



May 11, 2020

Randall K. Cooper High School
James Schroer
2855 Longbranch Road
Union, KY 41091

Dear James,

Thank you for choosing SDE to meet your virtual professional development needs by bringing a dynamic presenter to your school or district through the Zoom digital platform.

I am enclosing a Professional Development Agreement for virtual staff development training with Rick Wormeli. **Please sign and initial this contract, make a copy for your records, and return the original to me within 2 weeks.** Please note the 15% deposit to be returned with the signed contract may be satisfied with a purchase order, money order, check or credit card.

Prior to the engagement:

- The presenter(s) will contact you directly to discuss the content and objectives of this training.
- A Zoom meeting link will be e-mailed to you prior to the training date. Please share this link with all of the participants in the training.
- A link to an online evaluation survey will be sent to you to distribute to the participants at this training . We encourage you to have your staff complete this survey to ensure the program continues to be a success and that both SDE and your presenter have met your expectations.
- I will contact you 1-2 weeks prior to your engagement to confirm any final details and to answer any questions that you might have. I will also follow up with you just after the engagement takes place to make sure that everything went well.
- If this training includes participant resource books or any purchased materials, they will be shipped to you at this address 1-2 weeks prior to the event. If you prefer an alternative shipping address, please contact me with the details.

In addition:

- SDE is a provider of professional development credit in most states. If you would like your staff to receive credit with your state for this training, please contact me no later than 60 days prior to your training.
- Books and other teacher resources are available to enhance your in-service. Contact me to discuss your options!

If you have any questions or if there is anything else I can do to help you, please call me at 877-238-8305, or email me at mriffle@sde.com. Once again, thank you for your business. We appreciate your commitment to top-quality professional development, and I know this training will be a great success!

Kind regards,

Monica A Riffle

Monica Riffle
Account Executive
Phone: 877-238-8305
Fax: 800-910-4104

PROFESSIONAL DEVELOPMENT AGREEMENT



#31820

This agreement, dated Monday, May 11, 2020, is by and between Randall K. Cooper High School (Hiring Party) and SDE. The parties agree that the presenter(s) listed below will conduct the presentation(s) listed, virtually through the Zoom platform, on August 11, 2020 for a maximum of three instructional hours per day. The total cost for this professional development workshop is \$3,300.00.

Presenter(s):

Rick Wormeli

Virtual Presentation(s):

Assessment 9-12

THE HIRING PARTY AGREES (initial each)

____ To pay \$3,300.00 for the workshop, which includes the Speaker's honorarium and all related travel expenses. If the Hiring Party requests modifications to this training in any manner, both parties agree that the terms of this agreement may need to be renegotiated. Applicable state and local sales tax will be added to the final invoice if a Tax Exempt number is not provided.

____ The Tax Exempt number for the Hiring Party is: _____.

____ To sign and return a copy of this agreement with a 15% deposit of \$495.00 payable with a purchase order, check, credit card, or money order by May 25, 2020. **If you are unable to make a deposit at this time, please provide a purchase order number for the full contracted amount.**

____ To pay the balance of the fee no later than 30 days after the engagement or a finance charge may be applied. All payments must be made payable to SDE, Inc., (Federal ID 31-1330847).

____ All future professional development with the SDE presenter will be contracted through SDE, Inc.

____ To distribute to all attendees the electronic Zoom meeting link (provided by the presenter) to access the virtual training.

____ The presenter's audience will not exceed 200 participants throughout the entire 6 hour day of training.

CANCELLATION POLICY:

If the **Hiring Party cancels** this training, they must call SDE at (877) 388-2054. If the Hiring Party cancels the engagement, this may result in the loss of your deposit and you may incur travel related expenses. However, if the Hiring Party reschedules the training for a future date, SDE will apply any paid monies towards that contract.

In the unlikely event that the **Speaker scheduled for this training must cancel**, SDE will provide an alternate speaker that we consider having equal or greater presenting ability and authority on the necessary topic(s). If an appropriate alternate is not available and SDE must cancel the training due to the Speaker's cancellation, we agree to provide this training at no charge to the Hiring Party on a later date that is mutually agreeable to SDE and the Hiring Party.

If **SDE must cancel the training** due to an Act of God or other circumstance completely beyond our control, the Hiring Party will be notified immediately and their paid deposit will be fully refunded. At the request of the Hiring Party, SDE will make every effort to reschedule the training for a future date(s) convenient for the Hiring Party.

The Hiring Party agrees to the terms as stated.

SDE agrees to the terms as stated.

Signature / Date

Title

Randall K. Cooper High School

Monica Riffle

Monica Riffle
Account Executive
SDE, Inc.