

# PROFESSIONAL DEVELOPMENT AGREEMENT



This agreement, dated Thursday, February 11, 2010, is by and between Warren County School District and SDE. The parties agree that Linda Karges will conduct a presentation on the topic of Brain-Based Learning, for grades K-12, in Warren, PA, on the date(s) of June 14-17, 2010 for a **maximum of six instructional hours per day**.

## THE HIRING PARTY AGREES (initial each):

- \_\_\_\_\_ To pay a total of \$14,915.00 which includes the Speaker's honorarium and all related travel expenses. If the Hiring Party significantly modifies this training in any manner, both parties agree that the terms of this agreement will be renegotiated.
- \_\_\_\_\_ To sign and return a copy of this agreement with a 15% deposit of \$2,237.25 payable with a purchase order, check, credit card, or money order. **If you are unable to make a deposit at this time, please provide a purchase order number for the full contracted amount.**
- \_\_\_\_\_ To pay the balance of the fee no later than 30 days after the engagement or a finance charge may be applied. All payments must be made payable to SDE, Inc., (Federal ID 31-1330847).
- \_\_\_\_\_ To make duplicates for all participants from a master set of handouts provided by the presenter.
- \_\_\_\_\_ The presenter's audience will not exceed 100 participants throughout the entire 6 hour day of training.
- \_\_\_\_\_ To provide the following: an overhead projector or LCD projector, an 10-foot screen, 3 tables up front for the Speaker, and a wireless lapel microphone (if room is large). If unable to provide this A.V. equipment, the Hiring Party must discuss options directly with the Speaker.
- \_\_\_\_\_ Video recording during the training is not permitted.
- \_\_\_\_\_ All future professional development with Linda Karges will be contracted through SDE Inc.

## CANCELLATION POLICY:

If the **Hiring Party cancels** this training, they must call SDE at (877) 388-2054. If the Hiring Party cancels the engagement, this may result in the loss of your deposit and you may incur travel related expenses. However, if the Hiring Party reschedules the training for a future date, SDE will apply any paid monies towards that contract.

In the unlikely event that the **Speaker scheduled for this training must cancel**, SDE will provide an alternate speaker that we consider having equal or greater presenting ability and authority on the necessary topic(s). If an appropriate alternate is not available and SDE must cancel the training due to the Speaker's cancellation, we agree to provide this training at no charge to the Hiring Party on a later date that is mutually agreeable to SDE and the Hiring Party.

If **SDE must cancel the training** due to an Act of God or other circumstance completely beyond our control, the Hiring Party will be notified immediately and their paid deposit will be fully refunded. At the Hiring Party's request, SDE will make every effort to reschedule the training for a future date(s) convenient for the Hiring Party.

**The Hiring Party agrees to the terms as stated.**

**SDE agrees to the terms as stated.**

\_\_\_\_\_  
Signature / Date

\_\_\_\_\_  
Title

Warren County School District

A handwritten signature in black ink that reads "Sally Christensen".

Sally Christensen  
Senior Professional Development  
Consultant