

**JEFFERSON COUNTY PUBLIC SCHOOLS  
CONTRACT FOR THE PROCUREMENT OF PROFESSIONAL SERVICES**

THIS CONTRACT FOR PROCUREMENT OF PROFESSIONAL SERVICES (hereinafter "Contract") is entered into between the JEFFERSON COUNTY BOARD OF EDUCATION (hereinafter "Board"), a political subdivision of the Commonwealth of Kentucky, with its principal place of business at 3332 Newburg Road, Louisville, Kentucky 40218 and Buck Institute for Education (hereinafter "Contractor"), with its principal place of business at 3 Hamilton Landing, Suite 220, Novato, CA 94949.

WITNESSETH:

WHEREAS, the Board desires to procure the particular services of Contractor, which are more fully defined below; and

WHEREAS, Contractor has held itself out to be competent and capable of performing the services contracted for herein;

NOW, THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth, the Board and Contractor (hereinafter "Parties") agree as follows:

ARTICLE I

Entire Agreement; Amendments

This Contract is the entire agreement between the Parties and supersedes any and all agreements, representations and negotiations, either oral or written, between the Parties before the effective date of this Contract. This Contract may not be amended or modified except in writing as provided in Article VIII. This Contract is supplemented by the Board's Procurement Regulations currently in effect (hereinafter "Regulations") that are incorporated by reference into and made a part of this Contract. In the event of a conflict between any provision of this Contract and any provisions of the Regulations, the Regulations shall prevail. PBL Works Client Agreement is attached hereto as Exhibit A and incorporated herein. In the event of a conflict between the terms of this Contract and the terms of the PBL Agreement (Exhibit A), the terms of this Contract shall prevail.

ARTICLE II

Services

Contractor agrees to perform the following services (hereinafter "Services") of a quality and in a manner that is within the highest standards of Contractor's profession or business. The Services are as follows:

Buck Institute for Education dba PBL Works and Georgia Chaffee TAPP school are contracting to work together via this agreement on professional development services designed to create knowledge and understanding of project based learning ("PBL"). Our work together includes the services specified: one day workshop in August 2025 and 20 hours of teacher online consultancy (Sept 1, 2025 - May 31, 2026).

Contractor should use or collect data for the purpose of conducting a research study, Contractor will separately submit an external research request through Data Provider's online system: <https://assessment.jefferson.kyschools.us/DRMS/>. For any project, involving data collection or research (e.g., program evaluation or monitoring activities), JCPS student or staff participation is voluntary. As a federally authorized Institutional Review Board (IRB), JCPS complies with the federal definition for research, which includes sharing of Personally Identifiable Information (PII) for the purposes of answering a question or evaluating activities for effectiveness beyond standard educational or operational procedures. Thus, all data collection and research activities must be approved by the JCPS IRB and shall not begin before approval is secured from the JCPS IRB.

### ARTICLE III Compensation

The Board shall pay Contractor the total amount stated below (hereinafter "Contract Amount"). The Contract Amount shall be paid in a lump sum upon completion of the Services, unless a schedule of progress payments is stated below. The Contract Amount shall be for total performance of this Contract and includes all fees, costs and expenses incurred by Contractor including but not limited to labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs and other costs, unless otherwise stated below. To receive payment, Contractor must submit an itemized invoice or invoices. If progress payments are authorized, each invoice must specify the actual work performed. If payment of costs or expenses is authorized, receipts must be attached to the invoice.

Contract Amount:	\$15,500
Progress Payments (if not applicable, insert N/A):	N/A
Costs/Expenses (if not applicable insert N/A):	N/A
Fund Source:	0505203-0349-005XT

### ARTICLE IV Term of Contract

Contractor shall begin performance of the Services on August 1, 2025 and shall complete the Services no later than September 30, 2026, unless this Contract is modified as provided in Article VIII.

### ARTICLE V Performance of Services by Contractor

The Services shall be performed by Contractor, and in no event shall Contractor subcontract with any other person to aid in the completion of the Services without the prior written approval of the Contract Administrator defined below.

Contractor shall appoint one person who shall be responsible for reporting to the Board on all Services performed under the terms of this Contract and who shall be available for consultation with the Contract Administrator.

Contractor is an independent contractor, not an employee. Contractor is responsible for the payment of all federal, state and local payroll taxes and providing unemployment insurance and workers compensation coverage to Contractor's employees. Contractor shall provide all equipment, materials and supplies necessary for the performance of the Services.

Contractor shall at all times during the term of this Contract comply with all applicable laws, regulations, rules and policies. Contractor shall obtain and keep in force all licenses, permits and certificates necessary for the performance of the Services.

Contractor agrees to hold harmless, indemnify, and defend the Board and its members, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation, including the Contractor himself, in connection with the performance of this Contract. Contractor also agrees to hold harmless, indemnify, and defend the Board and its members, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to Contractor in connection with the performance of this Contract. This provision survives termination of this Contract.

Unless waived in writing by the Contract Administrator, Contractor shall maintain during the term of this Contract policies of primary insurance covering the following risks and in at least the following amounts: commercial general liability, including bodily injury, property damage, personal injury, products and completed operations, and contractual, \$1,000,000; and automobile liability, \$1,000,000. Contractor shall furnish to the Contract Administrator certificates of insurance evidencing this coverage and naming the Board as an additional insured. Additionally, Contractor shall maintain workers compensation coverage with limits required by law; and professional errors and omissions coverage with minimum limits of \$1,000,000. Contractor shall furnish certificates of insurance evidencing this coverage to the Contract Administrator.

## ARTICLE VI Equal Opportunity

During the performance of this Contract, Contractor agrees that Contractor shall not discriminate against any employee, applicant or subcontractor because of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions. If the Contract Amount is paid from federal funds, this Contract is subject to Executive Order 11246 of September 24, 1965 and in such event the Equal Opportunity Clause set forth in 41 Code of Federal Regulations 60-1.4 is hereby incorporated by reference into this Contract as if set forth in full herein.

## ARTICLE VII Prohibition of Conflicts of Interest

It shall be a breach of this Contract for Contractor to commit any act which is a violation of the provisions of Article XI of the Regulations entitled "Ethics and Standards of Conduct," or to assist or participate in or knowingly benefit from any act by any employee of the Board which is a violation of such provisions.



## ARTICLE VIII Changes

The Board and Contractor may at any time, by mutual agreement set forth in a written addendum, make changes in the definition of the Services; the scope of the Services; and the Contract Amount. The Contract Administrator and Contractor may, at any time, by mutual agreement set forth in a written addendum, make changes in the time within which the Services are to be performed; the schedule of Progress Payments; and mutual Termination of the Contract.

## ARTICLE IX Termination for Convenience of the Board

The Board may terminate this Contract in whole or in part at any time by giving written notice to Contractor of such termination and specifying the effective date thereof, at least thirty (30) days before the specified effective date. The Board shall compensate Contractor for Services satisfactorily performed through the effective date of termination.

## ARTICLE X Termination for Default

The Board may, by written notice of default to Contractor, terminate the whole or any part of this Contract, if Contractor breaches any provision of this Contract, or so fails to make progress as to endanger performance of this Contract, and in either of these circumstances, does not cure the breach or failure within a period of five (5) days after receipt of notice specifying the breach or failure. In the event of termination for default, the Board may secure the required services from another contractor. If the cost to the Board exceeds the cost of obtaining the Services under this Contract, Contractor shall pay the additional cost. The rights and remedies of the Board provided in this Article shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

## ARTICLE XI Disputes

Any differences or disagreements arising between the Parties concerning the rights or liabilities under this Contract, or any modifying instrument entered into under Article VIII of this Contract, shall be resolved through the procedures set out in the Regulations.

## ARTICLE XII Contractor's Work Product

Unless waived in writing by the Contract Administrator, the Board shall retain ownership in and the rights to any reports, research data, creative works, designs, recordings, graphical representations or other works of a similar nature (hereinafter "Works") produced or delivered by Contractor under this Contract. Contractor agrees that the Works are "works for hire" and Contractor assigns all right, title and interest in the Works to the Board.

Any reports, information, data, etc. given to or prepared or assembled by Contractor under this Contract shall not be made available to any individual or organization by Contractor without the prior written approval of the Board. Provided, nothing in this Article may be used to violate the provisions of any Kentucky or Federal statute or regulation which requires reporting of information.

ARTICLE XIII  
Contract Administrator

The Board shall appoint a Contract Administrator for the purposes of daily administrative decision-making pertaining to the Contract. If Contractor and the Contract Administrator disagree on any circumstance or set of facts pertaining to the administration or execution of this Contract, the Board shall resolve the matter after notification by either the Contract Administrator or the Contractor in the manner prescribed by the Regulations. If the Board fails to give notice to Contractor of the appointment of a Contract Administrator, the Contract Administrator shall be the Board's Chief Financial Officer.

ARTICLE XIV  
Right to Audit

The Board shall have the right to inspect and audit all accounting reports, books or records which concern the performance of the Services. Inspection shall take place during normal business hours at Contractor's place of business. Contractor shall retain all records relating to the performance of this Contract for five (5) years after the end of the term of this Contract.

ARTICLE XV  
Miscellaneous

- A. All Articles shall be construed as read, and no limitation shall be placed on any Article by virtue of its descriptive heading.
- B. Any notices or reports by one Party to the other Party under this Contract shall be made in writing, to the address shown in the first paragraph of this Contract, or to such other address as may be designated in writing by one Party to the other. Notices shall be effective when received if personally delivered, or three days after mailing if mailed.
- C. If any part of this Contract is held to be void, against public policy or illegal, the balance of this Contract shall continue to be valid and binding.
- D. This Contract shall be governed and construed in accordance with the laws of the Commonwealth of Kentucky.
- E. No delay or omission by either Party in exercising any right under this Contract shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of this Contract.
- F. At all times during the term of this Contract, Contractor shall comply with the Family Educational Rights and Privacy Act of 1974. If Contractor has access to student records, Contractor shall limit its employees' access to those records to persons for whom access is essential to perform this Contract.
- G. If this Contract requires Contractor and/or any employees of Contractor access to school grounds on a regularly scheduled and continuing basis for the purpose of providing services directly to a student or students, all individuals performing such services under this Contract are required to submit per KRS 160.380 to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a letter, provided by the individual, from the Cabinet for Health and Family Services stating no administrative findings of child abuse or neglect found through a background check of child abuse and neglect records maintained by the Cabinet for Health and Family Services.

- H. Contractor shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Contractor or subcontractor for the duration of this Contract and shall reveal any final determination of a violation by the Contractor or subcontractor of the preceding KRS Chapters.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract to be effective as of August 1, 2025.

Contractor's Social Security Number or Federal Tax ID Number:

JEFFERSON COUNTY BOARD OF  
EDUCATION

By: \_\_\_\_\_

Title: Martin A. Pollio, Ed.D.  
Superintendent

BUCK INSTITUTE FOR EDUCATION  
CONTRACTOR

By: DocuSigned by:  
Julia Chih

Title: Chief Operations Officer

Cabinet Member: Robert Moore

(Initials)

Jefferson County Public Schools  
**NONCOMPETITIVE NEGOTIATION  
DETERMINATION AND FINDING**

1. An emergency exists which will cause public harm as a result of the delay in competitive procedures (Only the Superintendent shall declare an emergency.) —

State the date the emergency was declared by the superintendent: \_\_\_\_\_

2. There is a single source for the items within a reasonable geographic area —

Explain why the vendor is a single source: \_\_\_\_\_

3. The contract is for the services of a licensed professional, education specialist, technician, or an artist —

State the type of service: education consultant

4. The contract is for the purchase of perishable items purchased on a weekly or more frequent basis —

State the item(s): \_\_\_\_\_

5. The contract is for proprietary item(s) for resale: This can include the buying or selling of item(s) by students when it is part of the educational experience —

State the type(s) of item(s): \_\_\_\_\_

6. The contract is for replacement parts when the need cannot be reasonably anticipated and stockpiling is not feasible —

State the item(s): \_\_\_\_\_

7. The contract or purchase is for expenditures made on authorized trips outside the boundaries of Jefferson County Public Schools —

State the location: \_\_\_\_\_

8. The contract is for a sale of supplies at reduced prices that will afford Jefferson County Public Schools a savings (Purchase must be approved by Director of Purchasing) —

Explain the logic: \_\_\_\_\_

9. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids —

State the items: \_\_\_\_\_

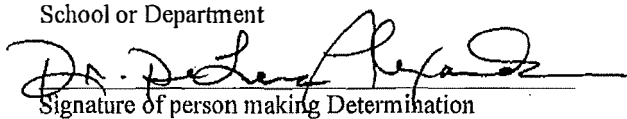
**I have determined that, pursuant to K.R.S. 45A. 380, the above item(s) should be obtained by the Noncompetitive Negotiation Methods since competition is not feasible.**

Dr. DeLena Alexander

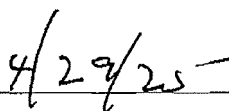
Print name of person making Determination

Georgia Chaffee TAPP

School or Department

  
Signature of person making Determination

Date



\_\_\_\_\_  
Name of Contractor (Contractor Signature Not Required)

\_\_\_\_\_  
Requisition Number

Explanation of Noncompetitive Negotiation Methods can be found under K.R.S. 45A.380 and on page 15 in the Procurement Regulations

F-471-1

Revised 05/2011



SCHOOL & DISTRICT SERVICES

## EXHIBIT A

**PBLWorks – Buck Institute for Education**  
**3 Hamilton Landing, Suite 220**  
**Novato, CA 94949**

Agreement Number: A-4900  
Agreement Date: April 23, 2025

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**ADDRESS INFORMATION**

**Bill to:**

1010 Neighborhood Place  
Louisville, Kentucky 40118

**Ship to:**

1010 Neighborhood Place  
Louisville, Kentucky 40118

**BILLING INFORMATION**

**Company:** Georgia Chaffee TAPP School

**Phone:** (502) 485-8748

**Contact Name:** DeLena Alexander

**Fax:**

**Email Address:** delena.alexander@jefferson.kyschools.us

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**1. Description of Work:**

- a. Buck Institute for Education dba PBLWorks (“PBLWorks”) and Georgia Chaffee TAPP School (the “Client”) are contracting to work together via this Agreement (the “Agreement”) on professional development services designed to create knowledge and understanding of Project Based Learning (“PBL”). Our work together includes the services specified in the Table below. This Agreement is effective as of the date of the last signature below (the “Effective Date”).

Table 1

**SCHOOL & TEACHER SERVICES**

PBLWorks Provided Services	Timeline*	Maximum Participants	Duration	Quantity	Item Cost	Total Cost
PBL Project Slice - Making Space for Change - On-Site	August 5, 2025 - August 5, 2025	35 attendees	1 day	1 workshop	\$10,200.00 workshop	\$10,200.00
Teacher Online Consultancy	September 1, 2025 - May 31, 2026	N/A	20 hours	1 consultanc y package	\$5,300.00 consultancy package	\$5,300.00
<b>TOTAL SERVICES</b>						<b>\$15,500.00</b>

*These prices are valid for services within the date ranges listed above. Prices are inclusive of facilitator fees, travel and accommodations as they apply, and administrative and other costs.*

- b. The PBLWorks Services Catalog describes the specific services that PBLWorks offers at the time of this Agreement. It is incorporated by reference and considered a part of this Agreement. It can be found at [www.pblworks.org/services-overview](http://www.pblworks.org/services-overview).

This Agreement reflects the scheduling and pricing only for the scheduled service(s) listed:

Initial Here: \_\_\_\_\_

## **2. Primary Contacts and Responsibilities.**

- The Client agrees to provide an administrative coordinator who will be the primary contact for logistics related to the services as outlined in Table 1.
- The Client will inform attendees about workshop and follow-up sessions with enough lead time to ensure optimal attendance and impact.
- Responsibilities for On-Site Services**  
For on-site services, the Client will provide meeting space, projector/screens to display the workshop slide-deck, speakers/sound system to project presentation audio/visuals, chart paper, markers, and post-it notes for each service listed.
- Responsibilities for Online Services**
  - For online services, PBLWorks agrees to supply the online conference rooms, the workshop facilitators, and Tier One technical customer support.
  - The Client agrees to provide a roster, with name and current email address for each participant, to PBLWorks a minimum of two weeks before the service commences.
  - The Client will be responsible for ensuring that participants adhere to the attached **Technical Requirements for Online Services**, which serves as a reference to describe the required technology for participants.

### **3. Participation in Services.**

- a. Participation in PBLWorks service offerings is limited to members of the Client's organization, and may not be used by anyone outside the organization without written permission from PBLWorks. Seats in any PBLWorks service are not for resale.
- b. Each service that PBLWorks provides has a maximum number of participants, instructionally designed to be the optimum attendance for quality work. If the participants exceed the maximum number for any service provided, PBLWorks reserves the right to cancel the service. If the presenter is able to accommodate additional participants, the Client may be charged the appropriate fees for additional services provided.

### **4. Intellectual Property.**

- a. PBLWorks has developed a proven and proprietary method to teach PBL using certain protocols, methods, modules, audiovisual, online materials, instructional methodology, framework, and series of PBL steps. ("Intellectual Property"). This Intellectual Property and any related proprietary methodology are embodied in various PBLWorks owned copyrighted works.
- b. To the extent that PBLWorks makes any modifications, alterations, add-ons, versions, updates, or other changes to the Intellectual Property, such modifications, alterations, add-ons, versions, updates or other changes shall constitute derivative works, which shall be considered part of the Intellectual Property defined herein.
- c. PBLWorks reserves and retains all right, title, interest, and goodwill in and to the Intellectual Property, regardless of the form or media in which it may exist. PBLWorks hereby provides a limited, royalty-free, non-exclusive right to the Client to use the Intellectual Property within its organization in connection with the services outlined in Table 1.
- d. The Client hereby agrees that it will not distribute, film, record (including through the use of transcription applications or artificial intelligence tools), circulate, copy, cause to be copied, or otherwise replicate the Intellectual Property for any use whatsoever, including for use within the Client's organization.
- e. The Client shall retain exclusive copyrights to all written material, such as project design blueprints, developed by its participants during professional services events.
- f. To the extent that Client utilizes any trademark owned by PBLWorks in connection with any promotion of any of the services listed in Table 1, PBLWorks hereby grants Client a non-exclusive, royalty-free, limited license to use any PBLWorks trademarks as described in this paragraph. Any and all goodwill associated with the use of said trademarks will inure to the benefit of PBLWorks. PBLWorks trademarks include, but are not limited to, PBLWORKS, BUCK INSTITUTE FOR EDUCATION, PBL, PROJECT BASED LEARNING and any and all corresponding designs associated therewith. The Client will not use the proprietary trademarks of PBL Institute and/or PBL World.

### **5. Terms of Payment.**

- a. The Client agrees to pay PBLWorks \$15,500.00 as outlined in Table 1.
- b. PBLWorks will submit invoices to the Client within 30 days of the conclusion of each service provided.
- c. The Client will submit payment to PBLWorks within 30 days of the issue date of each invoice.

- d. Services sold in packages will be invoiced at the end of the Timeline indicated in Table 1, or upon exhausting the package hour or session allowance, whichever comes first. Unused hours or sessions are not rolled over.
- e. If the Client requires a purchase order ("PO") for individual services, they agree to deliver it to PBLWorks at least 30 days prior to each service start date. A PO received by PBLWorks fewer than 30 days before a service start date will not be considered "timely". Any terms and conditions included in a Client's PO are specifically rejected by PBLWorks and do not become a part of this Agreement.
- f. For services outside of the United States, all international taxes, fees, and charges caused by wire transfer/ACH/check payment shall be borne by the Client. All payments made to PBLWorks shall be drawn on and paid in U.S. funds.

**6. Cancellation of services.**

- a. Cancellation requests must be made in writing and are subject to fees described in Table 2 for each canceled service in order to compensate for costs incurred by PBLWorks.
- b. If the failure of the Client to provide PBLWorks with a timely PO necessitates a cancellation of a service, a cancellation fee will apply to that service.

**7. Rescheduling of services.**

- a. Rescheduling requests must be made in writing and are subject to availability of service providers and also subject to fees described in Table 2 for each canceled service in order to compensate for costs incurred by PBLWorks.
- b. If the failure of the Client to provide PBLWorks with a timely PO necessitates a rescheduling of a service, a rescheduling fee will apply to that service.
- c. If no reschedule date is provided within 30 days of the scheduled service date, the client will be invoiced for the full cancellation fee.
- d. If PBLWorks cancels or fails to deliver a scheduled service, they will not invoice the client until the rescheduled service is delivered. If PBLWorks fails to deliver a service the client can reschedule or cancel without a fee.



## 8. Revisions to Services.

- a. A Revision to Services is when one service is canceled but replaced with one or more alternative services and must be requested in writing. Each revised service is subject to a separate rescheduling/revision fee according to the fee schedule in Table 2.
- b. Any agreed upon change to the services must be in writing and signed by both parties.
- c. The Client understands that PBLWorks prices will increase from time to time. The prices outlined in Table 1 at any given time are specific to the time period of their delivery. Renegotiated service offerings are subject to the price of that service at the time of renegotiation.

Table 2: Changes to Contracted Services		
Notification Period (# of days prior to the confirmed service delivery date)	Rescheduling/Revision Fee (per service) (USD)	Cancellation Fee (per service) (USD)
60+ days	\$0	\$0
30-59 days	\$250	\$2,500
8-29 days	\$500	\$2,500
1-7 days	\$750	\$2,500
< 24 hours (including, but not limited to, incidents of inclement weather, fire, power failure, or other similar occurrence)	\$1,000 + Full reimbursement of travel expenses will be required.	Full cost of service

## 9. Research data, use of images, and use of Client name.

- a. The Client understands that PBLWorks is a research organization and that the survey data and other observations collected from Client participants may inform research studies. The Client also agrees to provide available information on request (e.g. test scores, available and non-confidential about students) that will help to support PBLWorks's research.
- b. In the course of delivering services, PBLWorks may take pictures or videos of workshop attendees. The Client agrees that PBLWorks may use these images in marketing, promotion or other materials. PBLWorks agrees to request separate permission for use of any images or videos that include students.
- c. The Client agrees that PBLWorks may announce their participation in PBLWorks services on PBLWorks's website, in press releases and in other marketing and promotional materials, and in PBLWorks's research studies and reports.

## 10. Termination.

- a. Either party may terminate this Agreement: (i) in the event that either party becomes insolvent, files for bankruptcy or has its assets assigned to a receiver for the benefit of its creditors; or (ii) if the other party commits fraudulent or illegal conduct resulting in a material adverse effect on the terminating party.



- b. PBLWorks may terminate this Agreement if the client breaches Section 4 herein.
- c. This Agreement shall be binding on the successors, heirs, and assigns of either party.

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#### **PURCHASE ORDER INFORMATION**

Is a Purchase Order (PO) required for the purchase or payment of the services on this Agreement?

Please select (Customer to Complete)

No

Yes

If yes, and you have this information, please enter it below:

PO Number:

PO Amount:

All POs under this Agreement must include the reference number A-4900.

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## HOST SITE REQUIREMENTS FOR IN PERSON SERVICES

UPDATED 03.18.2023

### MATERIALS

In order to support the workshop experience and promote participant success, the host site/school is expected to provide the following IN EACH workshop session/room:

#### ALL SERVICES:

- Presenter/media table at front of the room.
- LCD Projector and large screen or multiple screens.
- Microphone set-up for presenter/External computer speakers.
- Power strips for laptop charging.
- Tables with seating for 4-6 participants at each table.
- Blank Paper (50 sheets).
- Chart paper - 2 pads of 50 sheets each (Sticky Post It Note type is best).
- 40-50 Bold markers (to write on posters).
- Post-it notes (about 10 packs - 100 each, 3X3).
- Access to perimeter wall display space.
- Blank name tag stickers, one per participant

#### ADDITIONAL ITEMS REQUIRED FOR SELECT SERVICES:

##### PBL 101:

- Print copies (one of each per participant) of the three documents in [this folder](#).

##### SUSTAINABLE FUTURE PROJECT SLICE:

- Print copies (one per participant) of the [Go Fish Catch Tracker](#)
- Index cards (36)
- Jelly beans (1 3.5 oz bag per group of 4)
- Skittles or M&Ms (1 3.14 oz bag per group of 4)
- Small Paper Bowls (Cereal Style) - (1 per group of 4)
- Chopsticks (1 pair per participant)

##### ART OF PERSUASION PROJECT SLICE:

- Sharpened Pencils with erasers (for drafting)
- (Optional) Art supplies such as colored pencils, additional markers, construction paper, magazines, glue sticks, scissors.

##### MAKING SPACE FOR CHANGE PROJECT SLICE:

- Large Chart paper pad with grid lines (20 sheets per room)
- Tape measure (2-3) and/or rulers/meter sticks
- Graph paper (8.5" X 11"; 100 sheets)
- Optional: Clipboards (1 per group)

##### COMMUNITY VOICE PROJECT SLICE:

- Optional: Clipboards (1 per group of 4)

PBL COACHING WORKSHOP:

- Index Cards (Pack of 100)

\_\_\_\_\_Acknowledged

## HEALTH AND SAFETY

We have created a set of safety guidelines that reflect our unwavering commitment to the wellbeing, health and safety of our staff and partners. Although no longer required, we **STRONGLY ADVISE** that our staff and partners maintain the following Health and Safety measures:

- Provide hand sanitizer or other cleaning and disinfection options for all participants and the facilitator.
- Maintain clean, disinfected surfaces in the meeting room where professional development is delivered.
- Make available Personal Protective Equipment (PPE) for participants.
- Meeting rooms are well ventilated to the degree possible at the site.
- Use of masks by participants IF the service venue county is at the CDC Community Level designation “High” at the time of the service.
- PBLWorks reserves the right to REQUIRE some or all of the above measures in the event of changes to federal, state or local health policy guidance..

\_\_\_\_\_Acknowledged

## Technical Requirements for All Services

Review and share the following tech requirements with participants ahead of the session. Note that **each participant** will need their own device.

- **Computer for Each Participant:** Desktop; laptop, Chromebook, or Surface PRO 4 or newer are ideal. (An iOS or Android tablet will not be sufficient as a primary device.)
  - Speakers (either external or internal) or headphones/earbuds
  - Webcam (either external or internal)
- **Internet Connection**
  - An internet connection – broadband wired or wireless
  - Speed of 3Mbps/3Mbps upload/download (Not sure? [Check here.](#))
- **Operating System**
  - Mac OS 10.10 or newer, Windows 10 or newer, and Chrome OS
- **Web Browser**
  - Chrome, Firefox, Safari, and Microsoft Edge are recommended.
- **Software**
  - Google Docs via a Google-enabled account (Not using Google Docs at your school district? Contact [services@pblworks.org](mailto:services@pblworks.org) for support.)
- **Optional: Printer.** Helpful to print some items during the workshop.

## Additional Requirements for Online Workshops

- ☐ Each participant needs the **Zoom Video Conferencing program** ([Download for free](#))
- ☐ Please join the online workshop from your own space (such as your classroom or home). Participants should NOT all be in the same room while the National Faculty facilitator joins/facilitates from Zoom. It's important for every individual to be visible on Zoom; to interact with their own Nearpod; and to be able to join different breakout groups (Learning Circle, Project Team, Random Pairs or Trios, Feedback Teams) throughout the workshop.

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