



AGREEMENT TO PROVIDE SERVICES

Agreement between: **Teaching Strategies, Inc**
dba: Safe & Civil Schools
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**

Agency: **School Board of Clay County**
23 S Green St
Green Cove Springs FL 32043

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

Job #: 1721
Title of Session: Foundations School-wide Behavior Management
Presenters: **Susan Isaacs**
Dates: September 16, 17, 18, 2014 (\$2500/day)
February 10, 11, 2015 (\$3000/day)
Fees: \$7,500.00 (3 days @ \$2500 each)
\$6,000.00 (2 days @ \$3000 each)
**Plus travel expenses- Travel expenses for the 5 days listed above to be reimbursed up to \$4000.00 in accordance with School Board policy.*

Terms: This agreement is between Safe & Civil Schools and the School Board of Clay County. The School Board of Clay County agrees to pay Safe and Civil Schools thirteen thousand, five hundred dollars (\$13,500) in fees for the presentations listed above. In addition, all travel expenses incurred by Susan Isaacs for the presentations will be reimbursed. An invoice with receipts will be provided at the conclusion of each presentation in accordance with School Board policy, not to exceed the amount of four thousand dollars (\$4000). Safe & Civil Schools Presenter shall, at Safe & Civil Schools expense, be in compliance with the Jessica Lunsford Act under Florida Statutes. An invoice with receipts will be provided at the conclusion of each presentation.

Thank you. Please sign and fax to Kimberly Irving at (541) 345-6431.

Safe & Civil Schools Signature

Date

District /Agency Signature

Date

- ◆ Airfare, lodging, car rentals, etc., will not be booked until contract is signed by Agency. Delay in signing contract may increase costs of these items, therefore, please sign and return promptly.
- ◆ Materials are offered at a discount from **Pacific Northwest Publishing**, in conjunction with consultations only. Please phone our office for details.
- ◆ Video taping of sessions is not allowed without prior written permission.
- ◆ It is the responsibility of the Agency to reproduce handouts.
- ◆ 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.

Cancellation Policy:

If training is not rescheduled by the school district/contracting agency, the following cancellation policy would go into effect:

- If training is cancelled more than six months from the start date of training, no charges will be incurred by the contracting entity.
- If training is cancelled between six months and three months from the start date of training, 25% of the training fee plus any non-refundable travel expenses would be the responsibility of the contracting entity.
- If training is cancelled between three months and one month from the start date of the training, 50% of the training fee plus any non-refundable travel expenses would be the responsibility of the contracting entity.
- If the training is cancelled with less than one month from the start date of the training, 100% of the training fee plus any non-refundable travel expenses would be the responsibility of the contracting entity.

Please Initial _____