



Kenton County School District | It's about ALL kids.

**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY

41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

3/16/2020

AGENDA ITEM (ACTION ITEM):

Consider/Approve contract agreement with Kagan for Twenhofel Middle School to receive the CCEIS Grant in the amount of \$12,987.50 for the 2020-2021 school year.

APPLICABLE BOARD POLICY:

01.1-Legal Status of the Board

HISTORY/BACKGROUND:

Twenhofel Middle School applied for and has been awarded a Comprehensive Coordinated Early Intervening Services (CCEIS) Mini Grant. The funds will be used for promoting continued improvement and training to address the increasing behavioral and social emotional learning needs for all students to succeed in the general education environment.

FISCAL/BUDGETARY IMPACT:

Special Education Fund 337 EC

RECOMMENDATION:

Approval of contract agreement with Kagan for Twenhofel Middle School to receive the CCEIS Grant in the amount of \$12,987.50 for the 2020-2021 school year.

CONTACT PERSON:

Dr. Shannon Gross, Principal

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal—complete, print, sign and send to your Director. Director—if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."



Quote 5484
Customer 807815

Quote for Twenhofel Middle School
Independence, KY
Updated February 26, 2020

Cooperative Learning Days 1-2 + Coaching

Workshop Fee			
Description	Quantity	Amount	Est. Total
Cooperative Learning Days 1-2 Date(s): June 9-10, 2020 Schools: Twenhofel Middle School Staff Only Participant Description: Approximately 60 participants	2 Days	\$3,799.00	\$7,598.00
Materials			
Description	Quantity	Amount	Est. Total
Cooperative Learning Book, Workbooks, Action Plans, Software* Date(s): June 9-10, 2020 Schools: Twenhofel Middle School Staff Only Participant Description: Approximately 60 participants	60	\$44.00	\$2,640.00
Coaching Session			
Description	Quantity	Amount	Est. Total
Coaching (Price per day) Date(s): October 7, 2020 Participant Description: Kagan Trainer can coach 16-20 staff per day	1 Day	\$2,499.00	\$2,499.00
Promotional—First Time Single School Discount			
Description	Quantity	Amount	Est. Total
First-Time Promotion—50% Off Coaching		\$1,249.50	(\$1,249.50)
Travel Fee			
Description	Quantity	Amount	Est. Total
Travel Fee Date(s): June and October 2020	2	\$750.00	\$1,500.00
Total Before Discount:			\$14,237.00
Total Discount:			(\$1,249.50)
Total After Discount:			\$12,987.50
Please Note: This Price Quote will expire on May 31, 2020			

Notes

- *Sales tax applies to course materials except for tax exempt organizations.
- There is a one-time Course Material Fee for all workshops, not included in the Workshop Fee. The fee covers all materials, including additional workbooks for subsequent training days, up to 5 days of training on the same workshop topic.
- Trainer travel is based on consecutive days of training. Non-consecutive training days will incur an additional travel fee.
- The Travel Fee is a one-time fee that covers all flights, lodging, meals, cabs, rental car, parking, and incidentals for the duration of the trainer visit.
- For questions about this quote, please contact Christine McBride – Christine@KaganOnline.com or 949.545.6375



Letter of Agreement

This is an understanding and agreement between:

Kagan Professional Development (Kagan)
981 Calle Amanecer
San Clemente, CA 92673-2008

&

Twenhofel Middle School
11846 Taylor Mill Rd
Independence, KY 41051-9732

Federal Tax ID: 33-0593901

Kagan will present the following event:

- I. Topic: Kagan Coaching
 - II. Date(s): October 7, 2020
 - III. Total Day(s): 1
 - IV. Time: TBD
 - V. Location: Twenhofel Middle School
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Twenhofel Middle School agrees to:

- I. Pay the consulting fees of \$1,249.50.
- II. 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.
- III. Sign and return this Letter of Agreement to Kagan at least 30 days prior to the start date of the event.
- IV. Comply with Kagan's Cancellation Policy:
 - 1. If the workshop is cancelled by Twenhofel Middle 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, Twenhofel Middle School will reimburse Kagan for the expenses incurred.
 - 3. If Kagan cancels the workshop for any reason, Twenhofel Middle School will not be responsible for any expenses incurred by Kagan.
- V. Provide a location to have the event.
- VI. Schedule the Principal and/or Assistant Principal(s) to accompany the trainer in every classroom.
- VII. Orient the staff regarding coaching procedures.
- VIII. Submit a sign-up schedule to the assigned coach (Kagan trainer) at least two weeks in advance of the scheduled coaching day(s).
- IX. Provide classroom teachers with observation forms for the structures identified for coaching. Please note: The observation forms are copyright © Kagan Publishing and may be duplicated only for teachers coached by Kagan Professional Development. Duplication and/or distribution of all other Kagan copyrighted material, for any purpose, is not permitted without prior written authorization by Kagan Publishing.
- X. Schedule a debriefing session for all participating staff at least one week in advance of scheduled coaching day(s).
- XI. Follow up with recommendations from the Kagan coach.

XII. Comply with the terms of Kagan's Copyright: <https://www.KaganOnline.com/copyright>. Twenhofel Middle 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 to coach teachers in the Kagan structures with an administrator present in each classroom.
 - III. Assign a certified Kagan trainer to travel with the building administrator for walkthroughs.
 - IV. Contact the building administrator regarding procedures at least one month in advance of coaching day(s).
 - V. Provide the district and/or building contact with the appropriate forms for scheduling, monitoring, and follow up.
 - VI. Identify five structures targeted for coaching and provide observation forms for each identified structure.
 - VII. Assist the building administrator in the full implementation of Kagan Cooperative Learning.
 - VIII. Provide Twenhofel Middle 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.
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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 Coaching
 2. Grade Levels: 6-8
 - II. Advertising of any sort, printed or electronic, must be approved by Chris Duffy, the Director of Workshops and Graduate Programs before distribution. Copies of flyers, brochures, E-mail messages, or other should be on file with Laurie Kagan, the Director of Professional Development.
 - III. It is agreed by Twenhofel Middle School that no videotaping of the presentation will be allowed without prior written consent from the Director of Professional Development, Laurie Kagan.
 - IV. 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.
 - V. 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 Twenhofel Middle School for the results of the cancellation.
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Required Billing Information (Host school/district to complete)

☐ ☐ This agreement must receive board approval.

Yes No

If yes, date approved: _____