



AGREEMENT TO PROVIDE SERVICES

Agreement between: **Ancora Publishing and Safe & Civil Schools,
Divisions of Pacific Northwest Publishing, Inc. ("Company")**
21 W. 6th Av. (541) 345-1442
Eugene, OR 97401 FAX (541) 345-6431

Tax I.D. Number: 51-0532241
Contact Person: **Kimberly Irving, Professional Services Coordinator**

Contracting District: **Platte County R-3 School District ("District")**
998 Platte Falls Rd.
Platte City, MO 64079

Contact Person: **Drew White, Deputy Superintendent**

Job #: 4538
Presenter: **Tricia Skyles**
Title of Session: Summer Learning Institute Conference
Topics (actual titles to be determined):

- Two 3-hour sessions: Ratios of Interactions
- Two 3-hour sessions: Correcting Fluently
- One 3-hour session: Setting Expectations for your staff; Supervision while maintaining relationships and positive school culture
- One 3-hour session: Using Partnership principles for difficult conversations, building partnerships while creating a system of vulnerability and growth

Dates: July 21-23, 2025
Fees: \$8,000.00 per day, plus travel expenses

TOTAL FEES: \$24,000.00 plus travel expenses

The Company and the District, for the consideration set forth below, agree as follows:

1. The District agrees to pay the Company \$24,000.00 in fees for the presentations listed above. In addition, the District agrees to pay incurred travel expenses. An invoice with receipts will be provided at the conclusion of each presentation. If any events fail to occur within the contracted timeline due to District action or inaction, District agrees to pay in full the fees associated with this fully executed contract.

2. If the District must cancel an in-person event, the District may request that the session(s) be provided virtually, with or without a live audience. At the request of the District, a recording of the session(s) will be made available to the District for a period not to exceed 30 days from the time of service.
3. Recording of sessions is not allowed without prior written permission.
4. It is the responsibility of the District to reproduce handouts.
5. Required materials are offered at a discount from Ancora Publishing, in conjunction with consultation only. Please phone our office for details.

On-Site Services Travel Policy:

- If weekly COVID-19 case rates in your county are greater than 200/100,000, the training will be conducted virtually. There is no cancellation for elevated COVID-19 infection rates.
- Should the District decide to book the day in anticipation of it being on-site and the number is and/or rises back up to the 200+ category, the fee remains at the quoted flat rate and the contracted services will immediately be shifted to a virtual delivery model. The event will be conducted on the scheduled date listed on the fully executed contract/RFP/PO.
- Safe & Civil Schools reserves the right to return to a more restricted limit for in-person training if a new, more dangerous variant or other highly communicable virus emerges.

For all virtual training sessions with Safe & Civil Schools, the District agrees to:

- Test the link at least two weeks before the day(s) of training.
- Ensure that participants have downloaded Zoom and updated to the most recent version (updates occur every few days to few weeks).
- Ensure that participants know how to access their session(s).
- Mandate or strongly encourage participants to access the sessions from a computer. Mobile devices (phones, tablets, etc.) are discouraged.
- Participants should be in their own classroom or individual setting at the time of the professional development. Participation is greater if participants have access to their own device.
- Provide directions, District standards of etiquette, and participation expectations to all who will attend.
- Provide your presenter(s) with information on the vision for this initiative and anticipated outcomes associated with the session(s).
- Give participants the District vision for this initiative and ensure that campus-based administrators echo the message before and during presentations.
- In most cases, a book is required and needed during the session(s). Ensure that all participants receive the accompanying book.

On the day of each session:

- Ask participants to plan to arrive 5-10 minutes ahead of the scheduled start time to allow for any necessary troubleshooting.
- District will open the session by reminding participants of your entity’s expectations on participation and standards of engagement while taking part in the session(s).
- Prompt the attendees to have their book on hand and use it throughout the session(s).

Required - Please initial:

District acknowledges that this is not a Trainer of Trainers event. _____

District acknowledges that books are required for each attendee. NA

(If required materials are not purchased or if proof of previous purchase is not provided, Company will not provide the training and the District will be charged full fee.)

District acknowledges this document as legally binding and does not require a separate contract. _____

The person signing below is legally authorized by the District to bind them to this contract. _____

Required - District Purchasing/Invoicing Contact information:

Contact Name: Lynda Cowan

Billing Address: 998 Platte Falls Road, Platte City, MO 64079

Phone: (816) 858-5420

Email: cowan.lynda@pcr3schools.org

By signing, you attest you have read and agree with all terms as written.

Authorized District Signature

Date

Authorized Safe & Civil Schools Signature

Date