



AGREEMENT TO PROVIDE SERVICES

Agreement between: **Teaching Strategies, Inc.**
dba: Safe & Civil Schools ("Company")
PO Box 50550 (541) 345-1442
Eugene OR 97405 FAX (541) 345-6431
93-0905279

Tax I.D. Number:
Contact person: **Kimberly Irving, Professional Services Coordinator**

Contracting Agency: **The School Board of Clay County ("District")**
23 S Green St
Green Cove Springs FL 32043

Contact person: **Tina Baker, STEM Project Specialist**

Job #: 2257
Title of Session: Foundations Schoolwide Behavior Management Training
Presenter: **Susan Isaacs**
Dates: September 28-29, 2016
February 1-2, 2017

Fees: \$12,000.00 (4 days @ \$3000 each) *plus travel expenses**
**Travel expenses in accordance with the School Board of Clay County policy.*

The Company and the District, for the consideration set forth below, agree as follows:

1. The District agrees to pay the Company \$12,000 in fees for the presentation listed above. In addition, the District will reimburse all travel expenses incurred by Laura Hamilton for the presentation. An invoice with receipts will be provided at the conclusion of the presentation.
2. Video taping of sessions is not allowed without prior written permission.
3. It is the responsibility of the District to reproduce handouts.
4. Airfare, lodging, car rentals, etc., will not be booked until contract is signed by District. Delay in signing contract may increase costs of these items, therefore, please sign and return promptly.
5. Any increased expenses due to circumstances outside of Safe & Civil Schools' control, including, but not limited to, inclement weather or airline delays will be billed to the District.

6. Materials are offered at a discount from **Pacific Northwest Publishing**, in conjunction with consultations only. Please phone our office for details.
7. Company shall provide insurance naming the School Board of Clay County as an additional insurer and a certificate holder for general and automobile liability. Workers compensation shall also be required.
8. The venue for litigation of disputes shall only be in the State of Florida and venue shall be in state courts located in Clay County, Florida.

Safe & Civil Schools Rescheduling – Cancellation Policy for dates scheduled between September 1st and July 14th: The Agency 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 more than three months (91 calendar days) from the start date of training, no charges will be incurred by the Agency.
- If training is rescheduled 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 Agency.
- If training is cancelled 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 Agency.
- If the training is rescheduled or cancelled 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 Agency.

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

- If training is rescheduled before **April 15th** then any non-refundable travel expenses and/or change fees would be the responsibility of the Agency.
- If training is cancelled 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 Agency.

- If training is rescheduled or cancelled 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 Agency.

Thank you. Please sign and email to kimberly@safeandcivilschools.com or fax to (541) 345-6431

Johnna McKinnon/Chair

Date

Safe & Civil Schools

Date