

## Contracts - Private Service Providers (PSP)/Consultants/Other

### EXECUTIVE SUMMARY

#### Submitted for Board Information

Dates of Service	Vendor	Amount
10/5/2021 & 10/12/2021	Holly Porter & Margaret Lucero	\$900.00

NOTE: Per Board Policy 5725: *“The District encourages the use of private service providers and professional consultants as resource individuals when such consultative services will be helpful in the improvement of the educational program of the District. The District, through the Superintendent as its designee, may enter into contracts with private service providers and/or consultants to provide necessary services to students.” In no event shall such agreement exceed twelve (12) calendar months.”*

## Co-Teaching Professional Learning Sessions

This Contract is between **Twin Falls School District** (the "Client") and independent consultants: **Holly Porter** and **Margaret Lucero** (the "Business").


Project Address: Twin Falls School District, Twin Falls, ID – Virtual Sessions

The Contract is dated October 5, 2021.

### 1. Scope of Work/Payment:

- 1.1. Project Description: The Client is hiring the Business to lead the following courses: **Co-planning for Language through Content** and an **Administrator Session** via four separate virtual sessions.

### Co-Teaching Overview

- OUTCOMES:
  - Explain the history and purpose of co-teaching for Multilingual Learners in TFSD to a colleague
  - Identify personal attributes that may complement or create conflict in a co-teaching partnership
  - List essential elements for a successful co-planning session
  - Convince a co-teacher to use one or more co-teaching approaches in an upcoming lesson
- 1.2. Schedule: The virtual workshops for **Co-teaching Overview** will be co-taught by Holly Porter and Margaret Lucero and will take place on: October 5 & 12, 2021 for one and a half hours, from 4-5:30 PM with the exception of unforeseen circumstances or failure to meet payment requirements.
- 1.3. Payment Schedule:
  - 1.3.1. Milestone/Progress Payments: The Client will pay the Business \$900.00 on the following schedule. **Client Initial Here** 
  - 1.3.1.1. \$900.00 (\$450.00 to Margaret Lucero and \$450.00 to Holly Porter) for October 5 & 12, 2021 **Co-teaching Overview**. Invoices will be sent to the client on or before the 18 of October, 2021.
- 1.4. Payment Terms: Payment shall be made to the Business via check or direct deposit. The Business will send an invoice for each installment completion. If any invoice is not paid when due, this could result in suspension or termination of the project. If the Client fails to pay for the Services when due, the Business reserves the right to treat such failure as a breach of this Contract. Any legal fees associated with such will be the Client's responsibility.
  - 1.4.1. Invoices: The Business will invoice the Client on the dates listed in the Payment Schedule section. The Client agrees to pay the invoice with the amount owed **within 30 days**.

1.4.2. Late Payments: If the Client fails to pay the Business on time per agreed upon payment schedule, the Business may suspend work until delinquent payments are brought current. If payments are delinquent for more than 30 days then the Client will be subjected to a late fee of 15% of the amount owed.

1.4.3. Expenses: Client shall pay to the Business any expenses incurred by the Business in the provision of services under this Agreement, including, but not limited to travel expenses based on federal rates for mileage and per diem lodging, meals and incidentals no later than 30 days after receipt is provided.

1.5. Refund and Cancellation Policy:

1.5.1. No Refunds: Services completed as described in this contract are not subject to refunds. The Client will not be reimbursed for services cancelled once work has begun. **Client Initial Here** for

2. General:

2.1. Modification(s): To change anything in this Contract, the Client and the Business must agree to the change in writing and sign a document showing their contract.

2.2. Signatures: The Client and the Business must sign the document either electronically or in hardcopy. If this document is signed in hard copy, it must be returned to the Business for valid record. Electronic signatures count as originals for all purposes.

3. Term and Termination: This Contract ends on November 18, 2020, unless the Client or the Business ends the contract before that time or both parties mutually extend the contract. If one of the parties chooses to end the Contract prior to project completion, the Client is responsible for paying for all work and costs incurred up until that date.

The Parties hereto agree to the foregoing as evidenced by their signatures below.

Date 10/05/2021

Holly Porter  
Holly Porter, Independent Contractor (Business)

Date 10/05/2021

Margaret Lucero  
Margaret Lucero, Independent Contractor (Business)

Date \_\_\_\_\_

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Twin Falls School District, (Client)