



247 West 35<sup>th</sup> Street  
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**TAX ID # 06-1576405**

www.eleducation.org

August 8, 2016

Proposal to: Idaho Falls School District 91

EL Education is pleased to provide the following proposal for implementation of professional development services for Idaho Falls School District 91, located at 690 John Adams Parkway, Idaho Falls, ID 83401 at a cost of **\$2,500**.

Session Title	Session Description
Coaching Day	Coaching cycles are dual purpose -- they support quality teacher implementation and provide training in the leadership practices (coaching, using learning walks for progress monitoring and goal setting) that build capacity for school and district staff to deepen the work internally.

Please see Exhibit A, Proposal Pricing Details, for a detailed breakdown of anticipated pricing and services.

Prices are inclusive of EL Education staff travel and prep time. Idaho Falls School District 91 will be responsible for providing appropriate meeting space. EL Education does not provide meals or supplies to workshop participants. EL Education will provide printed handouts as needed to support the workshop(s).

Dates of service will be established between EL staff and the Idaho Falls School District 91.

**Payment Schedule**

EL Education requires a purchase order (P/O) or payment in full by using a payment plan as selected below.

EL Education will invoice Idaho Falls School District 91 according to the payment plan. If Idaho Falls School District 91 is making payment using a purchase order (P/O), payment in full must be received within 30 days of the service. Idaho Falls School District 91 agrees to pay to EL Education the amount indicated in each invoice by the due date reflected on that invoice. If Idaho Falls School District 91 fails to pay any invoice payments, late charges equal to 1.5% of billable invoice amount per month shall also be payable by Idaho Falls School District 91 to EL Education. In addition, Idaho Falls School District 91 failure to fully pay any fees within thirty (30) days after the applicable due date will be deemed a material breach of this Agreement and EL Education may, in addition to any other remedy it may have,

suspend its performance of the Services and/or terminate this Agreement. Any suspension or termination does not relieve Idaho Falls School District 91 of obligations to past pay due fees or late charges.

**Please Select the Appropriate Payment Plan:**

**PURCHASE ORDER OPTION:** Idaho Falls School District 91 will make full payment using a purchase order (P/O). **EL Education encourages the use of Purchase Orders when possible. For schools/districts that can issue an official Purchase Order, the Purchase Order should be issued within 30 days of executing this agreement.** The (P/O) will be paid in full by the Idaho Falls School District 91 on or before **August 13, 2016**. EL Education will invoice Idaho Falls School District 91 up to 30 days prior to **August 15, 2016**.

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**PAYMENT PLAN OPTION 1:**  
One payment of full amount is due on:

**PAYMENT PLAN OPTION 2:**  
An initial payment of: \_\_\_\_\_ is due on:  
A final payment of: \_\_\_\_\_ is due on:

**PAYMENT PLAN OPTION 3:**  
An initial payment of: \_\_\_\_\_ is due on:  
A second payment of: \_\_\_\_\_ is due on:  
An final payment of: \_\_\_\_\_ is due on:

**All payments should be sent to:**

Annmarie Mahler  
Controller, EL Education  
247 West 35th Street, 8th Floor  
New York, NY 10001  
Phone: 212-239-4455 Fax: 212-239-8287

**Attachment(s):**

1. Exhibit A – Proposal Pricing Details
2. Exhibit B – Best Practices for Successful Institutes

**Key Contacts**

To be completed by Idaho Falls School District 91:

**Contract/Billing Contact**

Name	Billing Address	Email	Phone

**Professional Development Liaison**

Name	PD Liaison Address	Email	Phone
Jennifer Jackson	690 John Adams Parkway Idaho Falls, ID 83401	<a href="mailto:JackJenn@d91.k12.id.us">JackJenn@d91.k12.id.us</a>	208-525-7500 x50696

**Reservation of Intellectual Property**

All materials developed or provided by EL Education or its agents pursuant to this Agreement, and any know-how, methodologies, equipment, or processes used by EL Education to provide the Services to Idaho Falls School District 91 including, without limitation, all copyrights, trademarks, trade secrets, and other proprietary rights are and will remain the sole and exclusive property of EL Education.

Unauthorized copying, reverse engineering, and creating unauthorized derivative works based on such material is expressly forbidden except as outlined in this Agreement.

**Agreement**

EL Education and Idaho Falls School District 91 agree to the above scope of services. This scope of services may only be changed in writing and must be signed by both parties.

By signing this agreement, you attest that you are authorized to sign on behalf of Idaho Falls School District 91.



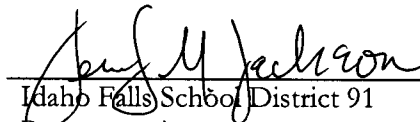
EL Representative

Chief Operating Officer

Title

August 8, 2016

Date

  
Idaho Falls School District 91  
Representative

Director of Curriculum & PD  
Title

August 8, 16  
Date

Please return a signed copy of the entire agreement and the purchase order to [pscontracts@eleducation.org](mailto:pscontracts@eleducation.org) or via fax at 413-461-3505.

**Exhibit A**

**Proposal Schedule and Pricing Details**

<b>Dates</b>	<b>Session Title</b>	<b>Max # of Participants</b>	<b>Rate</b>
08/15/16	Coaching Day	Up to 15	\$2,500
Total			<b>\$2,500</b>

Multiple service dates are to be arranged with the EL Education staff assigned to provide the service.

*Note: Should inclement weather impact service delivery, EL Education will make good faith efforts to reschedule with Idaho Falls School District 91. In the event that EL Education and Idaho Falls School District 91 are unable to reschedule service dates, Idaho Falls School District 91 will be billed 50% of rate.*

**Exhibit B**  
**Best Practices for Successful Institutes**

To ensure a successful institute, we want to inform you on our preparation process and provide you and your onsite team with guidelines to facilitate a seamless and efficient environment for professional development. These best practices can be used as a checklist for the onsite contact or team in advance of your institute(s). One of our staff will refer to this list in preparatory conversations leading up to your institute(s) to confirm readiness.

<p><b>Materials Shipping and Storage</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Materials will arrive 2-4 business days in advance of your institute. Please provide EL Education with shipping details as well as the name of the recipient receiving the materials.</li><li><input type="checkbox"/> Onsite contact should confirm receipt of materials with EL Education.</li><li><input type="checkbox"/> Materials should be stored in a secure location.</li><li><input type="checkbox"/> After the event, we may need to ship materials to another location. Provide details for placement/storage of materials for shipping via FedEx/UPS. Typically we request a pick up within two days of the session.</li></ul>
<p><b>Room Selection and Setup</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Room(s) is/are ideally located in a low traffic area (i.e. away from busy halls, not used as a thoroughfare). The room(s) should be quiet with minimal ambient noise, such as that from appliances or HVAC systems. Ideally, restrooms are convenient to the PD room(s).</li><li><input type="checkbox"/> The room(s) where the institute will be delivered should be set up by 7:00am the day of the institute(s). Any shipped materials should be in the room, along with all tables and chairs.</li><li><input type="checkbox"/> When there are two (2) or more rooms/spaces in use, we recommend having a centrally located registration table for check-in.</li><li><input type="checkbox"/> Our PD sessions encourage group discussion and activities. Round tables, when possible, should be arranged to seat 4-8 people. This helps facilitate discussion.</li></ul>
<p><b>A/V Arrangements</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> An LCD projector, power strip, and computer speakers should be available, setup, and tested prior to the facilitator(s) arriving for your institute. Please allow at least 1-2 days for this setup.</li><li><input type="checkbox"/> If Wi-Fi is available, please provide a password to the facilitator. A web connection, not necessary for institute delivery, is preferred in case of participant requests for additional resources or to show supplementary materials or videos.</li><li><input type="checkbox"/> Please provide an onsite contact to the facilitator(s) in case of troubleshooting needs.</li></ul>
<p><b>Other Considerations</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> What are recommended local lunch destinations and/or caterers?</li><li><input type="checkbox"/> Should directional signs be provided to help participants locate the institute at your location?</li><li><input type="checkbox"/> Is the facility ready for a group to utilize? In the summer months, consider building and maintenance staffing needs.</li></ul>
<p><b>Special Considerations for Large Sessions</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Setup will vary by location and group size.</li><li><input type="checkbox"/> Consider proximity of the rooms/spaces being used for your institute(s), as well as whether a registration table is necessary.</li></ul>