

## ACCOUNT CLASSIFICATION

**SCHOOL: Central Office**

800-299-3067 Fax: 800-910-4104

Please return the PO to Marlene and she will mail with the contract.

---

Thank you.

\$ 14,915.00
--------------

ACT082006-E-Purchase Request

February 11, 2010



Warren County School District  
Rosemarie Green  
185 Hospital Drive  
Warren, PA 16365

Dear Rosemarie,

Thank you for choosing SDE to meet your on-site professional development needs by bringing a dynamic presenter to your school or district.

I am enclosing a Professional Development Agreement for on-site staff development training with Linda Karges. **Please sign and initial this contract, make a copy for your records, and return the original to me within 2 weeks.** Please note the 15% deposit to be returned with the signed contract may be satisfied with a purchase order, money order, check or credit card.

Also attached is a Travel Logistics form, vital in planning the presenter's travel. Please fill it out and fax or mail it along with your signed contract.

**Prior to the engagement:**

- The presenter(s) will contact you directly to discuss the content and objectives of this training.
- A master copy of the presentation handouts will be sent to you to duplicate for the participants at the training.
- Our Travel Coordinator will contact you if they have any questions relating to travel. Once these arrangements are complete, a copy of the travel itinerary will be sent to you approximately 2 weeks before the engagement for your records.
- An evaluation form will be sent to you to copy and distribute to the participants at this training. We encourage you to use this form (or one of your own if you prefer) to collect feedback from your staff. Please send me a copy of any evaluations so that we may share accolades or concerns directly with the presenter.
- I will contact you 1-2 weeks prior to your engagement to confirm any final details and to answer any questions that you might have at that time. I will also follow up with you just after the engagement takes place to make sure that everything went well.

**In addition:**

- SDE is a provider of professional development credit in most states. If you would like your staff to receive credit with your state for this training, please contact me no later than 60 days prior to your training.
- Books and other teacher resources are available to enhance your in-service. Contact me directly to discuss your options!

If you have any questions or if there is anything else I can do to help you, please call me at 800-299-3067, or email me at [SChristensen@SDE.com](mailto:SChristensen@SDE.com). Once again, thank you for your business. We appreciate your commitment to top-quality professional development, and I know this training will be a great success!

Kind regards,

A handwritten signature in cursive script that reads 'Sally Christensen'.

Sally Christensen  
Senior Professional Development Consultant  
Phone: 800-299-3067  
Fax: 800-910-4104

# 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.**

A handwritten signature in cursive script, appearing to read 'Sally Christensen'.

Sally Christensen  
Senior Professional Development  
Consultant

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

\_\_\_\_\_  
Title  
Warren County School District