

Board Office Use: Legislative File Info.	
File ID Number	21-1966
Introduction Date	9/8/21
Enactment Number	21-1420
Enactment Date	9/8/2021 CJH



Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Sondra Aguilera, Chief Academic Officer
Tammie Adams, Principal, Horace Mann Elementary School

Meeting Date September 8, 2021

Subject Purchase Agreement – Solution Tree – Horace Mann Elementary School

Ask of the Board Approval by the Board of Education of a Purchase Agreement between the District and Solution Tree, Bloomington, IN, for the latter to provide virtual teacher Professional Development on Professional Learning Community (PLC) foundations and Multi-Tiered System of Support (MTSS), to include includes Response to Instruction and Intervention (RTI) targeted instruction. Each of the 6 sessions will be 2 hours each, for the period of July 13, 2021 through June 30, 2022, in an amount not to exceed of \$9,000.00

Background Over the past 3 years, our PLCs have gone through several iterations and developed over time. Due to changes in staffing, all teachers do not have a shared understanding of the purpose and function of PLCs.

Discussion As a result of the pandemic, we want to ensure that teachers are analyzing benchmark data to maintain the rigor of Tier 1 instruction while providing appropriate Tier 2 instruction for small groups that doesn't remediate, but accelerate student learning.

Fiscal Impact Funding Source: Resource 3212 ESSER II; Program 0030 Target Tutor

Attachment(s)

- Purchase Agreement

**Solution Tree, Inc.
Purchase Agreement**

Effective July 13, 2021, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Oakland USD - Horace Mann Elementary ("Customer") located at 5222 Ygnacio Ave, Oakland, CA 64601 agree as follows:

- 1. Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Professional Development	\$9,000.00
Total	\$9,000.00

- 2. Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement plus any applicable taxes upon execution of this Agreement (the "Purchase Order Due Date"). A non-refundable deposit of 20% of the total amount due will be invoiced upon execution of this Agreement. The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	\$1,800.00	Upon execution of Agreement
Professional Development	\$7,200.00	Incrementally after each date

- 3. Professional Development**

- 3.1. Description of Services:** Solution Tree will provide a speaker ("Associate") to perform the professional development services described in Exhibit A.
- 3.2. Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- 3.3. Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions in accordance with the technology requirements described in Exhibit B. Solution Tree may terminate this Agreement if Customer's equipment is not up to the required standard by 30 days prior to the start of the services. If Customer's equipment fails during the services, Customer will still be liable for the full amount.

- 4. General Terms**

- 4.1. Intellectual Property:** Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books

Exhibit A**Description of Professional Development Services****SERVICE 1:** PLC at Work® 2 Hour Sessions (3 Sessions)**Date(s):** August 25, 2021; September 15, 2021; September 29, 2021**Proposed Associate(s):** Anisa Baker-Busby**Estimated Number of Participants:** 15**Participant Demographics:** Teachers and Teacher Leaders**Workshop Location:** Virtual**Cost of Service:** \$4,500.00 (\$1,500.00 per session)**Description of Service:**

These 2-hour sessions will be used for content delivery, including tools and strategies to be used in the participants' school. The Solution Tree associate will work directly with the school to customize the sessions to their needs.

SERVICE 2: RTI at Work™ 2 Hour Sessions (3 Sessions)**Date(s):** January 14, 2022; February 23, 2022; March 2, 2022**Proposed Associate(s):** Anisa Baker-Busby**Estimated Number of Participants:** 15**Participant Demographics:** Teachers and Teacher Leaders**Workshop Location:** Virtual**Cost of Service:** \$4,500.00 (\$1,500.00 per session)**Description of Service:**

These 2-hour sessions will be used for content delivery, including tools and strategies to be used in the participants' school. The Solution Tree associate will work directly with the school to customize the sessions to their needs.

Exhibit B
Technical Requirements for Virtual Professional Development

If any of the requirements below are not available, please contact your PD Representative immediately.

SYSTEM REQUIREMENTS	PC/Windows	Macintosh
	<ul style="list-style-type: none"> • Windows 2003 Server, Windows XP, Windows Vista, Windows 7 or above • Internet Explorer 8 or above, OR Firefox 4 or above, OR Chrome 5 or above • Intel or AMD processor (2.4 GHz or More) • At least 2 GB RAM • 700 Kbps or more for simultaneous screen sharing, video, and audio conferencing 	<ul style="list-style-type: none"> • Mac OS X 10.6 or above • Safari 3 or above, OR Firefox 4 or above, OR Chrome 5 or above • 2.4 GHz Intel processor (Core 2 Duo) • At least 1 GB RAM • 700 Kbps or more for simultaneous screen sharing, video and audio conferencing
VIDEO/AUDIO REQUIREMENTS	<ul style="list-style-type: none"> • A sound card installed in your computer • Microphone and speakers connected to your computer or a telephone with conference-call capabilities • Web camera at one viewing site 	
SITE REQUIREMENTS	<ul style="list-style-type: none"> • Hard line Internet connection • Projector, monitor, or whiteboard to view the IWC session • Suggested: Tech contact in attendance and available for troubleshooting at time of web conference 	

CONTACT INFORMATION

Please provide the following information.

Who will be the contact person for the work?

Contact: _____
Title: _____
Phone: _____
Email: _____
Cell #: _____
Fax: _____

Who will receive and pay the invoices?

Contact: _____
Title: _____
Phone: _____
Email: _____
Fax: _____

Shipping Information *(required for resource delivery)*

Shipping Contact: _____
Shipping Address: _____
City, State, Zip: _____
Phone: _____
Delivery Date: _____
Delivery Times: _____

Choose one: Do you have a Delivery Dock?
 Do you have double doors (for pallet)?
 Do you require inside delivery?