

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

## Issue Paper

**DATE:**

April 7, 2021

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Dixie Heights High School to contract with Kagan Professional Development for the purpose of holding a Cooperative Learning Day on August 10, 2021. The workshop will be held for approximately 70 staff members to fulfill part of the annual professional development hours required for staff.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

Each year Dixie Heights High School staff are required to complete professional development hours. Dixie would like to contract again with Kagan Professional Development to hold a Cooperative Learning day on August 10, 2021 from 8:30 a.m. until 3:45 p.m.

**FISCAL/BUDGETARY IMPACT:**

Cost of the professional development will total \$7829.00. Costs will include a flat fee for the amount of the workshop (\$3999.00); learning books, workbooks and software (\$3080.00); and a travel fee for the presenter (\$750.00). Cost of workshop will be paid from Dixie Heights High School instructional funds.

**RECOMMENDATION:**

Approval to Contract with Kagan Professional Development to provide the Dixie Heights High School Staff with professional development hours for the upcoming 2021/2022 school year.

**CONTACT PERSON:**

Nate Niemi, Teresa Catchen

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Principal/Administrator

A handwritten signature in black ink, appearing to be 'Martha Scott', written over a horizontal line.

District Administrator

A handwritten signature in black ink, appearing to be 'John Smith', written over a horizontal line.

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.



## Letter of Agreement

This is an understanding and agreement between:

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

&

Dixie Heights High School  
3010 Dixie Hwy  
Ft Mitchell, KY 41017-2334

Federal Tax ID: 33-0593901

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### **Kagan will present the following event:**

- I. Topic: Kagan Cooperative Learning Day 1
  - II. Date(s): August 10, 2021
  - III. Total Day(s): 1
  - IV. Time: 8:30am - 3:45pm
  - V. Location: Dixie Heights High School
- 

### **Dixie Heights High School agrees to:**

- I. Pay the consulting fee of \$3,999.00 for a maximum of 70 participants from Dixie Heights High School only.
- 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. Purchase the Cooperative Learning Textbook (BKCLW), the Cooperative Learning Course Workbook Day 1 (NKWB1), and the Mix-Pair-Share Software (EMPSC) for each participant at \$44.00 per person, plus any applicable sales tax. This is an additional course materials fee, not included in aforementioned consulting fee.
- IV. **Participants attending from outside Dixie Heights High School must pay \$219.00 per person (unless prior written approval is obtained from Kagan).**
- V. Sign and return this Letter of Agreement along with an approved purchase order at least 30 days prior to the start date of your event.
  - 1. For events which require the purchase of course materials, please note that these materials will be billed by Kagan Publishing (FEIN: 33-0378218). All other expenses related to the event will be billed by Kagan Professional Development (FEIN: 33-0593901).
- VI. Contact Kagan's Workshop Coordinator with a final participant count at least 30 days prior to the start date of your event.
- VII. If your signed agreement, approved purchase order, and participant count are not received at least 21 days prior to your event, you may be responsible for any additional shipping charges incurred.
- VIII. Comply with Kagan's Cancellation Policy:
  - 1. If the workshop is cancelled by Dixie Heights High 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, Dixie Heights High School will reimburse Kagan for the expenses incurred.

3. If Kagan cancels the workshop for any reason, Dixie Heights High School will not be responsible for any expenses incurred by Kagan.
  - IX. Provide a location to have the workshop.
  - X. Provide the following:
    1. Tables and chairs
    2. LCD projector with table, podium, extension cord with power strip, and screen (minimum 8'x8')
    3. Platform for presenter for groups over 50
    4. Lavalier wireless microphone and sound system for over 50 participants
    5. Three input cords to podium: 1) VGA cord to connect into venue projector; 2 & 3) two mini-jack input cords to connect into the venue audio system; one for the presenter's computer and the other for their iPod.
    6. Flip chart and markers (if applicable)
  - XI. Comply with the terms of Kagan's Copyright: <https://www.KaganOnline.com/copyright>. Dixie Heights High School agrees not to offer trainings on the copyrighted content of this workshop without Kagan's permission or certification.
  - XII. Collect a completed registration form from each participant in order to verify attendance and provide each participant a certification of completion.
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**Kagan agrees to:**

- I. Provide consulting services.
  - II. Provide workshop materials for the instructor and participants that attend each day. Any materials in excess of attending participants will be sent back to Kagan.
  - III. Reimburse pre-approved sales helpers. The Workshop Coordinator will determine the number of helpers necessary for this event, if any. Helpers must be pre-authorized by the Workshop Coordinator in order to be eligible for reimbursement. Pre-authorized helpers will receive \$150 in Kagan product per day (not to exceed \$300 in Kagan product per event). Please see the *Workshop Sales Helper Form* for full details.
  - IV. Provide Dixie Heights High 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. Dixie Heights High School may purchase Kagan product (except course materials) up to 3 weeks prior to the workshop date at a 10% discount plus free shipping. Please put your event date on your purchase order to ensure your discount.
- II. Any changes in content or time must be pre-approved by Chris Duffy, the Director of Educational Partnerships.
  1. Content shall include: Kagan Cooperative Learning Day 1
  2. Grade Levels: 9-12
- III. Outside Participants: No participants from outside the host school will be allowed to attend this workshop without the prior consent of both parties. Superintendents, principals, and administrators in charge of providing staff development are invited to attend at no cost when approved by the Director of Educational Partnerships prior to the event. If registration fees are to be collected from outside participants by either Kagan or the sponsoring school or district, both parties agree that all registration fees will go to Kagan.
- IV. 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.
- V. It is agreed by Dixie Heights High School that the presenter will administer a one-page Course

Evaluation form to each participant. Dixie Heights High School will return all completed evaluations to Kagan.

- VI. It is agreed by Dixie Heights High School that no videotaping of the presentation will be allowed without prior written consent from the Director of Professional Development, Laurie Kagan.
- VII. Over-payments may be issued a credit coupon that can be used for prior, current, or future professional development, and/or product at the customer's discretion. Refunds by check will be made at customer's request.
- VIII. 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 Dixie Heights High 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: \_\_\_\_\_

☐ ☐ 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: \_\_\_\_\_

\_\_\_\_\_

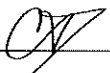
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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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:**

\_\_\_\_\_  


(Signature)  
Kagan Professional Development

Director of Educational Partnerships  
(Title)

April 6, 2021  
(Date)

\_\_\_\_\_  
(Signature)  
Dixie Heights High School

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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# Kagan Host Checklist

## 1. Room

- ☐ Rectangular tables with seating for teams of four (as shown on room diagram) set up the day before the presentation
- ☐ Minimum 10' x 20' space for sales display (Workshop Coordinator to discuss upon coordination)
- ☐ Stage/riser for groups over 50

## 2. Requested Equipment

- ☐ LCD Projector with table
- ☐ Podium and trainer table
- ☐ Extension cord with power strip
- ☐ Screen (at least 8' x 8' or 10' x 10' for groups over 50)
- ☐ Lavalier wireless microphone system for groups over 50
- ☐ Flip Charts and Markers (for workshops 4 days or longer)
- ☐ VGA jack and 2 audio inputs to house system

## 3. Workshop Shipping Address

- ☐ Are there any shipping restrictions? (i.e. holiday closures, no deliveries on Fridays, etc.)
- ☐ Is this the same location your workshop will be held at?
- ☐ We will email you to confirm shipping and delivery of workshop materials.

## 4. Workshop Location

- ☐ Is this the same location your workshop materials are shipping to?

## 5. Facilitators for Registration Check-In

- ☐ One volunteer per 50 participants to assist with participant registration
- ☐ Review procedures for registration with your Kagan Trainer.

## 6. Room/Product Display Set-up

- ☐ One person per 50 participants to help with the set up of room according to diagram (which may include setting up of product display according to enclosed packet of information)
- ☐ If room set up consists of sales display, your Workshop Coordinator will determine the number of helpers required.

**Your Workshop Coordinator will contact you approximately  
45 days from the start date of your workshop to  
arrange all the details. If you have any questions,  
please call our Workshop Coordination Team at 800-266-7576.**

# Kagan On-Site Workshop Helper & Sales Helper Checklist

## One week prior to the workshop:

- ☐ Confirm boxes have been delivered to the training site. Locate boxes and arrange delivery to the workshop training room for set up (boxes generally arrive 3 to 5 days prior to the event). You will receive an email when boxes are delivered.
- ☐ Review material set up and sales procedures with both your Workshop Coordinator and your Kagan Trainer.
- ☐ **Very important:** Speak with your Kagan Trainer to review the agenda for the training day(s), time and to confirm their AV needs.

## The day before the workshop:

- ☐ Save all boxes to ship unsold products and/or unused course materials back to Kagan after the workshop.
- ☐ Ensure that the room is set up according to the room diagram you received.
- ☐ Set up manipulatives for teams, as requested by trainer.
- ☐ If your event has a product display, set up product tables; pull “sales items” out of the marked boxes and set them up on the tables in groups of “like” things. (Please review set up guidelines.)
- ☐ Ensure the trainer’s table is set up (usually two tables) and there is a stage/riser available for groups of 50 or more.
- ☐ Double-check to make sure all AV equipment is working. Be sure you have the name and number of the person to call in case there is a problem. It’s also best to have an extra projector bulb available. The projector screen needs to be at least 8' x 8' (or 10' x 10' for groups over 50). A lavalier microphone will be needed for groups of 50 or more.
- ☐ Set up registration table. Put out name tags (Kagan will provide blank name tags) and go over instructions for registration with your trainer. If the participants do not have confirmation tickets, each participant will need to fill out a registration form. Participants will not receive a certificate and/or continuing education credit if we do not receive a completed registration form.

(**Note:** We ask **everyone** to fill out a registration form if they have not preregistered directly with us. This way we can get everyone into the system and assist them in tracking their training events. If we have taken registration, we will provide a sign in sheet and the registration form will not be needed provided participants present a printed Admit One Ticket.)

# Kagan On-Site Workshop Helper & Sales Helper Checklist cont.

## **Day #1 of the workshop:**

- ☐ Make arrangements to meet with your Kagan Trainer prior to the workshop.
- ☐ Maintain a comfortable air temperature during the training (72–74 degrees).  
Cooler is better!
- ☐ Provide water for the trainer at the front table.
- ☐ Be available for questions or concerns to maximize participant comfort and to field non-content questions.
- ☐ Sell materials during breaks and at lunch (either the first 20 minutes or the last 20 minutes).
- ☐ Straighten up the book display after breaks and at the end of the day.
- ☐ Reconcile sales. (See Procedures for Taking Orders)
- ☐ Reconcile registration. (Review with trainer)

## **Each subsequent day:**

- ☐ Arrive 30 minutes prior to the workshop starting time and begin greeting participants.
- ☐ Sell materials during breaks and at lunch (either the first 20 minutes or the last 20 minutes). Be prepared to sell materials before the workshop begins.
- ☐ Straighten up the book display after breaks and at the end of the day.
- ☐ Reconcile registration.

## **The last day of the workshop:**

- ☐ Help pack up the materials at the end of the workshop.
- ☐ A FedEx pick up will be scheduled for you. Please make sure all prepaid FedEx labels are affixed to boxes being returned to Kagan.

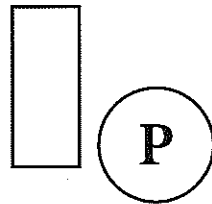
## **Additional notes:**

- ☐ Discuss break/lunch times with Kagan Trainer prior to workshop.



# Set Up Tables

Presenter Podium  
& Supply Table

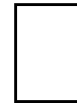


Screen

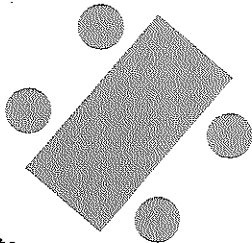


After arranging  
tables, add chairs.

Cart for  
LCD Projector



1 Table for  
Every 4  
Participants



There must be enough space between  
tables for participants to walk comfortably.

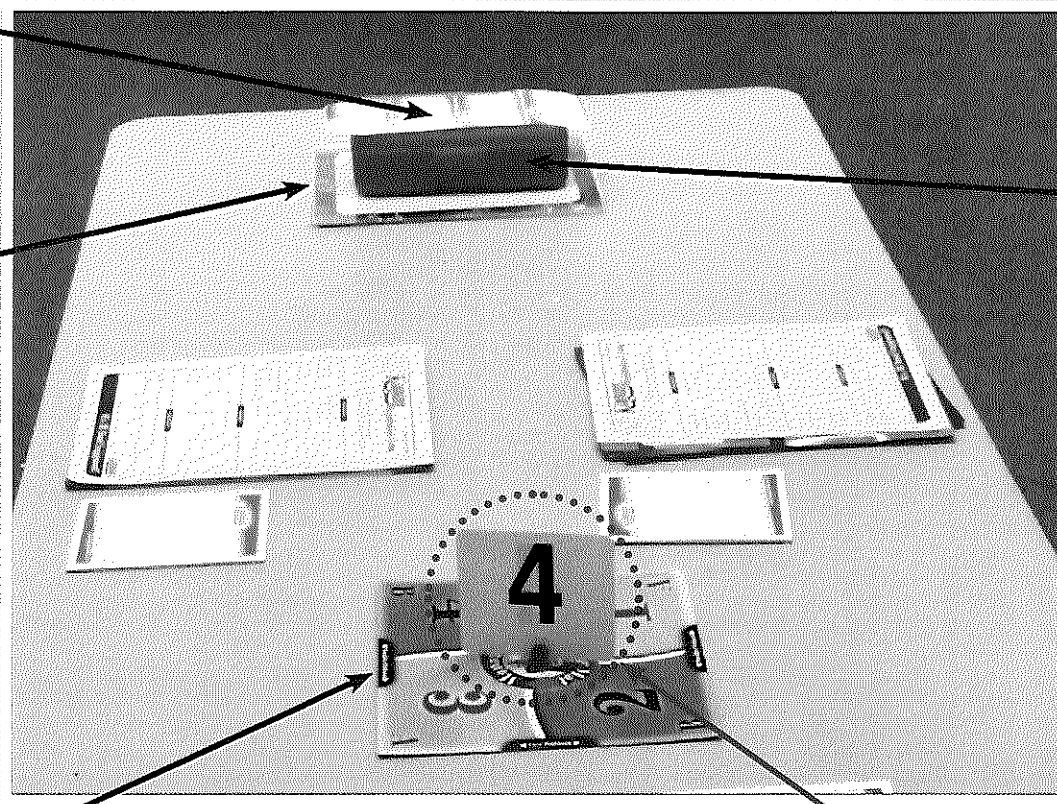
*Kagan*

# Placing Materials on Tables

Name Tags  
(on top of tubs)

4 AnswerBoards  
(at end)

TeamTub (on  
top of boards)



Management Mat  
(center of table)

Trainers bring table numbers

# Meet Your Kagan Support Team

**Thanks for scheduling your professional development with Kagan!**

At Kagan, we work as a team to make sure your staff development is a great success. Below are some key members of the Kagan team who may contact you to support you every step of the way. Feel free to reach out to any member of the Kagan team about any of your questions or needs. If you don't know who to contact, don't worry! Any Kagan team member can direct you to the right person, or you can always call or email your primary contact, Alicia Harman.

**We look forward to coordinating your training with you and we are confident your staff will receive an engaging training like no other!**



## ★★ Your Primary Contact ★★

*Feel free to contact Alicia with any questions or emergencies.*

**Alicia Harman, Operations Manager**  
949-545-6339 • Alicia@KaganOnline.com

## ★ Partnership Team ★

*This team will help you book your training, schedule your training days, discuss next steps, and long-term school or district plans.*

- **Chris Duffy, Director of Educational Partnerships**  
949-545-6343 • Chris@KaganOnline.com
- **Andrea Armacost, Partnership Coordinator**  
949-545-6376 • Andrea@KaganOnline.com
- **Jan Carroll, Educational Partnerships**  
949-545-6341 • Jan@KaganOnline.com

## ★ Kagan Agreement ★

*Questions regarding your Letter of Agreement? Email:*

- Contracts@KaganOnline.com

## ★ Workshop Coordinator ★

*Meg will help you coordinate all the details of your workshop including your PO, paperwork, shipping, and course materials.*

- **Meg Santos, Workshop Coordinator**  
949-545-6386 • Meg@KaganOnline.com

## ★ Marketing ★

*The Marketing Team will help you promote your workshop and make sure it is well attended.*

- **Lori Allnutt, Marketing Supervisor**  
949-545-6388 • Lori@KaganOnline.com

## ★ Customer Service ★

*Francisco can help you with any questions about Kagan's resources, product orders placed at your workshop, and special promos available exclusively for hosts.*

- **Francisco Villalobos, Customer Service Supervisor**  
949-545-6311 • Francisco@KaganOnline.com

## ★ Kagan Trainers ★

*Your Kagan Trainer will contact you before your workshop. You may check-in with your trainer for follow-up support.*

# Kagan

**Kagan Professional Development • 1.800.266.7576 • Fax 949.369.6599**  
**981 Calle Amanecer, San Clemente, CA • www.KaganOnline.com**

# Kagan

## Take Advantage of Kagan's

# Marketing Bonus

Receive free Kagan products or cash back by marketing your Kagan workshop to educators outside your school or district.

Option  
**1**

## Free Products

For every paid outside registration, you get \$100 credit toward FREE Kagan products.

—or—

Option  
**2**

## Cash Back

For every paid outside registration, you get \$50 as cash back to reduce your workshop cost.

Sign Up  
**Today!**

06/19

### ★ Rules and Restrictions

**Single-School and Shared-School Workshops** – The Marketing Bonus applies only to paid participants outside your school. For shared school workshops, only one school may enroll in the Marketing Bonus.

**District Workshops** – The Marketing Bonus applies only to paid participants outside your district after any minimum paid participant guarantee is met.

#### Schools & Districts

- Must enroll in advance with Kagan to qualify. Indicate Free Products or Cash Back.
- Must have at least 5 additional seats available for outside participants.  
(Inform Kagan how many seats you have available for outside participants.)
- Cash Back or Free Products will be awarded after the event is completed.
- Marketing Bonus must be used within 60 days of date issued.
- **Free Product Option:**
  - 10% shipping fees apply.
  - Sales taxes apply unless organization is tax exempt.
  - Credit may only be used for product, shipping fees, and sales taxes; no cash value.
- **Cash Back Option:**
  - Indicate whether you prefer: 1) check, 2) apply to invoice, or 3) apply to future training.  
Districts may opt to apply the credit toward the current workshop.
  - Checks are payable to the billing organization, delivered to the workshop host.

### How to Market Your Workshop

**You will receive a flyer and web page promoting your workshop when you enroll.**

- Email flyers to local teachers.
- Send Kagan an email list.
- Promote it throughout your district.
- Distribute flyers in your area.
- Call neighboring administrators.
- Share your workshop on social media.
- Inform local media.

**It's All About Engagement!**

# Special Offers for Kagan Hosts



## Dear Kagan Workshop Host,

Thank you for hosting an upcoming Kagan workshop! As the Host of a Kagan event, there are several promotions that are available to you to support your teachers as they make teaching and learning more engaging. Below is a summary of the promotions presented in this packet:

★ **Special Guests**

Invite neighboring administrators to attend your workshop free of charge. See how.

★ **Special Discount Package**

A discounted selection of workshop-specific resources designed to help with successful implementation. *Available to workshop participants only.*

★ **50% Off Support Materials Discount**

50% off any one Kagan item that is purchased for all workshop participants.

★ **Advance Purchase Program**

Save 10% and receive FREE shipping on any product order placed at least two-weeks prior to your workshop.

★ **Post-Workshop Shipping Special**

Receive FREE shipping on all orders placed within 30-days of completing the workshop.

Please see the enclosed flyers for additional details about each promotion.

We hope that you take advantage of some or all of these promotions, and thank you again for being a Kagan Host!

Sincerely,

**The Kagan Team**





Invite Special  
Guests to attend  
your workshop!

# Host Special Guests

Do you know a School or District Administrator who is responsible for staff development decisions that you'd like to invite to attend our workshop? Here's your opportunity to share this great workshop with your fellow administrators and to spread the Kagan word of full student engagement with local educational leaders.

Special Guests will participate in the workshop, receive free course materials, and experience first-hand the power of Kagan Structures.

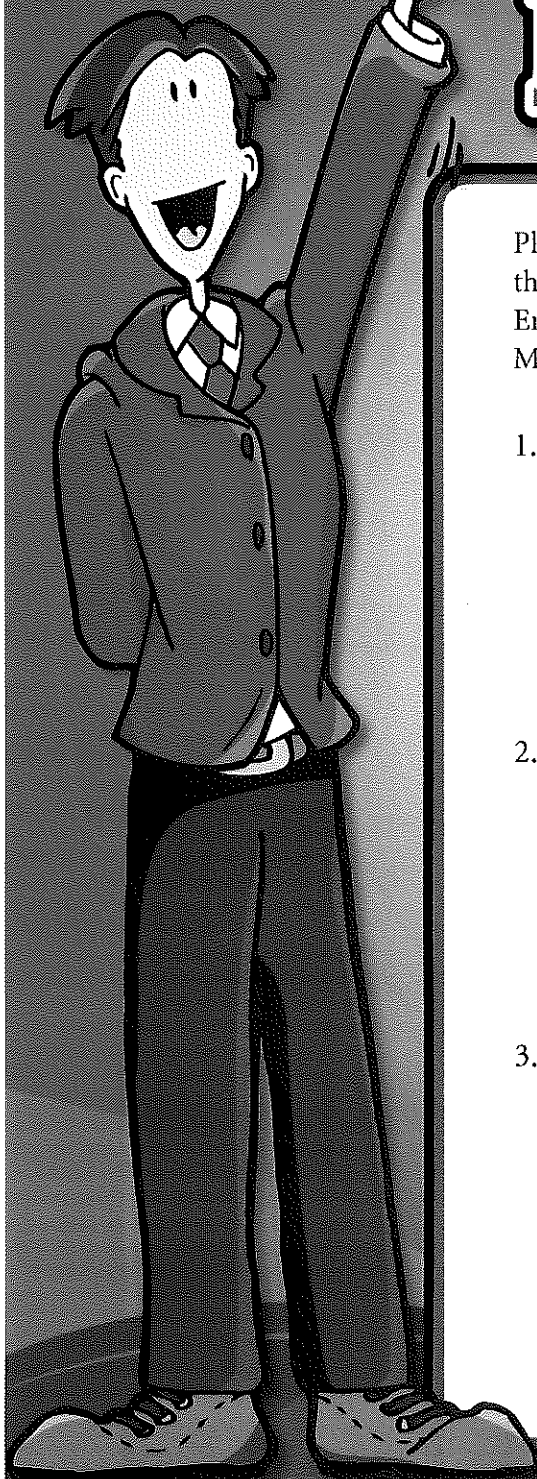
## How It Works

- Submit up to three (3) names to your Kagan Workshop Coordinator (use the provided Invitation Form).
- Kagan will verify the administrator qualifies for this program and invite the qualifying administrator(s) to attend at no cost.
- Kagan's support team will follow up with the Special Guest after the workshop to see if he or she wants to pursue Kagan Professional Development in his or her school or district.

## Rules and Restrictions

- Exclusively for principals, vice principals, and approved district administrators.
- Instructional coaches and teachers do not qualify.
- Intended for administrators new or relatively new to Kagan.
- Special Guests may not transfer their complimentary registration.
- Kagan must be notified of special guests prior to the workshop.
- Prerequisites may apply.
- Guests must register at least 2 weeks before the event to reserve their spot and ensure course materials.

# Host Special Guests Invitation Form



Please provide your Special Guest information below. After qualifying the guest, Kagan will send them a complimentary registration form. Email this completed form or a list of your invitees to: [Marketing@KaganOnline.com](mailto:Marketing@KaganOnline.com).

1. Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

School/District: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

School/District: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

School/District: \_\_\_\_\_

Email: \_\_\_\_\_

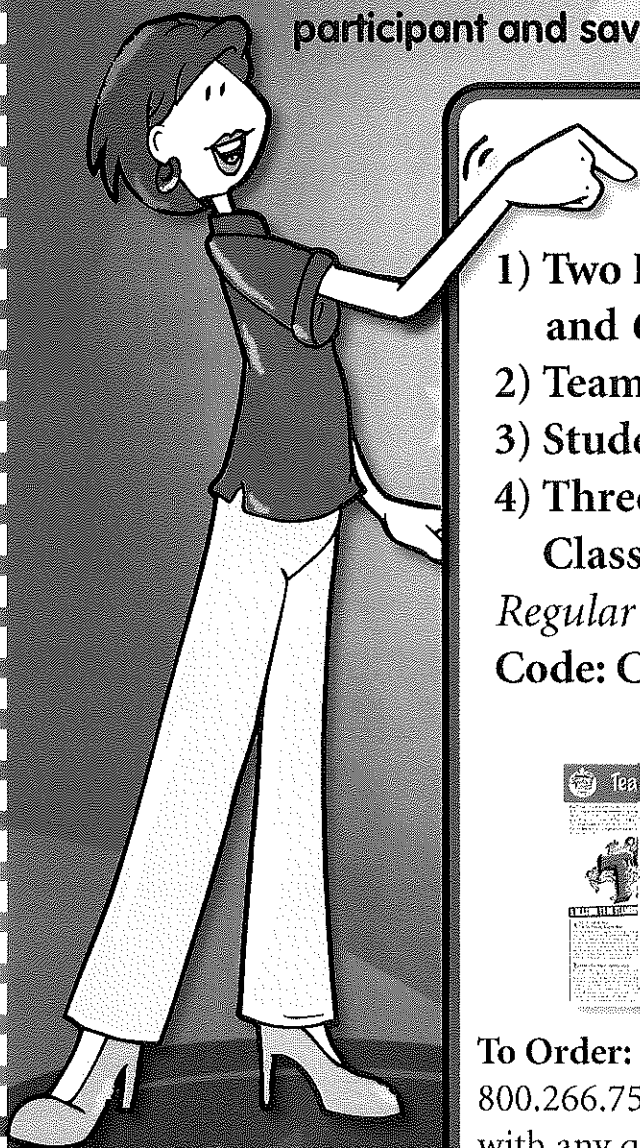
Phone: \_\_\_\_\_



# Bonus Materials

## Act Now to Save!

Purchase one set of Bonus Materials for every participant and save BIG! Bonus Materials contain:



### Cooperative Learning

Save \$23!

- 1) Two Books: *Teambuilding* and *Classbuilding*
- 2) TeamTools Software
- 3) Student Selector Spinner
- 4) Three SmartCards: Cooperative Learning, Classbuilding, and Teambuilding

Regular Price \$102. **Your Price \$79.**

Code: CCL1DB



**To Order:** Contact Kagan's Customer Relations team at 800.266.7576 or email [registration@KaganOnline.com](mailto:registration@KaganOnline.com) with any questions or to place an order!



# 50% Off Support Materials!

As a Kagan Workshop Host, you are entitled to receive 50% off any 1 item you purchase from Kagan's catalog for each participant.

## To Order:

Contact your Kagan Workshop Coordinator or email [orders@KaganOnline.com](mailto:orders@KaganOnline.com) with any questions or to place an order!

- Purchase must be made within 30 days of the workshop.
- Applies to any single item purchased for all workshop participants.
- Does not apply to software or products with codes that begin with the letters C or D.
- Does not apply to course materials.
- Reference coupon code **SUPPORT50%** on the order.

*Get FREE shipping when your order is received at least 15 days prior to the workshop!*

**50% Support  
Materials  
Discount!**

# Advance Purchase Program

Place any Kagan product order at least two weeks prior to the workshop you are hosting, and receive a **10% discount** and **Free Shipping** to your event!

## How to get the discount:

- Place your order through your Kagan Event Coordinator.
- Be sure to reference your Event ID number and "APP Discount" on the order.
- Place order at least two weeks before the event you are hosting begins.
- Does not apply to course materials.

**10% Discount! &  
FREE Shipping!**



# Post-Workshop Shipping Special

Receive **FREE SHIPPING** on all orders placed within 30-days of completion of your workshop!

## How to get the discount:

- Place your order through your Kagan Workshop Coordinator or Kagan Customer Service, at [orders@KaganOnline.com](mailto:orders@KaganOnline.com).
- Reference your Event ID Number and "Post-Workshop Shipping Special" on the order.
- Place order within 30-days of completion of the workshop.
- Offer only available within the U.S.

**FREE  
Shipping!**

