



Issue Paper

DATE:

December 10, 2024

AGENDA ITEM (ACTION ITEM):

Consider/Approve the contract between Sparkpoint and River Ridge Elementary for the purpose of providing a unique learning experience intended for all students and is related to the Science Standards.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

In order to provide students hands-on learning experiences in the area of Science, River Ridge PTO in conjunction with RRE will be providing short programs to all students in grades K-5. This will be provided in small groups over two days at RRE. It will include a family engagement opportunity one evening for parents and students to attend together.

FISCAL/BUDGETARY IMPACT:

3436.85/RRE PTO

RECOMMENDATION:

Approve the contract between Sparkpoint Innovations and River Ridge Elementary for the purpose of providing a unique learning experience to all students in the area of Science.

CONTACT PERSON:

Natalie Ewald

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.



Please review and complete this contract. Your initials, following each paragraph, and your signature at the end of page two (2) will serve as your agreement to the following terms. Your selected date will not be reserved until the completed and signed form has been returned and the deposit has been received. Please keep a copy for your records.

DEFINITIONS:

"Host" - The school where/organization for which SparkPoint Innovations ("SPI") will set up the model.

"Contracting Party" - Organization signing the SPI contract.

Host School: River Bridge Elementary
School Address: 2772 Amsterdam Road Villa Hills, KY 41017
Program Date(s): Feb 20-21, 2025

STUDENT BEHAVIOR: Students are expected to maintain respectful, controlled behavior to all people and property. Initial: _____

TEACHER SUPERVISION: Teachers must remain with their classes during the presentation and are responsible for student discipline. SPI reserves the right to suspend the presentation and if necessary, disassemble the models. Initial: _____

PRESENTATION SCHEDULE: A presentation schedule (please include a 30-min. lunch) must be prepared and submitted to SPI at least five (5) days prior to presentation date for review. We can present up to 6 sessions in a school day. Each session may include 25-100 students. Initial: _____

EXCLUSIVE USE OF GYM OR PRESENTATION ROOM: SPI requires exclusive use of the gym before, during and after school to set up, present, and pack up. On the contracted date, please alert all personnel (including any after-school programs) of the change. Initial: _____

BUILDING REQUIREMENTS: The models require a 15' unobstructed ceiling. Verify room ceiling height and measure any obstructions (lights, beams). If the SPI model cannot be displayed in the space provided by the contracting party, all payments including deposit, remaining balance and all travel expenses will be forfeited by the Contracting Party and must be paid in full. Initial: _____

DEPOSIT: A deposit of 50% is required to reserve your selected date. The deposit is refundable up to two months prior to program date. Final payment in accordance with invoice is required at the conclusion of the day's presentation. Initial: _____

RESCHEDULING: If unable to present on the selected date for any reason, including weather, SPI will attempt to reschedule with the contracting party at a mutually satisfactory date within twelve (12) months of the original scheduled date(s). Initial: _____

TRAVEL CHARGES: Mileage will be assessed for sites outside a 25 mile radius of West Chester, OH township, based on IRS guidelines and specific map points. Accommodations outside of the Cincinnati metropolitan area are billed at the rate of \$150 per diem. Initial: _____

CANCELLATION: SPI reserves the right to cancel at any time during any presentation due to unsuitable working conditions as determined by SPI personnel. For purposes of this provision, unsuitable working conditions shall include, without limitation, safety concerns, improper heating or air conditioning, inadequate lighting or space, unsatisfactory teacher supervision and/or unacceptable student behavior. Initial: _____

Tax Exempt #: _____

Acknowledged and agreed on the date written below:

	Date:	
[Sign or Enter Complete Legal Name above]		[mm/dd/yyyy]

Printed Name: _____

Title: _____

For: _____

(Contracting Party)

SparkPoint Innovations, LLC



SparkPoint Innovations

School Information Form – Please fill out and return to tracy@sparkpointinnovations.com

School Name and District	River Ridge Elementary (KCSO)
School Address	2772 Amsterdam Rd
City, State, Zip	Villa Hills, KY 41017

Contact Person	Sarah
Title	PTA President
Phone	859-341-5962
Alternate Phone (available before school)	

Date of Program	Feb 20-21, 2025
Grade levels participating	
School start time	8:50 AM
Number of students participating	
Return customer? (yes/no) If not, how did you hear about us?	

Buddy School Discount:

(At least 2 additional schools to receive a \$200.00 discount per school)

School 1	
School 2	
School 3	
School 4	

SparkPoint Innovations

School Information Form – Please fill out and return to tracy@sparkpointinnovations.com

Program is funded by: (Please highlight/circle all that apply)

PTA/PTO	School or district funds
Title 1	Student funded in-school field trip
Grant (please specify grant name)	
Organization (please name)	
Other (specify)	

Funding Organization Tax Exempt Number	
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Day of Program:

Describe where the gymnasium is located and the best way to reach exterior doors. Please be specific.	
Where may we meet the person who will let us into the building? What is the earliest time permissible? (We need one hour prior to first scheduled program)	
Is there any other information about your school, parking, carpool, bus lanes, etc. that you would like for us to know? Please include times , dos and don'ts, security measures, etc. of which we should be aware.	
Does your school have a speaker/microphone system available for our use? (Not required.)	

Orbit Earth Expo

Program information for coordinator

Guidelines for our program:

1. Our program is a unique learning experience intended for multiple small groups described in the Scheduling Information below.
2. Classroom teachers need to be **in attendance** with their students. The vocabulary and teaching methods we use can be taken back into the classroom and used for the rest of the year as memorization tools and learning seeds to grow.
3. The presenters of Orbit Earth Expo assume teachers will **manage students** if needed – this is an amazing science experience for everyone!
4. Except for PTA, yearbook or press photos, **NO TECHNOLOGY** is allowed. No part of our program is to be **videoed/filmed** in any manner. *We would love for you to share any **photos** you take!* Please feel free to tag us: Facebook: @SparkPointPrograms, Twitter: @scienceprograms, Instagram: @sparkpointinnovations
5. The room in which we are teaching (usually a gymnasium) must have at least a 16-foot ceiling and have room for the teaching models to be manipulated. Please consider objects that may be lower than the actual ceiling, such as beams, lights or fans.
6. This program is best when taught in the dark with our spotlight. Please cover windows and light sources. Check to see if all gym lights may be turned off, including **emergency lights**. A request to your system's Facilities department can usually take care of this. Our spotlight will offer plenty of light for students to move into and out of the gym safely.

Scheduling: (please feel free to ask questions or describe special circumstances)

- Please create a schedule for us to follow that works for your school and includes the students/grades you would like for us to teach.
- We will teach from the first bell to last but ask for a 30-minute lunch break during the day.
- Please allow five-ten minutes between groups to allow for student traffic flow in & out of the gym.
- Be sure to **inform PE coaches of use of the gym**, as they will need to hold PE classes in an alternate location.
- It is **not** recommended that our program follow your specials/elective schedule because we strongly encourage that classroom teachers attend with their students to receive the maximum benefits to the students' learning. Our program lengths are tailored to the content and attention span of students, so we don't fit the typical "one size fits all" specials schedule.

Program by Grade Level:

- K and 2nd grade programs: 30 minutes (2-4 classes, 40-100 students)
- 1st and 3rd grade programs: 45 minutes (2-4 classes, 40-100 students)
- 4th, 5th, and 6th grade programs: 45-60 minutes (2-4 classes, 40-100 students)

If we are only working with a few grades, we are happy to lengthen programs, upon request. We can also shorten programs to fit into scheduled blocks, though this will mean cutting some content from the program(s).