


Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

TO: Keith Davis, Superintendent

FROM: Adrienne Usher, Assistant Superintendent for Student Learning 

DATE: March 12, 2018

RE: Envision Learning Partners Contract

The attached contract is for professional development services with Envision Learning Partners from Oakland, California. Envision Learning Partners provides consulting for college and career readiness assessment systems, K-12 by assisting districts and schools with the creation of graduate profiles aligned to competency-based assessments. A district team representing a variety of roles within our district will participate in the training and assist with leading the work at the school and/or district level. Goals for this training will focus on providing feedback after team creation of a graduate profile (completed on March 14th) to be piloted and measured for the 2018-2019 school year. In addition, we will be creating a prototype of defenses of learning and work on alignment with a strategic plan of all work across the district and at schools. In addition, this work complements our current work of creating thinking-focused classrooms and increasing student ownership of learning and doing. The rise of personalized learning, the assessment movement towards competencies and grant funding opportunities offered through the KDE on competency-based systems it is essential we provide training to gain a thorough understanding of this work and assistance for implementation, as appropriate. The total cost of all Envision Learning Partners services is \$2,000 including travel. All training will be in person and virtually. Funding source is the Student Learning Department budget. This contract has been reviewed by Eric Farris, Buckman & Farris. Board approval requested for the contract between Envision Learning Partners and Bullitt County Public Schools for the remainder of the 2017-2018 school year.

OK in March
AD



ENVISION
LEARNING PARTNERS

111 Myrtle Street, Suite 203, Oakland, California 94607 – (510) 451-2415

Bullitt County (KY)
1040 Highway 44 East
Shepherdsville KY 40165

March 12, 2018

Proposal to: Adrienne Usher, Asst Superintendent for Student Learning

Envision Learning Partners (ELP) is pleased to provide the following proposal for implementation of professional development services for **Bullitt County (KY)**.

This proposal reflects a set of services to support **1** staff in achieving the following outcomes:

1. Create a quality district graduate profile that Bullitt can begin to pilot/measure in 2018-19

Planned Services	Description (see more detail in Exhibit A)	Participants
½ day of coaching/PD (with associated prep time)	<ul style="list-style-type: none">• Create a prototype of defenses of learning to measure graduate profile• Create a plan to bring graduate profile to schools via a strategic pilot for 2018-19	Bullitt County (KY) staff and 1 ELP coach

Activities and prices are delineated in the attached Exhibit A: Proposal Schedule and Pricing Details and reflect services, travel expenses, and prep/ follow-up time. Bullitt County (KY) will be responsible for providing appropriate meeting space. Envision Learning Partners (ELP) does not provide meals or supplies to workshop participants. ELP will provide electronic copies of all handouts prior to the session to be copied by Bullitt County (KY). Unless negotiated in the contract budget, clients are responsible for producing all participant materials.

Payment Schedule

Envision Learning Partners will invoice Bullitt County (KY) in one installment due in April. Bullitt County (KY) agrees to pay to Envision Education the amount indicated in each invoice by the due date reflected on that invoice. If Bullitt County (KY) fails to pay any invoice payments, late charges equal to 1.5% of billable invoice amount per month shall also be payable by Bullitt County (KY) to Envision Education. In addition, Bullitt County (KY) failure to fully pay any fees within thirty (30) days after the applicable due date will be deemed a material breach of this Agreement and Envision Learning Partners may, in addition to any other remedy it may have, suspend its performance of the Services and/or terminate this Agreement. Any suspension or termination does not relieve Bullitt County (KY) of obligations to pay past fees or late charges.

All payments should be sent to (Contact Anna for wiring instructions):

Anna Kogan, Senior Accountant
Envision Education
111 Myrtle Street, Suite 203
Oakland, California 94607
Phone: 510-451-2415 Fax: 510-241-2768

Key Contacts (to be completed by Bullitt County (KY))**Contract/ Billing Contact**

Name	Email	Phone
Adrienne Usher	adrienne.usher@bullitt.kyschools.us	502-869-8000

Professional Development Liaison

Name	Email	Phone
Adrienne Usher	adrienne.usher@bullitt.kyschools.us	502-869-8000

Reservation of Intellectual Property

All materials developed or provided by Envision Education (dba Envision Learning Partners) or its agents pursuant to this Agreement, and any know-how, methodologies, equipment, or processes used by Envision Learning Partners to provide the Services to Bullitt County (KY) including, without limitation, all copyrights, trademarks, trade secrets, and other proprietary rights are and will remain the sole and exclusive property of Envision Learning Partners. Unauthorized copying, reverse engineering, and creating unauthorized derivative works based on such materials are expressly forbidden except as outlined in this Agreement.

Agreement

Envision Education (dba Envision Learning Partners) and Bullitt County (KY) agree to the above scope of services. This scope of services may only be changed in writing and must be signed by both parties. By signing this agreement, you attest that you are authorized to sign on behalf of Bullitt County (KY).

Envision Education Representative

Executive Director

Title

Date

Adrienne Usher
Bullitt County (KY) Representative

Assistant Superintendent for Student Learning
Title

3/15/18
Date

Please **return a signed copy of this agreement** and a **Purchase Order** (if applicable) to Rachel Maida, ELP Programs and Operations Senior Manager, via email at rachel@envisionlearning.org or via fax at (510)-451-2768.

Attachments: **Exhibit A** – Proposal Schedule and Pricing Details; **Exhibit B** – Best Practices for Successful Professional Development Sessions

Exhibit A: Proposal Schedule and Pricing Details

Date of Service	Activity (Professional development; Coaching Assessment Design Team; etc.)	Rate	Total # of Facilitator Days	Travel Costs	Total Costs
April 18, 2018	On-site professional development: 1/2 day <ul style="list-style-type: none"> School and district leadership teams should be present (decision makers, innovators, etc.) Workshop includes introduction to performance assessment systems and create prototypes of culminating performance assessments for each transition grade level 1/4 day of prep per day of PD delivered	\$1,000	½ day	\$500	\$1,500
Ongoing	Prep time	\$500	¼ day	N/A	\$500
Grand Total = Fees + Travel		½ day of service, ¼ day of prep			\$2,000

Professional Development Dates

Once dates are finalized, any requested date or session changes should be made in writing at least four (4) weeks in advance of scheduled date. Any requested changes must be approved by Envision Learning Partners. **Note:** Should inclement weather impact service delivery, Envision Learning Partners will make good faith efforts to reschedule with Bullitt County (KY). In the event that Envision Learning Partners and Bullitt County (KY) are unable to reschedule service dates, Bullitt County (KY) will be billed ELP's non-refundable costs.

Exhibit B: Best Practices for Successful Professional Development Sessions

To ensure successful professional development (PD), we want to inform you of our preparation process and provide you and your onsite team with guidelines to facilitate a seamless and efficient environment for PD sessions. These best practices can be used as a checklist for the onsite contact or team in advance of your session(s). One of our staff will refer to this list in preparatory conversations leading up to your PD session(s) to confirm readiness.

Materials Shipping and Storage

- ☐ Materials, as needed, will be e-mailed to you 2-4 business days in advance of your session. Please provide Envision Learning Partners with the email address and the name of the recipient receiving the materials.
- ☐ Onsite contact should confirm receipt of e-mailed materials with Envision Learning Partners and either (1) share e-mailed copies with all PD participants or (2) print copies for participants.

Room Selection and Setup

- ☐ Room(s) is/are ideally located in a low traffic area (i.e., away from busy halls, not used as a thoroughfare). The room(s) should be quiet with minimal ambient noise, such as that from appliances or HVAC systems. Ideally, restrooms are convenient to the PD room(s).
- ☐ The room(s) where the session will be delivered should be set up by 7:00am the day of the PD session(s). If you are providing printed copies of the materials, they should be in the room, along with all tables and chairs.
- ☐ When there are two (2) or more rooms/ spaces in use, we recommend having a centrally located registration table for check-in.
- ☐ Our sessions encourage group discussion and activities. Round tables, when possible, should be arranged to seat 4-8 people. This helps facilitate discussion.

A/V Arrangements

- ☐ An LCD projector, power strip, and computer speakers should be available, set up, and tested prior to the facilitator(s) arriving for your PD session(s). Please allow at least 1-2 days for this set-up.
- ☐ If Wi-Fi is available, please provide a password to the facilitator. A web connection, while not typically required for PD delivery, is preferred in case a participant requests additional resources or to show supplementary materials or videos.
- ☐ Please provide an onsite contact to the facilitator(s) in case of troubleshooting needs.

Other Considerations

- ☐ What is the lunch plan? If you are not providing lunch, please provide recommended local lunch destinations.
- ☐ Should directional signs be provided to help participants locate the PD session(s) at your location?
- ☐ Is the facility ready for a group to utilize? In the summer months, consider building and maintenance staffing needs.

Special Considerations for Large Sessions

- ☐ Setup will vary by location and group size.
- ☐ Consider proximity of the rooms/ spaces being used for your professional development, as well as whether a registration table is necessary.