



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
Tax I.D. Number: 93-0905279
Contact person: **Kimberly Irving, Professional Services Coordinator**

Contracting District: **Covington Independent Public Schools ("District")**
25 E. 7th St.
Covington, KY 41011
Contact person: **Dr. Janice Wilkerson, Assistant Superintendent**

Job #: 2899
Presenter: **Susan Isaacs**
Title of Session: Multi-Tiered Systems of Behavior Supports
Dates: October 1, 2018
February 8, 2019
June 10-11, 2019
Fees: \$14,000.00 (4 days @ \$3500 each) *plus travel expenses*

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

1. The District agrees to pay the Company \$14,000 in fees for the presentations listed above. In addition, the District will reimburse all travel expenses incurred by Susan Isaacs for the presentations. An invoice with receipts will be provided at the conclusion of each presentation.
2. Videotaping 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 non-refundable 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.

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

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

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

Note: District will only be charged non-refundable or incurred travel expenses if the training is canceled due to weather or travel related delays.

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

District Signature

Date

Safe & Civil Schools

Date