Bureau of Education & Research
915 118th Avenue SE • PO Box 96068 • Bellevue, WA 98009-9668
Phone (425) 453-2121 • FAX (425) 451-4108 • www.ber.org

May 27, 2015

Sonal Patel
San Leandro Unified School District
835 East 14th Street, Suite 200
San Leandro, CA 94577

Dear Sonal,

Included with this letter is the contract created for the On-Site Training date we have recently arranged for you. Please look over the information and contact me if you have any additional questions. If not, please sign the contract and email or fax the signed copy to my attention at BER. **The 15% deposit can be in the form of a check or a purchase order.** The deposit needs to be mailed to my attention at BER before the training date. If the deposit is in the form of a check, it can be made payable to Bureau of Education & Research.

Anne Beninghof will hold the days of May 16-18, 2016 until Friday, June 12th. Please sign and email/fax the contract to my attention the week of June 8-12.

Please contact me at 1-800-736-2136 ext. 251 at any time if you have any questions.

Thank you,

Lyle Conner
BER On-Site Training Manager

AGREEMENT FOR SERVICES

AGREEMENT made this 27th day of May 2015 by and between **San Leandro Unified School District** , an educational institution, and **BUREAU OF EDUCATION & RESEARCH**, a Washington corporation located at 915 118th Avenue SE, Post Office Box 96068, Bellevue, Washington 98009 (hereinafter referred to as "BUREAU").

SERVICES TO BE PERFORMED

1. *Anne Beninghof,* consultant, will present *Train-the-Trainer: Co Teaching That Works!* for a maximum of 5 instructional hours on Monday, May 16, 2016, Tuesday, May 17, 2016 & Wednesday, May 18, 2016 for 30 educators from the educational institution identified above for a fee of $15,252.

2. A 15% non-refundable payment in the amount of $2,288 is required upon the signing of the contract. The final payment is due within 30 days of the date of service.

3. You may increase the number of educators in attendance for training. For each person above the number in paragraph (1), the fee will be increased by $20 per person and we will deliver the additional handbooks if the number is adjusted at least 20 days prior to the date of training. If you notify us with fewer than 20 days, the fee will still be increased by $20 per person, but we will be unable to guarantee that the additional handbooks can be provided.

4. The agreed upon fee will increase if the consultant's travel expenses increase by more than $100 from the time the contract is signed. You will be notified of any increases and will be able to withdraw from the agreement if the increased travel expenses are not acceptable. All other costs are fixed and will not change.

5. The BUREAU will provide the consultant's compensation, all travel expenses (including airfare, hotel, per diem for meals, and ground transportation), and resource handbooks for all participants.

6. If the educational institution chooses to schedule any follow-up training(s) with the above named consultant in the next 48 months, it agrees to contract such training through the BUREAU.

7. **The educational institution will provide audio-visual equipment including a lapel microphone; 10' Screen; LCD Projector; power strip and extension cord; sound system; the meeting facility; an on-site coordinator; and lunch and refreshments (i.e. water) for the consultant.**

RESCHEDULING POLICY

If the educational institution reschedules the course at any time after airfare is purchased, any change fees associated with the travel will be added to the contract fee.

CANCELLATION POLICY

If the educational institution cancels the course from the date of this contract to 30 days before the course date, an amount of 15% of the contract fee will be paid by the educational institution.

If the educational institution cancels the course from 29 days to 48 hours before the course date, an amount of 25% of the contract fee will be paid by the educational institution.

If the educational institution cancels the course with less than 48 hours prior to the expected start time of the course, the total contract fee will be paid by the educational institution.

AUTHORIZED REPRESENTATIVE
OF EDUCATIONAL INSTITUTION

By: (name)_____

(title)_____

(institution)_____

Date:_____

BUREAU OF EDUCATION & RESEARCH,
a Washington corporation

By:_____
Richard W. Herzberg, Ph D
Executive Director

Date:_____

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May 27, 2015
Contract #: OST2462

Bill To:
Sonal Patel
San Leandro Unified School District
835 East 14th Street, Suite 200
San Leandro, CA 94577

On-Site Seminar Description	**Number of Participants**	**Contract Amount**
Train-the-Trainer: Co Teaching That Works! by Anne Beninghof- **Monday, May 16, 2016-Wednesday, May 18, 2016**	30	$15,252

Non-Refundable deposit
(15% of the total contract) **$2,288**

Please return your deposit check to:

On-Site Training Department
Bureau of Education & Research, Inc
PO Box 96068
Bellevue, WA 98009-9668

Remittance Copy