



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
 - II. Date(s): August 10, 2021
 - III. Total Day(s): 1
 - IV. Time: 8:00am-3:15pm
 - V. Location: St. Paul Parish
-

Boone County Schools agrees to:

- I. Pay the consulting fee of \$3,499.00 for a maximum of 30 participants from St. Paul Parish 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 St. Paul Parish 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 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. Grade Levels: PK-8
- 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)

March 30, 2021
(Date)

(Signature)

Boone County Schools

(Title)

(Date)



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 2
 - II. Date(s): January 3, 2022
 - III. Total Day(s): 1
 - IV. Time: 8:00am-3:15pm
 - V. Location: St. Paul Parish
-

Boone County Schools agrees to:

- I. Pay the consulting fee of \$3,499.00 for a maximum of 30 participants from St. Paul Parish 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. Ensure that each participant brings the Cooperative Learning Textbook (BKCLW) to the event. The workshop requires that participants write in their textbook.
- IV. Pay the one-time Course Materials fee of \$44 per person for any participants who did not receive the Course Materials as part of their Day 1 training. Course Materials include the: Cooperative Learning Book (BKCLW), Cooperative Learning Course Workbook, and Mix-Pair-Share Software (EMPSC).
- V. **Participants attending from outside St. Paul Parish must pay \$199.00 per person (unless prior written approval is obtained from Kagan).**
- VI. 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).
- VII. Contact Kagan's Workshop Coordinator with a final participant count at least 30 days prior to the start date of your event.
- VIII. 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.
- IX. 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.
 - X. Provide a location to have the workshop.
 - XI. 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)
 - XII. 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.
 - XIII. 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 2
 2. Grade Levels: PK-8
- 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)

March 30, 2021
(Date)

(Signature)

Boone County Schools

(Title)

(Date)



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 Coaching
 - II. Date(s): January 4, 2022
 - III. Total Day(s): 1
 - IV. Time: 8:00am-3:15pm
 - V. Location: St. Paul Parish
-

Boone County Schools agrees to:

- I. Pay the consulting fees of \$1,249.50.
- II. All trainer travel fees will be paid by Kagan event #32420 for St. Paul Parish. Should event #32420 cancel, all trainer travel fees will be billed under this event.
- 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 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.
- 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>. St. Paul Parish 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 St. Paul Parish 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 Coaching
 2. Grade Levels: PK-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 St. Paul Parish 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 St. Paul Parish 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)

March 30, 2021

(Date)

(Signature)

Boone County Schools

(Title)

(Date)
