



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](http://www.kenton.kyschools.us)

Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

May 13, 2019

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Purchase agreement with Solution Tree to provide a professional development training to Dixie Heights High School staff on August 14, 2019.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

Dixie Heights High School would like to contract with Solution Tree (Speaker – Jack Baldermann) on August 14, 2019 to provide an onsite professional development. This date has been pre-approved on the PD plan for the 2019/20 school year. The topic of information will be RTI at Work which will support the school's MTSS plan to assure success for all students.

**FISCAL/BUDGETARY IMPACT:**

The cost of the onsite professional development with Solution Tree will be \$6500.00. Expenses will be paid through 2019/20 instructional funds (other professional services).

**RECOMMENDATION:**

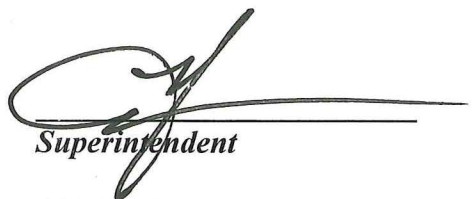
Approval of The contract with Solution Tree (Speaker – Jack Baldermann) to provide an onsite professional development training on August 14, 2019).

**CONTACT PERSON:**

Roddy Stainforth/Teresa Catchen

  
Principal

  
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."



**Solution Tree**

555 North Morton Street  
Bloomington IN 47404  
United States

Phone: 800-733-6786  
Fax: 812-336-7790

[www.solutiontree.com](http://www.solutiontree.com)

## Quote

**#QS102690**  
5/10/2019

**Bill To**

Kenton County Schools  
1055 Eaton Drive  
Fort Wright KY 41017  
United States

**Ship To**

Dixie Heights HS  
3010 Dixie Highway  
Ft Mitchell KY 41017  
United States

**TOTAL**

**\$6,500.00**

Prices subject to change without notice.

**PO #****Terms**

Net 30

**Customer ID**

109030

**Shipping Method**

Not Applicable

**Item****Rate****Quantity****Extension**

SPD508 Professional Development

\$6,500.00

1

\$6,500.00

Quote includes one PD day with Jack Baldermann on August 14th, 2019.

**Subtotal**

\$6,500.00

**Sales Tax Total**

\$0.00

**Shipping Cost**

\$0.00

**Total**

\$6,500.00



## WORKSHOP SPECIFICATIONS

Please provide the following information about your workshop and return this form to Solution Tree, Inc. with the signed contract or within 90 days of August 14, 2019—the earlier received the better for planning purposes with your speaker.

Speaker: Jack Baldermann  
Host: Roger Stainforth  
Organization: Kenton County Schools - Dixie Heights High School  
Daytime phone #: (859) 653-5946  
Evening phone #(s): \_\_\_\_\_  
E-mail: roger.stainforth@kenton.kyschools.us

Workshop date(s): August 14, 2019  
Start time: \_\_\_\_\_  
End time: \_\_\_\_\_  
Lunch time: \_\_\_\_\_  
Break time(s): #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Audience Makeup—Please enter anticipated number of attendees

# of District-Level Administrators	# of Secondary Principals	# of Primary Principals	# of Secondary Teachers	# of Primary Teachers	# of Others
					Describe:
Total Number of Anticipated Attendees					

Location of Workshop: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

What are your expectations and desired outcomes?

--

Please recommend a hotel for the speaker(s); or, if reservation is made, include confirmation number.

Hotel name: \_\_\_\_\_ Hotel phone #: \_\_\_\_\_  
Hotel date(s): \_\_\_\_\_ Confirmation #: \_\_\_\_\_  
Hotel address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Best airport \_\_\_\_\_ Estimated travel  
to fly into: \_\_\_\_\_ time from airport: \_\_\_\_\_

Ground transportation information: \_\_\_\_\_  
(i.e. car rental, hotel shuttle, cab, etc.)



**Solution Tree, Inc.**  
**Purchase Agreement**

Effective May 10, 2019, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Kenton County Schools - Dixie Heights High School ("Customer") located at 3010 Dixie Highway Ft. Mitchell, KY US 41017 agree as follows:

1. **Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Onsite Professional Development	\$6,500.00
Total	\$6,500.00

2. **Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement upon execution of this Agreement (the "Purchase Order Due Date"). A non-refundable deposit of 20% of the Onsite Professional Development amount will be invoiced upon execution of this Agreement. The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	\$1,300.00	Upon execution of Agreement
Onsite Professional Development	\$5,200.00	August 14, 2019

3. **Onsite Professional Development**

- 3.1. **Description of Services:** Solution Tree agrees to provide a speaker, Jack Baldermann ("Associate"), to disseminate information for Customer on the topic of *RTI at Work™* on August 14, 2019.
- 3.2. **Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- 3.3. **Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions.

4. **General Terms**

- 4.1. **Intellectual Property:** Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to

entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.


- 4.2. **Force Majeure:** If events beyond the parties' control make it impossible to perform under this Agreement, the party unable to perform will not have any liability to the other party for the prevented performance. All obligations unaffected by such an event will remain in place.
- 4.3. **Termination:** Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.
- a. **Onsite Professional Development:** If Customer cancels any Onsite Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will use best efforts to reschedule the Onsite Professional Development Services.
- 4.4. **Entire Agreement:** This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

\_\_\_\_\_  
Roger Stainforth  
Principal  
Kenton County Schools - Dixie Heights High School

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ali Cummins

  
\_\_\_\_\_  
Date

Director of Professional Development  
Solution Tree, Inc.

Please email this Agreement to Jessica Tuttle at [Jessica.Tuttle@SolutionTree.com](mailto:Jessica.Tuttle@SolutionTree.com) or fax to 866.308.3135.

**CONTACT INFORMATION**

Please provide the following information.

**Who will be the contact person for the work?**

Contact: \_\_\_\_\_

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

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

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

Cell #: \_\_\_\_\_

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

**Who will receive and pay the Invoices?**

Contact: \_\_\_\_\_

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

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

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

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

**Shipping Information (required for resource delivery)**

Shipping Contact: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

Delivery Date: \_\_\_\_\_

Delivery Times: \_\_\_\_\_

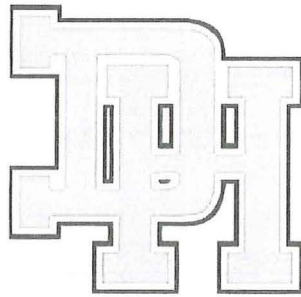
Choose one:

Do you have a Delivery Dock?

Do you have double doors (for pallet)?

Do you require inside delivery?





## Professional Development Plan for Dixie Heights High School

**Created for:**

Roger Stainforth  
Principle  
Dixie Heights High School  
3010 Dixie Highway  
Ft. Mitchell, KY 41017  
(859) 653-5946  
roger.stainforth@kenton.kyschools.us

**Created by:**

Jessica Tuttle  
Professional Learning Advisor  
Solution Tree  
555 North Morton Street  
Bloomington, IN 47404  
812-650-7634  
Jessica.Tuttle@solutiontree.com

**Date:** May 2, 2019

We appreciate your interest in RTI at Work® professional development for Dixie Heights High School. Based on a phone conversation with Jessica Tuttle the following proposal has been created for your consideration.

### **Option 1: Customized Workshops**

**Proposed Dates:** August 14

**Proposed Associate(s):**

**Participant Demographics:** All high school staff

**Workshop Location:** 3010 Dixie Highway, Ft. Mitchell, KY 41017

**Included Resource:** RTI *at Work Toolkit*

**Recommended Resource:** *Taking Action*

**Cost of Service:** \$7,500\* per day + cost of additional resources

\* Rate for onsite customized workshop is based on average. Final rate will be determined once we have matched your school with an associate.

A 20% non-refundable deposit will be paid up front. The remaining balance is invoiced after each coaching day.

**Description of Service:**

Solution Tree workshops are intensive, hands-on team trainings that are designed in collaboration with the customer in light of their needs and goals. Capacity is formatted to maximize interaction between your team and the facilitator. The key component of a Solution Tree workshop is that attendee teams leave the workshops with a product and/or plan of action.

Customized Workshops are usually a 6-7 hour day. Solution Tree author or associate will work directly with you to customize the day to meet you where you are and build upon previous trainings. These workshops will focus on building leadership capacity and common knowledge necessary to become an effecting professional learning community and, the essential elements needed to create highly effective, multi-tiered systems of support to ensure all students learn at high levels. The workshop will include guiding principles regarding how staff can work together in effective teams, help staff prioritize essential learning outcomes, target assessments, and how to systematically respond when students need remediation and enrichment.

The presenter, in consultation with district or school leadership, will determine the specific learning outcomes for each session.

**Included Resource: The RTI Toolkit****Description:**

Whether you are just beginning to build a system of intervention or working to fine-tune your existing practices, this collection of resources guarantees to extend your knowledge even further. Designed by proven RTI experts, this curated kit includes nine books and five DVD sets that will help your school ensure learning for all for years to come.

Each toolkit comes in an easy-to-carry display case.

- Build a comprehensive library of premium staff resources on RTI that easily adapt to meet the needs of your school or district.
- Discover research-based solutions for tackling any RTI challenge.
- Leverage tips, tools, and templates from experts proven to boost student achievement.
- Deepen your understanding of how to counteract a toxic culture while motivating students to succeed.
- Equip your staff with a variety of print and video resources flexible enough to meet the needs of adult learners.

*The RTI Toolkit contains the following titles (products may be purchased individually):*

- *Behavior: The Forgotten Curriculum* (Book)
- *Developing Effective Learners* (Book)
- *Navigating the Core Curriculum* (Book)
- *Pyramid of Behavior of Interventions* (Book)
- *Pyramid Response to Intervention* (Book)
- *Seven Keys to a Positive Learning Environment in Your Classroom* (Book)
- *Simplifying Response to Intervention* (Book)
- *Uniting Academic and Behavior Interventions* (Book)
- *Making Time at Tier 2* (DVD)
- *A Practical Look at Response to Intervention* (DVD)
- *Taking Action: A Handbook for RTI at Work™* (Book)
- *Targeting Behavior and Academic Interventions: A Process to Diagnose and Coordinate Student Supports* (DVD)
- *Tiers Without Tears* (DVD)
- *Timebomb* (DVD)

**RECOMMENDED RESOURCES:**



Buffam Et al., Taking Action: A Handbook for RTI at Work- \$26.57

**Optional Service: Global PD Library**

**Participant Demographics:** Teaching staff and administrators

**Workshop Location:** Online

**Cost of Service:** \$2,800 for 40 one-year licenses

*Full payment will be invoiced upon completion of setup.*

**Description of Service:**

The Global PD Library is a collection of hundreds of videos, books and downloadable tools to sustain professional development efforts. The Dixon, Nolan, Adams math team integrated video examples of the instructional strategies discussed in to their books, *Making Sense of Mathematics*, and during their onsite trainings. These videos are housed in our Global PD Library. Administrators can create and share playlists that match their PD priorities, or choose from the many playlists curated by Solution Tree. Additionally, through this platform, you are able to provide job-embedded professional development for teachers and educators by giving them access to the largest library of professional learning community (PLC) and collaborative learning videos and ebooks in the world. These online videos are less than 20 minutes, and the ebooks can be browsed by chapter to accommodate your team's busy schedules. Educators can bolster their knowledge of professional learning communities (PLCs), instruction, assessment, response to intervention (RTI) or MTSS, leadership, and mathematics from experts like Richard DuFour, Rebecca DuFour, Robert Eaker, Mike Mattos, Robert Marzano, Juli Dixon, Anthony Muhammad, Timothy D. Kanold, Dylan William, Grant Wiggins, and others.

**Cost Estimate:**

Service	Quantity	Estimated Cost
Customized Workshop	1-Day, August 14th	\$7,500.00*
Global PD Library	40 Licenses	\$2,800.00
Taking Action	70 Copies	\$1,859.90**
<b>Estimated Total:</b>		<b>\$12,159.90***</b>

\* Rate for onsite customized workshop is based on average. Final rate will be determined once we have matched your school with an associate.

\*\*Price includes 30% discount for orders over 50 with purchase of PD.

\*\*\*Does not include Shipping, Handling or Tax.