



AGREEMENT TO PROVIDE SERVICES

Agreement between: **Pacific Northwest Publishing, Inc.**
dba: Safe & Civil Schools ("Company")
21 W. 6th Av. (541) 345-1442
Eugene, OR 97401 FAX (541) 345-6431
Tax I.D. Number: 51-0532241
Contact person: **Kimberly Irving, Professional Services Coordinator**

Contracting District: **Campbell County School District ("District")**
1000 W. Eighth St.
PO Box 3033
Gillette, WY 82717-3033
Contact person: **Darcy Gillaspay, Professional Development**

Job #: 4050
Presenter: **Dr. Tricia Berg**
Title of Session: CHAMPS/DSC Overview
Dates: August 18, 2023

TOTAL FEES: \$6,000.00 plus travel expenses

The Company and the District, for the consideration set forth below, agree as follows:

1. The District agrees to pay the Company \$6,000.00 in fees for the presentation listed above. In addition, the District agrees to pay incurred travel expenses. An invoice with receipts will be provided at the conclusion of the presentation. If any events fail to occur within the contracted timeline, District agrees to pay in full the fees associated with this fully executed contract.
2. There are no cancellations of services. Upon request event(s) that are unable to be attended by staff may still occur, either with or without an audience and a recording of the service(s) will be made available to the Agency for a period not to exceed 30 days from the time of scheduling.
3. Videotaping of sessions is not allowed without prior written permission.
4. It is the responsibility of the District to reproduce handouts.

5. Materials are offered at a discount from **Ancora Publishing**, in conjunction with consultation only. Please phone our office for details.

On-site Services Travel Policy:

- If weekly COVID-19 case rates in your county are greater than 200/100,000 the training will be conducted virtually. There is no cancellation for elevated COVID-19 infection rates.
- Should the District decide to book the day in anticipation of it being on-site and the number is and/or rises back up to the 200+ category, the fee remains at the quoted flat rate and the contracted services will immediately be shifted to a virtual delivery model. The event will be conducted on the scheduled date listed on the fully executed contract/RFP/PO.
- Safe & Civil Schools reserves the right to return to a more restricted limit for in-person training if a new, more dangerous variant emerges or other highly communicable virus.

For all virtual training sessions with Safe & Civil Schools, the District agrees to:

- Test the link at least two weeks before the day(s) of training.
- Ensure that participants have downloaded Zoom and updated to the most recent version (updates occur every few days to few weeks).
- Ensure that participants know how to access their session(s).
- Mandate or strongly encourage participants to access the sessions from a computer. Mobile devices (phones, tablets, etc.) are discouraged.
- Participants should be in their own classroom or individual setting at the time of the professional development. Participation is greater if participants have access to their own device.
- Provide directions, District standards of etiquette and participation expectation to all that will attend.
- Provide your trainer(s) with information on the vision for this initiative and anticipated outcomes associated with the session(s).
- Give participants the District vision for this initiative and ensure that campus-based administrators echo the message before and during presentations.
- In most cases, a book is required and needed during the session(s). Ensure that all participants receive the accompanying book.

On the day of each session:

- Ask participants to plan to arrive 5-10 minutes ahead of the scheduled start time to allow for any necessary troubleshooting.
- District will open the session by reminding participants of your entity's expectations on participation and standards of engagement while taking part in the session(s).
- Prompt the attendees to have their book on-hand and use it throughout the session(s).

By signing you attest you have read and agree with all terms as written.

Authorized District Signature

Date

Authorized Safe & Civil Schools Signature

Date