE

I am an educator, design thinker, and instigator with over 18 years of diverse K12 educational experiences. As the creator and designer of DEEP design thinking methodology, I work with learners and organizations to challenge the status quo, strengthen pedagogical instruction, and create growth and change within the culture. My strengths lie in innovative thinking, futuristic leanings, and professional and simplified approaches towards learning, leading, and growing others within organizations.

PROFESSIONAL EXPERIENCES

INDEPENDENT

2015-Present

I am an empathy engineer & design thinking integrator for organizations and humans everywhere. Let's talk and begin something together.

MOUNT VERNON PRESBYTERIAN SCHOOL

2012 - 2015

Director of The Center for Design Thinking

Led K12 organization in implementation, infusion, and design of DEEP design thinking methodology. A support for educators and administration to infuse design thinking into their instructional practices and approaches to learning and doing. Facilitated and coached workshops, conferences, and learning sessions.

MOUNT VERNON PRESBYTERIAN SCHOOL

2006 - 2013

IT Faculty Support, K5 Science Lab Instructor

Spent six years as K5 Science Lab Instructor. Supported, enriched, and expanded science content taught in the classroom with a strong discovery & explorative approach to Hands-On Science Learning & Doing.

As IT Faculty Support, charged with assisting, teaching, and troubleshooting the needs of faculty behind the scenes and help increase tech usage in the classroom.

HOLY SPIRIT PREPARATORY SCHOOL

2002 - 2005

Grade 4-6 Science Educator

CHRIST THE KING SCHOOL

1999 - 2003

Grade 6-8 LA/Lit, Grade 4, Grade 3 Educator

EDUCATION

Kennesaw State University
Master of Educational Leadership
in Technology
2005 - 2006

Belmont Abbey College
Bachelor of Arts Middle School EDU
Literature + History
1995-1998

DESIGN THINKING



SAMPLE FACILITATIONS

Kaiser Permanente
Oct-Nov. 2016
Strong for Life, CHOA
Sept. 2016

Miami Valley School
March 2016
CDC Multi Day Early Childhood
Dec. 2015, Jan-March 2016

Altamira International School
Oct. 2015
EA DT + Maker 4 Day Workshop
July 2014, 2015, 2016

CDC Ignite 2 Day Workshop
Sept. 2014
Stanford's d.School K12 Workshop
June 2012

Ellen Deutscher

Educator, Design Thinker

lndeutscher@gmail.com

Experience

Co-author Design Dots, 50 Quick Ideas to Integrate Design Thinking into your Language Arts Classroom at Self

January 2016 - Present (1 year)

Teacher Coach and Creative Catalyst on The Teachers Guild at IDEO

June 2015 - Present (1 year 7 months)

K12 educational advisor to David Kelley, founder IDEO and the Stanford d.school at Hasso Plattner Institute of Design at Stanford (d.school)

August 2013 - Present (3 years 5 months)

Design Thinking and Creativity Consultant at 'Self-Employed'

June 2015 - Present (1 year 7 months)

Clients include:

Escuela Bilngüe, Oakland, CA

Cate School, Carpinteria, CA

Synapse School, Menlo Park, CA

Laurel School, Menlo Park City School District

Westwood Elementary School, Poway Unified School District, San Diego, CA

Las Lomitas Elementary School District, Atherton, CA

Convent & Stuart Hill Schools, SF, CA

Providence Day School, Charlotte NC

The Ellis School, Pittsburgh, PA

Silicon Valley Innovation Center

Krause Center for Innovation

Menlo Park City School District

Jewish Federation of Greater Los Angeles

Middle School Design Thinking Program Creator and Teacher at San Carlos School District

August 2013 - August 2015 (2 years 1 month)

Developed and taught Middle School Design program which included:

6th Grade Creative Design Bootcamp

7th/8th Grade Leadership Design

5th-8th Lunchtime Maker Space

Curriculum Design
Shakespeare for School-Age Children
Creativity
Design Thinking
Foster Creative Confidence
Creative Environments for Students
Yoga Certified for Children
Empathy
Teaching
Human-centered Design
Language Arts
User Research
Curriculum Development
Ethnography
Research Design
Design Strategy
Instructional Design
User-centered Design
Rapid Prototyping
Experience Design
Educational Leadership
Classroom
Educational Technology
Public Speaking
Psychology
Teacher Training
Staff Development
Lesson Planning
Higher Education
K-12
Education

Education

University of California, Santa Cruz

Bachelor's degree in Psychology, 1987 - 1991

Grade: Narrative evaluations

Activities and Societies: Did counseling at Planned Parenthood, volunteered at local women's shelter, worked in several alternative schools throughout the county.

Saint Mary's College of California

Multiple Subject Credential, Elementary Education and Teaching, 1991 - 1993

Publications

Design Thinking the Humanities K12

SXSWEdu March 10, 2015

REC'D APR 15 2016



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
04/07/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services, Inc. of Florida 13901 Sutton Park Drive South Suite 360 - Building C Jacksonville FL 32224 USA	CONTACT NAME: PHONE (A/C No. Ext): (904) 724-2001		FAX (A/C No.): (904) 223-1155
	E-MAIL ADDRESS:		
INSURED St Johns Country Day School 3100 Doctors Lake Dr. Orange Park FL 320730000 USA	INSURER(A) AFFORDING COVERAGE		NAIC #
	INSURER A:	Comp Options Insurance Co.	10834
	INSURER B:	United Educators Ins, a Reciprocal RRG	10020
	INSURER C:	Zurich American Ins Co	16535
	INSURER D:		
	INSURER E:		

Holder Identifier:

Certificate No : 570061753021

COVERAGES **CERTIFICATE NUMBER: 570061753021** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOD OTHER:		CGL201600462500 16-17 General Liability P	04/08/2016	04/08/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMPI/OP AGG \$1,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PRA2992972-12 16-17 Package, Exc'l GL	04/08/2016	04/08/2017	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Comprehensive Product \$500
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEP <input checked="" type="checkbox"/> RETENTION \$1,000,000		GLX201600462500 16-17 Umbrella Policy	04/08/2016	04/08/2017	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N N	CWC1012203 15-16 WC policy	11/08/2015	11/08/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER St. Johns Country Day School 3100 Doctors Lake Drive Attn: Jdabbie Huling Orange Park FL 32073 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Inc. of Florida</i>
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