AGREEMENT FOR SERVICES

AGREEMENT made this 13th day of January 2016 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. *Louis Mangione*, consultant, will present *Strengthen Student Learning in Block Schedule Classes with Cutting-Edge Ideas and Interactive Strategies (Grades 6-12)* for a maximum of 5 instructional hours on Friday, March 31, 2017 for 150 educators from the educational institution identified above for a fee of $7,822.

2. A 15% non-refundable payment in the amount of $1,173 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:_____

Contract # OST2686

AGREEMENT FOR SERVICES

AGREEMENT made this 13th day of January 2016 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. *David Vawter*, consultant, will present *Follow-Up Training: Practical Teaching Strategies for Block Scheduling Classes (Grades 6-12)* for a maximum of 5 instructional hours on Friday, March 31, 2017 for 50 educators from the educational institution identified above for a fee of $6,597.

2. A 15% non-refundable payment in the amount of $990 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:_____

Contract # OST2685

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

January 13, 2017
Contract #: OST2686

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

On-Site Seminar Description	**Number of Participants**	**Contract Amount**
Strengthen Student Learning in Block Schedule Classes with Cutting-Edge Ideas and Interactive Strategies (Grades 6-12) by Louis Mangione – **Friday, March 31, 2017**	150	$7,822

Non-Refundable deposit
(15% of the total contract) **$1,173**

Please return your payment to:

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

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

January 13, 2017
Contract #: OST2685

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

On-Site Seminar Description	**Number of Participants**	**Contract Amount**
Follow-Up Training: Practical Teaching Strategies for Block Scheduling Classes (Grades 6-12) by David Vawter – **Friday, March 31, 2017**	50	$6,597

Non-Refundable deposit
(15% of the total contract) **$990**

Please return your payment to:

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