





Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

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

TO: Jesse Bacon, Superintendent 

FROM: Adrienne Usher, Assistant Superintendent for Student Learning 

DATE: December 3, 2018

RE: Envision Learning Partners Contract

The attached contract is for professional development/consulting 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 have participated in trainings and work sessions throughout the 2017-2018 school year which resulted in the draft of a Profile of a Graduate for Bullitt County Public Schools. The next phase in this work is to provide "listening and learning" sessions to gain feedback from different stakeholder groups that represent our school and community. The goal for the scope of the contract work is to conduct a session, facilitated by a consultant from Envision Learning, with our principals and assistant principals to gain feedback. The total cost of all Envision Learning Partners services is \$3,750 including travel. All training will be in person. Funding source is Title II funds. This contract has been reviewed by Joe Mills of Farris, Buckman & Mills. Board approval requested for the contract between Envision Learning Partners and Bullitt County Public Schools.



ENVISION
LEARNING PARTNERS

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

Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, KY 40165

December 3, 2018

Proposal to: **Adrienne Usher, Assistant Superintendent for Student Learning**

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

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

- Engage stakeholders to get feedback on prototype of graduate profile.

Planned Services	Description (see more detail in Exhibit A)	Participants
1 day of coaching/PD (with associated prep time)	<ul style="list-style-type: none">• Refine prototype of a graduate profile using feedback from school leaders	Bullitt County Public Schools 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 Public Schools 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 Public Schools. Unless negotiated in the contract budget, clients are responsible for producing all participant materials.

Payment Schedule

Envision Learning Partners will invoice Bullitt County Public Schools in one installment due in January 2019. Bullitt County Public Schools agrees to pay to Envision Education the amount indicated in each invoice by the due date reflected on that invoice. If Bullitt County Public Schools 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 Public Schools to Envision Education. In addition, Bullitt County Public Schools 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 Public Schools 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 Public Schools)

Contract/ Billing Contact

Name	Email	Phone

Professional Development Liaison

Name	Email	Phone

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 Public Schools 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 Public Schools 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 Public Schools.

Envision Education Representative

Bullitt County Public Schools Representative

Executive Director

Title

Title

Date

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.) Internal note: If prep / follow up is <u>not</u> included, add on prep separate line below each day that includes prep.	Rate	Total # of Facilitator Days	Travel Costs	Total Costs
January 10, 2019	1 Day of On-site professional development <ul style="list-style-type: none"> Engage with principals (morning) and assistant principals (afternoon) to refine graduate profile to ensure it contains transferable skills from state legislation, CC math practices, NGSS & district instructional initiatives (eg. ILP) Brainstorm how to engage teachers & staff districtwide 1/2 day of prep for PD & meeting with district leaders	\$2,000	1.5 days	\$750	\$3,750
Grand Total = Fees + Travel		1 day of service, 0.5 days of prep			\$3,750

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 Public Schools. In the event that Envision Learning Partners and Bullitt County Public Schools are unable to reschedule service dates, Bullitt County Public Schools 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.