

AGREEMENT FOR SERVICES

AGREEMENT made this 13th day of December 2024 by and between **Springfield Public School District 186**, 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* at Sacred Heart-Griffin High School, 1200 West Washington Street, Springfield, IL 62702, for a maximum of 5 instructional hours each day on Monday, March 3, 2025 and Tuesday, March 4, 2025 for 50 educators from the educational institution identified above for a fee of \$5,000.
2. The Title II funds from Sacred Heart-Griffin High School will be used for the services to be performed. A purchase order is required before the training date. 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.
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 the digital 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: (signature)_____

(print name)_____

(title)_____

(institution)_____

Date:_____

BUREAU OF EDUCATION & RESEARCH,
a Washington corporation

By:_____

Richard W. Herzberg, Ph D
Executive Director

Date:_____



Bureau of Education & Research

915 118th Avenue SE • PO Box 96068 • Bellevue, WA 98009-9668
Phone (800) 735-3503 • Fax (425) 453-1134 • www.ber.org

INVOICE

December 13, 2024
Contract #: OST4481
TBAT64-SIL

Bill To:

Springfield Public School District 186

Attn: Jessica Hanson
3063 Fiat Avenue
Springfield, IL 62703
217-525-3000
Jhanson2@sps186.org

<u>On-Site Training Seminar Description</u>	<u>Number of Participants</u>	<u>Contract Amount</u>
<i>Strengthen Student Learning in Block Schedule Classes with Cutting-Edge Ideas and Interactive Strategies</i> by Louis Mangione – Monday, March 3, 2025 & Tuesday, March 4, 2025	50	\$5,000

Please return your payment to:

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