350 Churchmans Road, Suite B
New Castle, Delaware 19720
888.732.7462 TOLL FREE
302.368.2515 PHONE
302.368.2516 FAX

Memorandum of Agreement
Between
Pyramid Educational Consultants, Inc.
And
San Leandro Unified School District

DATE	SERVICE	PRESENTER	PRESENTER FEES	ESTIMATED TRAVEL EXPENSE	ESTIMATED LODGING EXPENSE	ESTIMATED MEAL EXPENSE
October 6th, 2016	PECS Level 1 Training	Jesseca Collins, M.Ed., BCBA	$2,450.00	$800.00	$165.00	$40.00
October 7th, 2016			$2,450.00	N/A	$165.00	$40.00

WORKSHOP	REQUIRED PRODUCTS	PRICE PER UNIT
PECS Level 1 Training	Pre-Bound Handout Packets	$6.75* per participant
	2nd Edition PECS Training Manual	$69.00* per participant
*15 % Shipping/Handling Fee:	*A 15% shipping/handling fee will be added to the total amount of required materials ordered for your workshop.	

ASHA CEUs	If you elect to obtain American Speech-Language-Hearing Association Continuing Education Units (ASHA CEUs) for your organization's members, the following fee will be assessed.	$325.00 per year

Please check the box if your district and or organization will require ASHA CEUs ☐

ASHA CEUs and course credit
The client is required to submit and pay for any credits offered to the participants. Pyramid Educational Consultants, Inc. does not automatically register client-hosted workshops for ASHA Credits, teacher credits, or any other organizational credits. We do offer an option to register the course with ASHA to allow participants to receive credit, however the client must contact the Pyramid ASHA Administrator, Nina Truehart, 45 days prior to the service start date in order to be eligible for submission. ASHA CEUs may not be acquired after the workshop start date. The ASHA CEU fee will only be charged once per calendar year for each client, regardless of the amount of trainings the client holds. **Please confirm ASHA CEUs by checking the above box on this document and we will send the necessary ASHA CEU documentation.**

Estimated travel, lodging, and meal costs
The client is responsible for the actual travel costs. If travel, lodging, and meal costs are concerns of the client, then it is the client's responsibility to ascertain, to the best of their ability, what those costs will actually be. Any travel, lodging, or meal costs provided are estimates, provided as a courtesy to our clients. The actual cost of these items may vary substantially from our estimates. The client will be billed for our actual costs.

Travel
In the past, Pyramid has tried to accommodate the travel policies that many of our clients had in place. However, this is no longer the case; experience has taught us that many of our clients' travel policies do not reflect the realities of the kinds of travel that we do. Our consultants travel a lot. They are usually on a tight schedule, leaving one client and traveling to another. Dealing with traffic jams, delayed trains, and cancelled flights is a part of their everyday life. In order to keep all their commitments, it is crucial that they handle all of their own travel, lodging, and meal arrangements.

Therefore, our consultants will choose, book, confirm, and pay for all of their own travel, lodging, and meals. Travel includes, but may not be limited to, airfares, train fares, rental cars, cabs, airport shuttle buses, and parking fees. Lodging shall be in a standard, business-class hotel, the price of which varies by location. Examples include, but may not be limited to, Hampton Inn, Courtyard by Marriott, Residence Inn, and Embassy Suites. Meals shall not exceed $40, including tips, per contact day or any part thereof.

Exchange of Contracts
We are often asked to exchange contracts with a client. They sign ours; we sign theirs. Sometimes the contracts have conflicting provisions that are easily resolved. However, sometimes the provisions in conflict involve our Cancellations or Travel clause. We will not modify or waive either clause.

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Payment
We will bill you for all services and any associated materials and expenses after services are rendered. Payment, in full, is due 30 days after the receipt of this bill. Interest will accrue at the rate of 1% per month on balances that remain outstanding after 30 days. All funds are to be paid in U.S. Dollars.

Prepayment Option
We offer a 5% discount for prepaying consulting/training fees and our estimated expenses (materials may be added as well, if desired). If you fill out the "Prepayment Invoice" section of this contract, we will send you an invoice for the fees and estimated expenses immediately after you return this document. You may prepay for your entire workshop and gain this 5% discount based on the generated invoice. After services are rendered, we will refund any overpayment (or bill you for the balance of any underpayment) that differs from the estimated expenses.

Prepayments must be made in full; no discount will be given for any partial prepayments. In either case we will provide you with copies of the documents that support our actual expenses. In no case will we provide any additional invoices, credit memos, or other documentation unless it is to correct an error. Prepayments must be received at Pyramid Educational Consultants, 350 Churchmans Road, Suite B, New Castle, DE 19720 (not just mailed, sent, postmarked, etc.) three business days before services commence.

Cancellations
If the client cancels, for any reason, the client is liable for the entire service fee (presenter fees) and any costs incurred (such as airline tickets) as of the date of cancellation. If Pyramid is able to re-book the date(s) with another client and re-use airline tickets, hotel reservations, etc. the canceling client will be liable only for any difference in service fees and any costs that could not be transferred to the new client.

Group Size
The maximum size for the PECS Level 1 Training is ***40*** people. You may not exceed this number without explicit permission to do so.

Presenters/Consultants
In some cases it may be necessary to switch presenters or consultants, due to illness, transportation delays, or cancellations. If this is the case, you will be notified as soon as possible. You will not be charged the difference if a more costly presenter/consultant is substituted. You will be credited the difference if a less costly presenter/consultant is substituted.

Contact Time
The PECS Level 1 Training requires a total of 13 hours of contact time; this does not include lunch or breaks. The workshop may not be scheduled to start earlier than 7:00 am or end later than 4:00 pm local time. Participants not receiving the entire 13 hours of contact time shall not receive a Certificate of Completion.

Facilitator
The Client is responsible for assuring that a facilitator is present for the duration of the workshop. The facilitator must ensure that all audiovisual equipment is set up properly and ready to use, facilitating the sign in and registration process.

Room Set Up
We require classroom style seating for all participants, which include table/desk area for writing and ample space for presenters to observe and make recommendations to all participants. Two chairs and two flat work tables approximately 6 feet long, 3 feet wide, and 2.5 feet high are needed in the front of the room for presenter materials. Additional audio-visual equipment is required which is specified below.

Audio Visual Equipment
Historically audiovisual equipment has been a key cause of presentation delays, which can result in participants not receiving the complete course and/or credit for the course. The equipment below is absolutely necessary and must be available and set up for the presenters by 7:15 A.M. each morning. It is highly suggested to have technical support available throughout the day in case of technical difficulties, which can subsequently delay a portion of the training. We have included a form in your contract package, which outlines the necessary audiovisual equipment and helpful notes. Please feel free to contact our office if you have any questions regarding the equipment below. Unless otherwise agreed and noted, the client provides, at their expense:

- LCD projector with cables that connect to our computers
- Large Overhead screen which can easily be seen by the entire audience
- Cordless lapel microphones, one for each presenter, that can be used simultaneously
- Mixer and Sound system (amplifier and speakers) capable of interfacing with all of the above

Evaluations
We ask all clients/workshop attendees to complete an evaluation form for our services. In addition to, but not as a substitute for this, clients may ask that their own evaluation form be completed.

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Participant Certificates
Pyramid will provide preprinted certificates of attendance 14 calendar days prior to the scheduled workshop start date. The client is responsible for distributing a certificate to each participant. Please note that participants who have missed more than a small amount of the workshop or who leave early are not entitled to receive a certificate. It is the client's responsibility to ensure compliance with this requirement.

Training Manuals and Course Materials*
PECS Training Manuals and Pre-Bound Handout Packets are a ***required*** component ***for each participant*** of our PECS Level 1 Training. The cost of this ***is not*** included in our service fee. Our PECS Manuals sell for $69.00 per manual, plus a 15% shipping/handling charge. The Pre-Bound Handout Packets sell for $6.75 each, plus a 15% shipping/handling charge. The client makes them available to workshop attendees. The client is responsible for distribution of the manuals and handout packets and may charge whatever, if anything, it wishes. If the client has leftover, sealed manuals and/or pre-bound handout packets in good condition, they may be returned (clients pays shipping) for a full refund provided that we receive them undamaged, within 30 days of the workshop date.

We need to know the number of manuals and handout packets to be shipped for our presentation at least **three weeks** in advance of the service start date. Our presenters do not bring manuals or handout packets with them to workshops. We realize that some attendees will already have a PECS manual. We also realize that many people register for workshop at the "last minute." This can make it difficult for our clients to accurately estimate the number of manuals and handout packets needed. Many clients tend to under order manuals and handout packets, hoping to avoid the costs involved in returning unused materials. However, this is almost always false economy. It is much less expensive to over order and return materials at "normal" shipping rates than it is to have a few materials shipped at next-day or two-day air rates in an effort to precisely match the number of manuals with the number of attendees. Please think about this carefully before placing your order.

Pyramid will also provide the client with course materials AKA "goody bags". We will ship the same number of "goody bags" as PECS Training Manuals. Please ensure these materials are distributed to participants at the start of the workshop.

Open Workshops
The client may decide whether the scheduled workshop will be open to the public. The client may decide what is charged for each participant registration and is solely required to create all marketing materials and advertise the scheduled training. We will provide the necessary training/workshop content to be included in the client's brochure. Pyramid requires a copy of the client brochure prior to distribution. Clients may request the scheduled workshop to be added to the Pyramid website for visitors to view. There is no additional charge for this. Please see the website submission form in your contract package.

Out of country documents
Any document(s), other than a U.S. passport, and any fees required to enter and/or provide services in the client's country are the responsibility of the client. The client must provide us with all information regarding such requirements by the due date for the completion and return of this contract.

Pyramid Educational Consultants, Inc. Statement
Pyramid Educational Consultants, Inc. seminars may not be recorded or transcribed in whole or part under any circumstances. Signing this contract constitutes your agreement that the presentation will not be recorded or transcribed.

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

[signature] 8.10.16

CLIENT SIGNATURE DATE

Victoria Forrester

CLIENT NAME

Nina Truehart, DIRECTOR OF OPERATIONS DATE
PYRAMID EDUCATIONAL CONSULTANTS, INC.

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Supplementary Details Form

PLEASE RETURN ALONG WITH SERVICE CONTRACT

CONTACT TIME

The PECS Level 1 Training requires a total of 13 hours of contact time; this does not include lunch or breaks. The workshop may not be scheduled to start earlier than 7:00 A.M. or end later than 4:00 P.M. local time. The full 13 contact hours are required for participants to receive a certificate of attendance. Some participants may wish to proceed with the PECS Certification Process, which the certificate of attendance is a required component. Pyramid does not offer partial credited certificates to attendees who have not completed the full 13-hour training. We ask that clients make every effort to ensure the training is scheduled for the full 13 contact hours for the best interest of the participants.

WORKSHOP DATE	WORKSHOP TITLE	ESTIMATED ATTENDANCE	WORKSHOP START TIME	WORKSHOP END TIME
October 6th, 2016	PECS Level 1 Training		8:00am	4:00pm
October 7th, 2016	PECS Level 1 Training		8:00am	4:00pm

Please mark the estimated attendance amount in these two cells.

WEBSITE LISTING

The client may decide whether the scheduled workshop will be open to the public. Clients may request the scheduled workshop to be added to the Pyramid website for visitors to view. There is no additional charge for this. The workshop date will be listed along with the contact information you list below. The client will remain responsible for the registration procedures. Participants may not register through Pyramid for any client-hosted workshop. To access the Pyramid website, visit www.pecs.com

WORKSHOP DATE/TITLE:	
CONTACT PERSON:	
CONTACT PERSON TELEPHONE:	
CONTACT PERSON EMAIL:	

If you would like for us to post your workshop on our website for the public to register with you, please fill out the table above!

PREPAYMENT OPTION & TAX EXEMPTION

If the client wishes to prepay for this entire workshop and would like for Pyramid to send a "Prepayment Invoice," please fill out the table below, and we will generate and fax/email the invoice to you upon receipt of this signed contract. The prepayment will be based on consulting/training fees and our estimated expenses (materials may be added as well, if desired). After services are rendered, we will refund any overpayment (or bill you for the balance of any underpayment) that differs from the estimated expenses.

Prepayments must be made in full; no discount will be given for any partial prepayments. In either case we will provide you with copies of the documents that support our actual expenses. In no case will we provide any additional invoices, credit memos, or other documentation unless it is to correct an error. Prepayments must be received at Pyramid Educational Consultants, 350 Churchmans Road, Suite B, New Castle, DE 19720 (not just mailed, sent, postmarked, etc.) three business days before services commence.

PLEASE SEND ME A PREPAYMENT INVOICE:	☐ YES ☐ NO (If yes, please continue with this table)
PLEASE INCLUDE MATERIALS IN INVOICE:	☐ YES ☐ NO (If yes, please respond to the following question)
ESTIMATED NUMBER OF ATTENDEES:	
PLEASE SEND THIS INVOICE VIA:	☐ FAX ☐ EMAIL ☐ OTHER (please note)
PLEASE CHECK BOX IF TAX EXEMPT:	☐ YES* ☐ NO
	*If yes, please include tax exempt certificate for processing

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Audio / Visual Checklist

This checklist is for your records to minimize any potential audiovisual technical difficulties

Historically audiovisual equipment has been a key cause of presentation delays, which can result in participants not receiving the complete course and/or credit for the course. The equipment below is absolutely necessary and must be available and set up for the presenters by 7:15 A.M. each morning. It is highly suggested to have technical support available throughout the day in case of technical difficulties, which can subsequently delay a portion of the training.

☑	EQUIPMENT NEEDED	FAQs
	LCD and all cables to connect with presenters computer	**Q: What if we do not have access to an LCD projector?** A: We suggest you contact your local AV company, which will generally have LCDs and other available equipment for rent. Pyramid also owns one LCD projector, which may be rented for a small fee. Please contact our office at least two weeks prior to the service start date to inquire about the availability of renting our LCD. Our equipment is on a first come-first serve basis, therefore please contact us as early as possible to increase chances of availability. **Q: Can we use an overhead projector?** A: Unfortunately our presentations are on PowerPoint slides and are unable to be used with overhead projectors. **Q: What type of computer will the presenter have?** A: Our presenters carry IBM Compatible laptops. Laptops are not compatible with Macintosh.
	Large Overhead Screen	**Q: How large should the screen be?** A: The screen should be large enough and positioned in a location, which can be seen by the entire audience. We always suggest a minimum size of 27 inches.
	Cordless lapel microphone for each presenter which can be used simultaneously **Extra batteries for microphones are suggested to have on site**	**Q: Will a podium microphone be sufficient?** A: Through the presentation, it is essential that presenters have the flexibility of moving throughout the room while presenting, therefore a podium microphone would not be appropriate. **Q: Will a corded or cordless handheld microphone be sufficient?** A: The presenters will need their hands free through the presentation to allow for exhibiting and demonstrating many portions of the training, therefore a handheld microphone would not be appropriate. **Q: We have a small group and/or a small room, is a microphone necessary?** A: Our presenters are often presenting for several consecutive days, which can be strenuous on their voice. We ask that microphones be available regardless of group or room size.
	Mixer and sound system to link and project all equipment above	**Q: What equipment will be linked to the mixer?** A: The LCD and microphones should be linked into the mixer to allow simultaneous use. **Q: If we have a small group is the sound system necessary?** A: Our presenters are often presenting for several consecutive days, which makes it extremely difficult to project his or her voice across the room over a period of days. The sound system is also used for the audio from the LCD, therefore the sound system is always necessary.

_____ **CLIENT INITIALS**

CLIENT INFORMATION WORKSHEET

Please be sure to change any incorrect information and to add information where the cells are blank.

CODE:	20161006
CONFERENCE TYPE:	PECS Level 1 Training
CONFERENCE DATES:	October 6th & 7th, 2016
PRESENTER:	Jesseca Collins
REGISTRATION TIME:	
WORKSHOP START TIME:	**8 AM**
WORKSHOP LUNCH TIME:	
WILL LUNCH BE PROVIDED FOR PRESENTERS?	
WORKSHOP END TIME:	**4 PM**
NUMBER ATTENDING:	
CLIENT NAME:	San Leandro USD
ADDRESS:	835 East 14th Street
CITY/STATE/ZIP:	San Leandro, CA 94577
TELEPHONE:	510-895-4654

CONTACT 1 NAME:	Kimberly McFadden	**WORK TELEPHONE:**	510-895-4654
EMAIL:	kmcfadden@slusd.us	**CELL TELEPHONE:**	
CONTACT 2 NAME:	Colleen Palia	**WORK TELEPHONE:**	510-667-6206
EMAIL:	cpalia@slusd.us	**CELL TELEPHONE:**	

It's important that we have an "after-hours" phone number (cell), in case we need to reach you for any reason before, during or immediately following your training.

CONFERENCE SITE:		**TELEPHONE:**	
ONSITE CONTACT:		**FAX**	
ADDRESS:		**NOTES:**	
CITY/STATE/ZIP:			
MATERIALS SHIP TO:		**TELEPHONE:**	
MATERIAL CONTACT:		**FAX**	
ADDRESS		**NOTES:**	
CITY/STATE/ZIP:			
BILLING INFORMATION:		**TELEPHONE:**	
BILLING CONTACT:		**FAX**	
ADDRESS:		**NOTES:**	
CITY/STATE/ZIP:			

TRAVEL INFORMATION WORKSHEET

This form must be completed and returned along with the signed contract to secure service dates.

LOCAL AIRPORT:	
TRANSPORTATION:	
CLIENT'S PREFERRED HOTEL NAME:	
STREET ADDRESS FOR HOTEL:	
CITY/STATE/ZIP:	
TELEPHONE NUMBER FOR HOTEL:	
DISTANCE FROM WORKSHOP VENUE:	
DIRECTIONS TO WORKSHOP VENUE:	
OTHER DIRECTION INFORMATION NOTES:	