Letter of Agreement

This is an understanding and agreement between:

Kagan Professional Development (Kagan) 981 Calle Amanecer San Clemente, CA 92673-2008	&	Goodridge Elementary School 3330 Cougar Path Hebron, KY 41048-9642

Federal Tax ID: 33-0593901

Kagan will present the following event:

I. Topic: Kagan Lesson Planning
II. Date(s): February 5-6, 2020
III. Total Day(s): 2
IV. Time: TBA
V. Location: Goodridge Elementary School

Goodridge Elementary School agrees to:

I. Limit event attendance to participants from Goodridge Elementary School only.
II. Pay the consulting fees of $4,998.00.
III. Pay the one-time travel fee of $750.00. This fee covers all flights, lodging, meals, cab, rental cars, parking, and incidentals for the duration of the trainer visit.
IV. Sign and return this Letter of Agreement to Kagan at least 30 days prior to the start date of the event.
V. Comply with Kagan's Cancellation Policy:
    1. If the workshop is cancelled by Goodridge Elementary School with at least 3 days notice, and is rescheduled to occur within three months of the original workshop date, Kagan will waive all expenses already incurred by Kagan.
    2. If the workshop is cancelled with 3 or fewer days notice, or is not rescheduled to occur within three months of the original workshop date, and Kagan has incurred travel and/or shipping expenses, Goodridge Elementary School will reimburse Kagan for the expenses incurred.
    3. If Kagan cancels the workshop for any reason, Goodridge Elementary School will not be responsible for any expenses incurred by Kagan.
VI. Provide a location for lesson planning sessions.
VII. Inform trainer if a specific lesson planning format is required of all teachers.
VIII. Require teachers to bring lesson plans and/or teacher manuals to the planning session.
IX. Require teachers to bring the Kagan Cooperative Learning Textbook (BKCLW) to the planning session.
X. Comply with the terms of Kagan's Copyright: https://www.KaganOnline.com/copyright. Goodridge Elementary School agrees not to offer trainings on the copyrighted content of this workshop without Kagan's permission or certification.

Kagan agrees to:

I. Provide consulting services.
II. Assign a certified Kagan trainer.
III. Contact the building principal regarding the day's format at least one month in advance.
IV. Request manipulatives, as needed, for planning session.
V. Assist the school administration in full implementation of Kagan Cooperative Learning.
VI. Provide Goodridge Elementary School with an invoice and copy of applicable receipts after the event has concluded; typically within 30 days. Please contact Kagan's Contract Coordinator at 949-545-6366 if your invoice is

required by a specific date.

Both parties understand that:

I. Any changes in content or time must be pre-approved by Chris Duffy, the Director of Educational Partnerships.
   1. Content shall include: Kagan Lesson Planning
   2. Grade Levels: K-5

II. If the planning session is canceled by Goodridge Elementary School for any reason after travel expenses are incurred by Kagan, those expenses will be reimbursed by Goodridge Elementary School. Nonrefundable airline tickets are booked by Kagan approximately 30 days prior to all workshop starting dates.

III. Advertising of any sort, printed or electronic, must be approved by Chris Duffy, the Director of Educational Partnerships before distribution. Copies of flyers, brochures, E-mail messages, or other advertising should be on file with Laurie Kagan, the Director of Professional Development.

IV. It is agreed by Goodridge Elementary School that no videotaping of the presentation will be allowed without prior written consent from the Director of Professional Development, Laurie Kagan.

V. The purpose of lesson planning is to assist teachers in three major areas:
   1. **Structure/Content Match:** Teachers have a wide range of objectives that need to be taught. Therefore, it is imperative that teachers have a wide range of sound instructional practices from which to choose. Kagan structures serve as tools that allow teachers to engineer various types of learning experiences for students. The list of structures is long; there are many tools from which to choose. Different structures are better suited for reaching different learning objectives. Selecting the appropriate structures for the desired outcome is part of the art of teaching with structures. Lesson planning sessions with a certified Kagan trainer or coach will assist teachers in analyzing content and choosing structures that maximize the learning objective. (Note: description taken from info on page 6.10 and 6.11 in CL book)
   2. **Lesson Plan/Teacher Manual Connection:** Almost any lesson can be improved by replacing an element of the lesson with a Cooperative Learning structure. Teachers can keep their current lesson plans or teacher manual directions and learn how to insert structures to engage students throughout the lesson. This involves looking for key words, identifying group activities, and analyzing lesson components to determine the best place(s) to insert structures.
   3. **Seven Keys:** Teachers often have additional questions about team formation, classbuilding, teambuilding, management, and social skills. Lesson planning sessions give teachers the opportunity to ask questions and gather suggestions and ideas for strengthening the key areas.

VI. Overpayments may be issued a credit coupon that can be used for prior, current, or future professional development, and/or product at the customers direction. Refunds by check will be made at customer's request.

VII. If events beyond the reasonable control of the parties (including, but not limited to, acts of God, declared war, governmental authority, terrorist attacks in or near the workshop site, or curtailment of transportation to or from the workshop site) make it illegal, impossible, or unreasonable for the trainer to perform as originally contracted under this Agreement, Kagan may terminate this Agreement, without liability. In the very extraordinary instance that an event must be cancelled by Kagan, Kagan agrees to reschedule the event, but will assume no financial responsibility to Goodridge Elementary School for the results of the cancellation.

Required Billing Information *(Host school/district to complete)*

☐ ☐ This agreement must receive board approval.
Yes No

If yes, date approved: _____

☐ ☐ The billing contact is different from the Host as listed in the above Letter of Agreement.
Yes No

If yes, please complete the following:

Billing Contact Name: _____

Title: _____

Billing Address: _____

_____

Phone: _____ Fax: _____

Email: _____

To indicate your understanding and agreement, please sign one copy of this Letter of Agreement and return it to Kagan.

Agreed to and accepted by:

_____	Director of Educational Partnerships	July 23, 2019
(Signature) Kagan Professional Development	(Title)	(Date)
_____	_____	_____
(Signature) Goodridge Elementary School	(Title)	(Date)