

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

## Issue Paper

**DATE:**

April 26, 2023

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Dixie Heights High School would like to contract with Solution Tree for a virtual professional development, titled PLCS at Work. The workshops will be broken into three two hour training sessions on 6/28, 7/31, and 9/27.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

The foundation of Dixie Heights instructional work takes place in our PLCs. Solution Tree has been the national leader in developing high functioning PLCs throughout the nation. In an effort to increase the capacity of our current PLCs we will utilize the resources and expert knowledge of PLCs that Solution Tree. Increased PLC performance will enhance the educational experience and academic success of all of our students.

**FISCAL/BUDGETARY IMPACT:**

The cost of the 3-day virtual training session is \$7200.00. Cost of training will be paid from ESSER funds.

**RECOMMENDATION:**


Approval for Dixie Heights High School to contract with Solution Tree for a virtual professional development, titled PLCS at Work. The workshops will be broken into three two hour training sessions on 6/28, 7/31, and 9/27.

**CONTACT PERSON:**

Roddy Stainforth/Teresa Catchen

  
Principal/Administrator

  
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.

## Solution Tree, Inc. Purchase Agreement

Effective June 6, 2023, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Kenton County SD - Dixie Heights HS ("Customer") located at 3010 Dixie Highway Ft. Mitchell, Kentucky 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
Virtual Professional Development	\$7,200.00
<b>Total</b>	<b>\$7,200.00</b>

- 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 total amount due will be invoiced upon execution of this Agreement. 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)	\$1,440.00	Upon execution of Agreement
Virtual Professional Development	\$1,920.00	June 8, 2023
Virtual Professional Development	\$1,920.00	July 31, 2023
Virtual Professional Development	\$1,920.00	September 27, 2023

### 3. Virtual Professional Development

- 3.1. Description of Services:** Solution Tree agrees to provide a speaker, David Chiprany ("Associate"), to disseminate information for Customer on the topic of *PLC @ Work*® virtually for up to 2-hours each on June 8, 2023; July 31, 2023; and September 27, 2023.
- 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 in accordance with the technology requirements described in Exhibit A. Solution Tree may terminate this Agreement if Customer's equipment is not up to the required standard by 30 days prior to the start of the services. If Customer's equipment fails during the services, Customer will still be liable for the full amount.

#### 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 an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:
- a. If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
  - b. If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.
  - c. If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
  - d. All obligations unaffected by a Force Majeure 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. **Virtual Professional Development:** If Customer cancels any Virtual 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 Virtual 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 SD - Dixie Heights HS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Solution Tree, Inc.

**Exhibit A****Technical Requirements for an Interactive Web Conference (IWC)**

*If any of the requirements below are not available, please contact your PD Representative immediately.*

<b>SYSTEM REQUIREMENTS</b>	<b>PC/Windows</b>	<b>Macintosh</b>
	<ul style="list-style-type: none"><li>• Windows 2003 Server, Windows XP, Windows Vista, Windows 7 or above</li><li>• Internet Explorer 8 or above, OR Firefox 4 or above, OR Chrome 5 or above</li><li>• Intel or AMD processor (2.4 GHz or More)</li><li>• At least 2 GB RAM</li><li>• 700 Kbps or more for simultaneous screen sharing, video, and audio conferencing</li></ul>	<ul style="list-style-type: none"><li>• Mac OS X 10.6 or above</li><li>• Safari 3 or above, OR Firefox 4 or above, OR Chrome 5 or above</li><li>• 2.4 GHz Intel processor (Core 2 Duo)</li><li>• At least 1 GB RAM</li><li>• 700 Kbps or more for simultaneous screen sharing, video and audio conferencing</li></ul>
<b>VIDEO/AUDIO REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• A sound card installed in your computer</li><li>• Microphone and speakers connected to your computer or a telephone with conference-call capabilities</li><li>• Web camera at one viewing site</li></ul>	
<b>SITE REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Hard line Internet connection</li><li>• Projector, monitor, or whiteboard to view the IWC session</li><li>• Suggested: Tech contact in attendance and available for troubleshooting at time of web conference</li></ul>	