



Kagan Quote  
Quote 6916  
Revised on 4/9/2021

Quote 6916  
Customer 721018

**For Boone County High School**

School Flat Fee			
Description	Quantity	Amount	Est. Total
Kagan Cooperative Learning Day 1-2 Date(s): August 2021 Schools: Boone County High School only Participant Description: 100 participants	2	\$3,999.00	\$7,998.00
Materials			
Description	Quantity	Amount	Est. Total
Cooperative Learning Book, Workbooks, Action Plans, Software* Date(s): August 2021 Schools: Boone County High School only Participant Description: 100 participants	100	\$44.00	\$4,400.00
Travel Fee			
Description	Quantity	Amount	Est. Total
Travel Fee	1	\$750.00	\$750.00
<b>Total:</b>			<b>\$13,148.00</b>
Please Note: This Price Quote will expire on June 7, 2021			

**Notes**

- Course Material Fee : 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.
- 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 Lori Allnutt - [Lori@KaganOnline.com](mailto:Lori@KaganOnline.com) or 949.545.6388



## Letter of Agreement

This is an understanding and agreement between:

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

&

Boone County Schools  
8330 Us Highway 42  
Florence, KY 41042-9286

Federal Tax ID: 33-0593901

---

### Kagan will present the following event:

- I. Topic: Kagan Cooperative Learning Day 1 & 2
  - II. Date(s): August 16 - 17, 2021
  - III. Total Day(s): 2
  - IV. Time: 7:30am-2:45pm
  - V. Location: Boone Co High School
- 

### Boone County Schools agrees to:

- I. Pay the consulting fee of \$7,998.00 for a maximum of 100 participants from Boone County 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 Boone County High School must pay \$349.00 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 Boone County Schools 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, Boone County Schools will reimburse Kagan for the expenses incurred.

3. If Kagan cancels the workshop for any reason, Boone County Schools 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>. Boone County Schools 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.
- 

**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 Boone County Schools 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. Boone County Schools 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
  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 Boone County Schools that the presenter will administer a one-page Course Evaluation

form to each participant. Boone County Schools will return all completed evaluations to Kagan.

- VI. It is agreed by Boone County Schools 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 Boone County Schools 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:**

\_\_\_\_\_  


(Signature)

Kagan Professional Development

Director of Educational Partnerships  
(Title)

April 22, 2021  
(Date)

---

(Signature)

Boone County Schools

---

(Title)

---

(Date)

---

# 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](http://www.KaganOnline.com)**

# 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:**

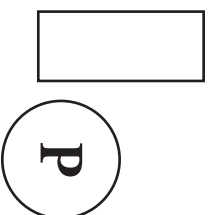
- ☐ Help pack up the materials at the end of the workshop.
- ☐ A FedEx pick up will be scheduled for you. Please make sure all prepaid FedEx labels are affixed to boxes being returned to Kagan.

## **Additional notes:**

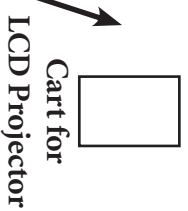
- ☐ Discuss break/lunch times with Kagan Trainer prior to workshop.

# Set Up Tables

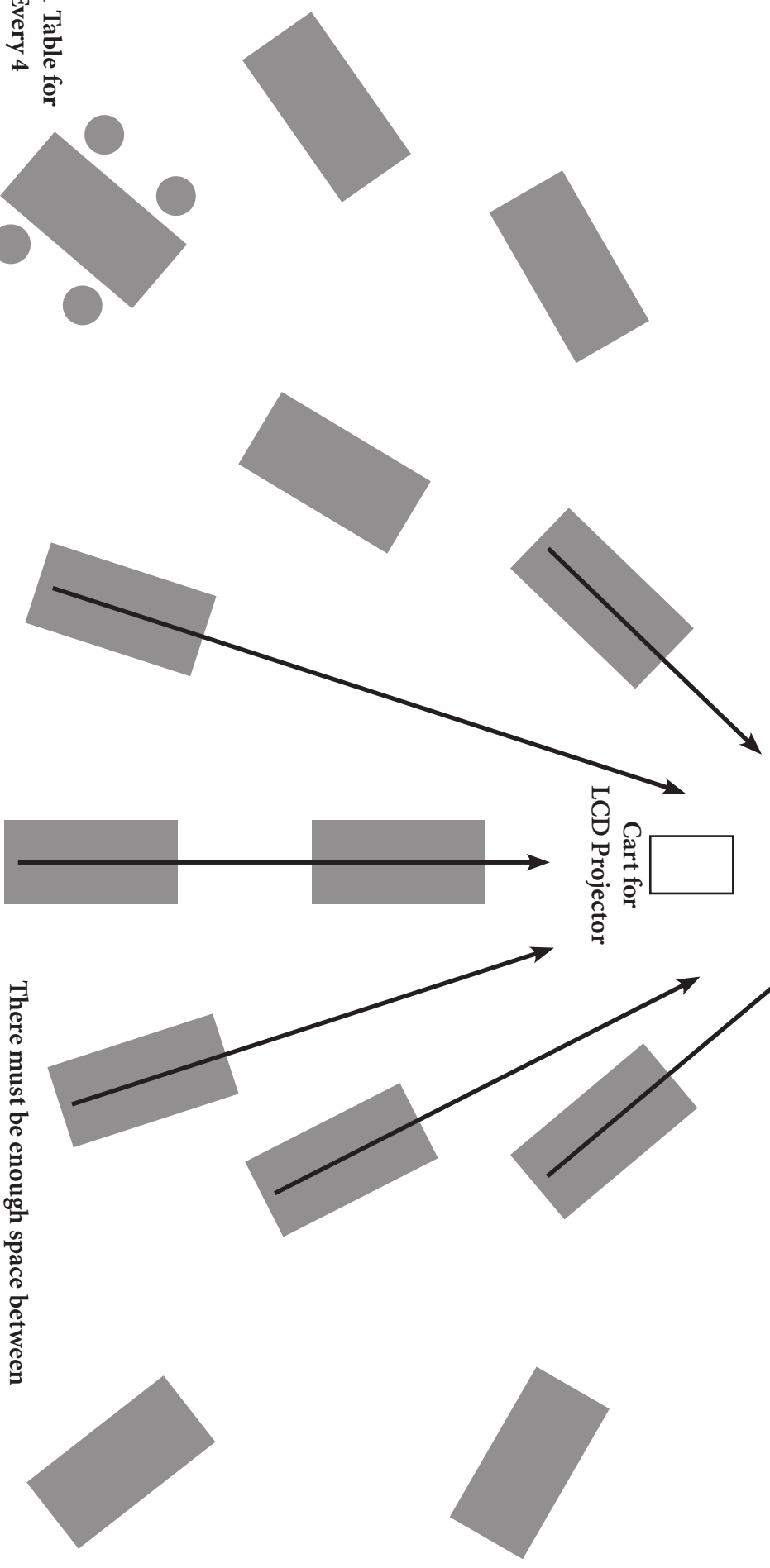
Presenter Podium  
& Supply Table



After arranging  
tables, add chairs.



Cart for  
LCD Projector



1 Table for  
Every 4  
Participants

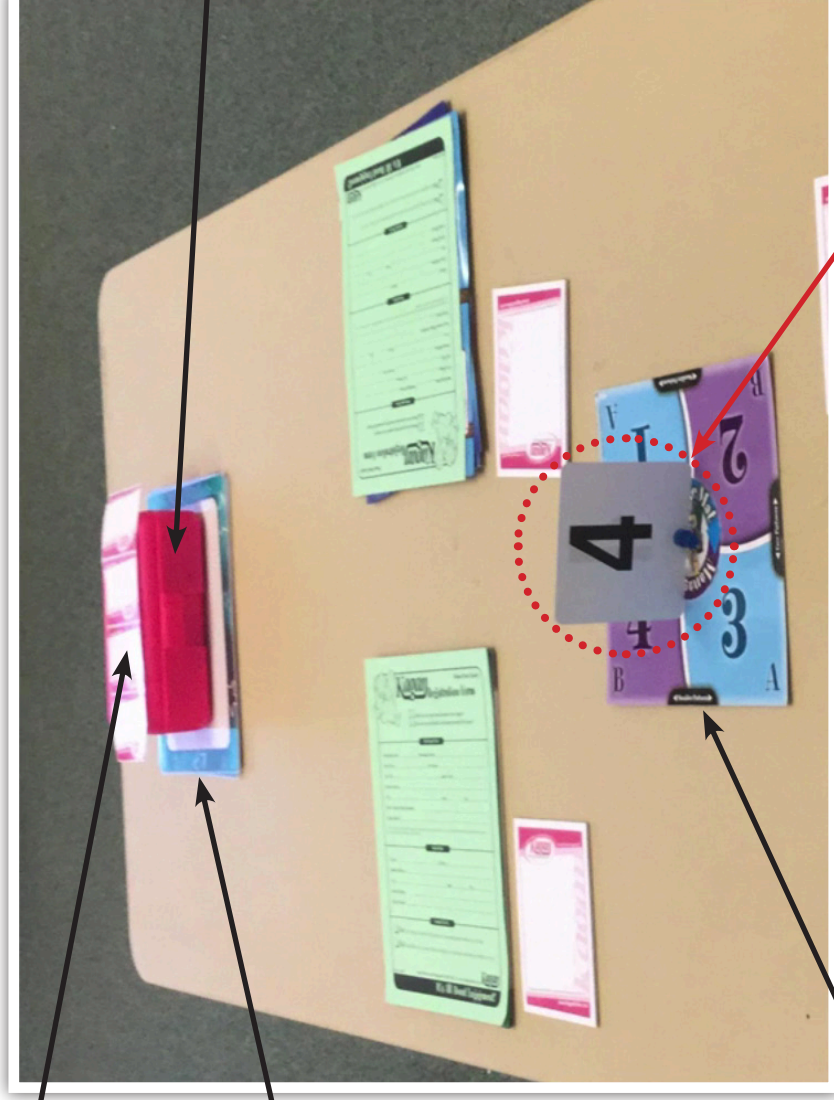
There must be enough space between  
tables for participants to walk comfortably.

# Placing Materials on Tables

Name Tags  
(on top of tubs)

4 AnswerBoards  
(at end)

Management Mat  
(center of table)



TeamTub (on  
top of boards)

Trainers bring table numbers