

# *Center For Teacher Effectiveness*

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## *Email Transmittal*

*Urgent*

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***To: Boone County Schools***

***From: Dr. Aaron Dahlgren, Center For Teacher Effectiveness***

Dear Boone County Schools:

We are looking forward to working with your staff!

When you sign and fax this contract back, we will save the training date for you! Please note that you have an option to either sign and send this contract back, or supply a purchase order # for the full amount of this contract, and sign and fax back. Both options are found within this document, and we will honor either choice. Please note that we do not ship the materials needed for this training until we receive this signed contract, or we receive the PO # with signature and initial (also in this document).

Eric will deliver a very memorable, powerful, and highly useful day for you and your teachers. Eric is a highly rated trainer!

*Yours in education!*

*Warm Regards,*

*Dr. Aaron Dahlgren, VP, Director of National Training  
Center For Teacher Effectiveness  
(Tel) 208-772-0273 and (Fax) 800-801-1872*

## **Boone County Schools**

**Agreement Expiration Date: June 1, 2018**

**Dear Boone County Schools:**

Upon your inspection, approval, and signature of this contract we will reserve Fall 2018 as an in-service total eight hour session for each substitute for Boone County Schools. This Training Agreement offer expires on the date above. Please fax or scan and email back before that date to secure the training for your school.

In order to simplify things, this document shall stand as our contract together. Please read, sign, and fax back as soon as possible (only pages 1-3). Upon receiving the contract signed by you, or another school district representative, we will reserve the training date above you have requested for your school or district.

### **Statement – Our Commitment**

We, the Center For Teacher Effectiveness, agree to enter into contract with Boone County Schools to provide in-service to the teaching staff. The focus of our in-service will center on implementation of effective classroom- and school-wide management strategies. College credit (1-3 semester unit) will be optionally offered to the participants of the in-service. We will use Chapman/Brandman University out of Orange, California.

### **Terms of Agreement – Your Commitment**

**Inservice Date: Fall 2018**

Boone County Schools agrees to:

Pay a \$750 in-service fee for an eight hour session during the semester to the Center For Teacher Effectiveness. The presenter will be Eric Ball.

### **Expenses**

- a) Round trip air travel: \$waived
- b) Car rental: \$waived
- c) Fuel: \$waived
- d) Lodging: \$waived
- e) Meals: \$waived
- f) **Total Expense: \$waived**

<b>Materials Requested For Training</b>	<b>Quantity</b>	<b>Price</b>		<b>Total</b>	
<b>Resource Manuals (book)</b>	0	@	\$0	→	\$0
<b>Encouragement, Empowerment (book)</b>	50	@	\$12.00	→	\$600.00
<b>Teach-To's (book)</b>	0	@	\$0	→	\$0
<b>Time To Teach Training (DVD)</b>	0	@	\$0	→	\$0
<b>Teachin' The Blues Away (CD – music)</b>	0	@	\$0	→	\$0
<b>Total Materials</b>				<b>→</b>	<b>\$600.00</b>

**Shipping and Handling @ 10% - ( of Materials Cost only)**

Shipping and Handling = \$60.00

**Total Due (In-service Fee + Expenses + Materials + Shipping) = \$1410.00**

**Terms of Agreement – Your Commitment (continued)**

Boone County Schools agrees the training will be for practicing teachers. Any and all staff in attendance understand that only a Time To Teach certified trainer can present, teach, or lead Time To Teach trainings, this includes Boone County Schools staff leading trainings or book studies with any educators who did not take the initial course.

\_\_\_\_\_  
\*\*\*initial\*\*\*

**Materials**

\*Training materials cannot be resold after being purchased from The Center For Teacher Effectiveness. Provide the complete shipping address for the training materials:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contract or Purchase Order? Choose either option 1 or 2 below:**

1) Our designee will sign this contract, and it will stand as our agreement together Yes ☐ No ☐  
The designee signature is below, at the bottom of this page.

Or,

2) We will, instead, use a purchase order for the full amount of this training Yes ☐ No ☐

Purchase Order # \_\_\_\_\_

Amount of Purchase Order (must equal **Total Due** on previous page) \_\_\_\_\_

Signature of person completing this section \_\_\_\_\_

**Payment of In-Service Fee**

Payment is expected at the **conclusion - on the day of the seminar**. We are unable to conduct this in-service if you cannot meet these terms. Please initial below indicating that a check for the \$1410.00 will be rendered by December 1, 2018.

\*\*\*Check should be made payable to The Center For Teacher Effectiveness and mailed to: 4381 English Point Road, Hayden, ID 83835.

\_\_\_\_\_  
\*\*\*initial\*\*\*

\*In the unlikely event that Eric is unable to perform this in-service, Boone County Schools is relieved of any and all of the expenses outlined above.

**Signatures**

Signature binds both parties under Terms of Agreement above. **BE SURE TO:** 1) complete all fields, 2) INITIAL Payment of In-Service Fee paragraph, 3) sign as the Representative in the lower right hand corner ("circled").



Richard Dahlgren, President & CEO  
Center For Teacher Effectiveness

Boone County Schools Designee or Representative-Date  
(Not needed if using a PO. Mandatory if not)

*Read, sign, and fax, or scan and email back pages 1-3 immediately to save the training date!*

*Please fax or scan and email back ALL PAGES 1-3,  
but not the cover pages.*

***Fax: 800-801-1872***

***Or***

***Scan and email:  
info@timetoteach.com***