

# Stephanie Harvey Consulting

55 Ash Street  
Denver, Colorado 80220

720.889.2755 v  
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## FACSIMILE TRANSMITTAL SHEET

TO: SBCC ALP Purchasing - FROM: Ginny Brookhouse

COMPANY: Property School Bd of Clay County DATE: March 7, 2012

FAX NUMBER: 904-284-6529 TOTAL NO. OF PAGES INCLUDING COVER: 5

RE: Consultant Service Agreement

- URGENT
- FOR REVIEW
- PLEASE COMMENT
- PLEASE REPLY
- PLEASE RECYCLE

Notes/Comments:

MAR. 6. 2012 11:45AM

SBCC A/P, PURCHASING-PROPERTY

NO. 280

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02/26/2012 12:55

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STEPHANIE HARVEY

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SCHOOL BOARD OF CLAY COUNTY  
Consultant Services Agreement

Date 2/25/12

Stephanie Harvey Consultant (a Consultant) AGREES TO PROVIDE CONSULTANT

SERVICES FOR INSERVICE TRAINING ACTIVITY TITLED Comprehension at the Core  
(Title of Workshops/Activity)

TO BE HELD AT Wilkinson Elementary School ON March 14-15 & April 3-4, 2012  
(Location of Workshop/Activity) (Dates)

plus 2 hrs SKYPEing, THE CONSULTANT FEE IS SET AT \$ \_\_\_\_\_ PER HOUR/DAY PLUS \$ \_\_\_\_\_  
(Times)

FOR MILEAGE FOR A TOTAL CONSULTANT FEE AMOUNT OF \$ 15,000.00 as per attached letter dated 2/20/12

It is the intent of the parties to this agreement that a minimum of \_\_\_\_\_ attendees attend this training activity. In the event that attendance falls below the minimum number, the amount of the consultant fee shall be reduced by \_\_\_\_\_ for each unfilled available attendee position below the minimum attendance level set forth above. In the event that attendance is less than \_\_\_\_\_ attendees, this agreement may be cancelled by SBCC at any time prior to commencement of the presentation with no obligation for payment of the consultant fee.

This information is necessary for those who will be interacting with students using demonstrations of materials, etc.

Liability Insurance:  Yes Policy # \_\_\_\_\_  No  Not Necessary

LIABILITY INSURANCE CARRIER \_\_\_\_\_

POLICY LIMITS \_\_\_\_\_

MAILING ADDRESS: 35 Ash St  
Denver, Co 80220

E-MAIL ADDRESS: stephanrey@comcast.net

TELEPHONE NUMBERS: HOME: (303) 905-4246 BUSINESS: (303) 321-8667 FAX: (303) 377 4834

Consultant shall indemnify the School Board of Clay County, Florida (a School Board) and hold and save it harmless from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage or expense of whatsoever kind and nature including attorney's fees, whether incurred under retainer or salary or otherwise, which the School Board shall or

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STEPHANIE HARVEY

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may at any time sustain or incur by reason of this Agreement, or which it may sustain or incur in connection with any litigation, investigation or expenses incident to such provision of this Agreement, including any suit instituted to enforce the obligations of this agreement of indemnification, and Consultant shall pay to School Board all sums of money, with interest which School Board shall or may loan, advance pay or cause to be paid, or become liable to pay on account of or in connection with this Agreement. In addition, Consultant shall pay to any party directed by the School Board for any loss, claim, damage or expense incurred by the School Board arising out of this Agreement. Consultant shall furnish to the School Board receipts of all claims, expenses, liabilities, damages paid by Consultant as a result of the Agreement.

Consultant, or any employees or volunteers employed or utilized by Consultant shall, at their own expense, undergo and pass a Level 2 background screening as required by sec. 1012.465 Florida Statutes prior to entering upon any School Board public school campus while students are present.

PLEASE SIGN, DATE AND RETURN THIS CONSULTANT SERVICES AGREEMENT WITHIN TEN WORKING DAYS KEEPING THE PINK COPY FOR YOUR RECORDS.

STEPHANIE HARVEY  
(TYPE OR PRINT CONSULTANT NAME)

[Signature]  
(CONSULTANT SIGNATURE)

Outside Consultants must attach IRS form W9

2/25/12  
(DATE)

COPIES: Copy 1: Accounts Payable Dept. Copy 2: Professional Development Dept. Copy 3: School/Dept. Copy 4: Consultant

SCH-1-2161  
E 09/16/2013

## Stephanie Harvey Consulting

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55 Ash Street  
Denver, Colorado 80220  
phone 303.321.8667  
fax 303-377-4834  
StephHarvey@comcast.net  
EIN #: 26-1585619

February 20, 2012

Emily Weiskopf  
Wilkinson Elementary  
4965 County Road 218  
Middleburg, FL 32068

Dear Emily:

We are delighted that Angela Schroden, an independent contractor of Stephanie Harvey Consulting, will be working with you and Wilkinson Elementary School. Please accept this letter as a formal statement of our intent to have Angela complete four days of Comprehension Toolkit consulting at your facilities in Middleburg on the following dates: March 14-15, 2012 and April 3-4, 2012. She will also complete two hours total of SKYPEing: One hour within one month after each visit. The remainder of this letter provides detailed information regarding professional fees, invoicing procedures, travel arrangements, and audio-visual needs. In return, we will need from you a letter of confirmation acknowledging the pertinent details of our agreement, which should be mailed to the above address as soon as possible in order to secure our engagement. Of course, if necessary, a more formal contract can be used in lieu of the letter of confirmation.

The lump sum professional fee for these consultations is \$15,000, including expenses. We will book Angela's airline ticket and will do so at least 30 days in advance to obtain the best possible price. Confirmation numbers and contact information for both the hotel and transportation service should be e-mailed to Angela (aaschroden@gmail.com) at least one month prior to the consulting engagement. (If you prefer to chauffeur Angela yourself in order to avoid the cost of a rental car or shuttle, please do so.)

Stephanie Harvey Consulting will invoice you for Angela's work within a week of completion. Payment of the invoice will be due within 30 days of receipt. Your check should be made payable to Stephanie Harvey Consulting (not to Angela Schroden) and should be mailed to us directly at the above address.

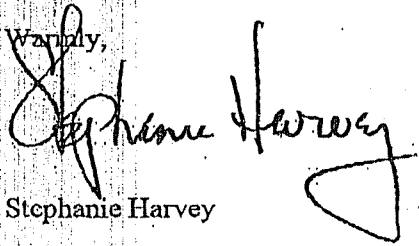
The EIN for Stephanie Harvey Consulting is 26-1585619. Tax reporting for any payments should use this EIN. As a Colorado corporation, Stephanie Harvey Consulting will file income tax returns to appropriate state and Federal agencies. If your district or entity requires withholding tax for out-of-state contractors without exception, we will require that the tax be added to the contract fee up front. If your district or entity requires that Stephanie Harvey Consulting pay sales taxes, that will be added to the contract fee up front as well.

Angela's audio-visual needs primarily consist of a document camera, a cordless lavalier microphone, and an LCD projector for viewing DVDs.

Finally, Angela would like to discuss the comprehension toolkit consulting content in detail with you over the phone 4-6 weeks prior to her arrival. This discussion will allow Angela to customize her work to your particular goals and needs.

Thanks very much for your help.

Warmly,

A handwritten signature in cursive script that reads "Stephanie Harvey". The signature is written in dark ink and is positioned above the printed name.

Stephanie Harvey