

**CONTRACT NAME: AGREEMENT BETWEEN BUCK  
INSTITUTE FOR EDUCATION AND DAVIS JOINT UNIFIED  
SCHOOL DISTRICT**

**BRIEF DESCRIPTION OF CONTRACT:** This contract between Buck Institute of Education (BIE) and DJUSD is to provide instructional coaching during a summer conference to all certificated staff of DaVinci Charter Academy. The intensive two-day conference is personalized to the Project Based Learning (PBL) pedagogy, facilitation, assessment, and management of PBL.

BIE uses data and feedback provided by teachers and leadership to further understanding of “Gold Standard” PBL and facilitation (inclusive of differentiation, inclusion, and linking to 21st Century Skills). Project Based Learning is a teaching method in which students gain knowledge and skills by working on a project for an extended period of time, supported by collaboration and staff, to solve a complex, real world problem or challenge.

The total cost of this two-day workshop is \$8,800.



BUCK INSTITUTE FOR EDUCATION

PROJECT BASED LEARNING FOR THE 21<sup>ST</sup> CENTURY

## SERVICES AGREEMENT

Agreement Number: A-1495

Agreement Date: February 19, 2016

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### Address Information

Bill to:  
1400 E 8th St  
Davis, Ca  
956161

Ship to:  
1400 E 8th  
Davis, Ca  
95616

### Billing Information

Company Name: Da Vinci Charter Academy  
Contact Name: Adela Johnson  
Email Address: [ajohnson@djusd.net](mailto:ajohnson@djusd.net)

Phone: 5307577154  
Fax:

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### Services

Service	Service Price (USD)	Quantity	Total Service Price (USD)
Sustained Support Visit	\$8,800.00	1	\$8,800.00

**Total: USD \$8,800.00**

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*Pricing is all-inclusive of facilitators' travel and accommodations within the continental United States, along with other applicable fees. The prices listed are in USD and do not include any applicable taxes for services provided outside of the United States.*

*The price of the PBL 101 Workshop also includes 35 copies of the PBL 101 Workbook shipped to the client's site. Publications are not included in the price of other BIE services (including Sustained Support Visits). All other BIE publications can be purchased at: [www.bie.org/shop](http://www.bie.org/shop).*

*This Services Agreement reflects the scheduling and pricing only for the scheduled service(s) listed. BIE reserves the right to increase workshop prices periodically. The prices listed on the Services Agreement do not ensure the same pricing for additional service(s) scheduled at a later date.*

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## **Purchase Order Information**

Is a Purchase Order (PO) required for the purchase or payment of the services on this Agreement?

Please select (Customer to Complete)

No

Yes

If yes, and you have this information, please enter it below:

PO Number:

PO Amount:

***If your organization requires a PO, the PO must be delivered to BIE 30+ days prior a service start date. If the PO is not provided within 30 days prior to the scheduled service start date, BIE reserves the right to cancel the service and issue an invoice for the applicable cancellation fee to the client.***

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## **Terms and Conditions**

1. BIE will provide the Client with the professional development services as specified above.
2. BIE is the sole provider of these services due to the copyrighted materials used. BIE shall retain exclusive copyrights to all its existing written and audiovisual material provided in the training. The Client shall retain exclusive copyrights to all written material, such as project design blueprints, developed by participants during professional services events.

3. The Client agrees to provide a meeting space, projector/screens to display the workshop slide-deck, speakers/sound system to project presentation audio/visuals, chart paper, markers, and post-it notes for each service listed.
4. The maximum capacity for each service is 35 participants. If the participants exceed 35 for each service, BIE reserves the right to cancel the service. If the presenter is able to accommodate the additional participants, the Client will be charged the appropriate fees for additional services provided.
5. Participation in BIE service offerings is limited to members of your organization. These seats are not for resale without expressed written permission from BIE.
6. BIE and the Client agree that BIE will assign an appropriately trained and experienced primary presenter, a "National Faculty" designee, for the training program described in this Contract. BIE will be solely responsible for payment of his/her compensation. National Faculty members are not BIE employees. When assigned to a particular project, a National Faculty member serves in the capacity of an independent contractor to BIE. The person(s) assigned by BIE to act as presenter of BIE materials under this Contract is not an agent of BIE and has no authority to modify the terms and provisions of this Contract on behalf of BIE, or to bind BIE to provide any additional materials or services related to this Contract which are not specified in this Contract. The assigned presenter is solely responsible for his/her conduct, manner and actions in presentation of BIE materials under this Contract.
7. BIE will submit invoices to the Client within 30 days following each service provided, per the Scope of Work.
8. The Client will submit payment to BIE upon receipt of said invoices, net 30 days from receipt of invoice.
9. If your organization requires a PO, the PO must be delivered to BIE 30+ days prior a service start date. If the PO is not provided within 30 days prior to the scheduled service start date, BIE reserves the right to cancel the service and issue an invoice for the applicable cancellation fee to the client, as described below.
10. A notice of cancellation or rescheduling of any scheduled services must be made in writing 60 days in advance of the scheduled date. Cancellations and rescheduling requests for each service are subject to the following fees in order to compensate for costs already incurred by BIE as a part of the scheduling process.
11. The organization will be invoiced for the rescheduling fee listed below and must provide BIE with rescheduled dates within 30 days of the initial rescheduling request. If the organization cancels or no rescheduled date is provided within 30 days, the organization will be invoiced for the full cancellation fee.

<b>Notification Period (# of days prior to the confirmed service delivery date)</b>	<b>Rescheduling Fee (per service) (USD)</b>	<b>Cancellation Fee (per service) (USD)</b>
60+ days	\$0	\$0

31-60 days	\$250	\$2,500
8-30 days	\$500 *	\$2,500
1-7 days	\$750*	\$2,500
< 24 hours (including, but not limited to, incidents of inclement weather, fire, power failure, or other similar occurrence)	\$1,000 + Full reimbursement of travel expenses will be required.	Full cost of service

\* Including, but not limited to, failure to provide BIE with a PO if the Client requires PO for purchase or payment of these services.

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**Signature Block**

Signature:

Name:

██████████

Date:

Signed:



Bob Lenz  
Executive Director  
Buck Institute for Education

Appendix

Service	Start Date	End Date
Sustained Support Visit	8/2/2016	8/3/2016

This Services Agreement reflects the scheduling and pricing only for the scheduled service(s) listed:

Initial Here: \_\_\_\_\_

### BIE Service Descriptions

Core & Systemic Service Offerings	
Service	Service Description
PBL 101 Workshops	<p>PBL 101 is BIE's foundational three-day (consecutive, 7.0 hours per day) onsite workshop. Based on BIE's model of Gold Standard PBL, the workshop provides participants with the skills and knowledge needed to design, assess and manage a rigorous, relevant, and standards-based project. The workshop models the project process. Facilitated by one of BIE's expert National Faculty, the workshop is a balanced blend of direct instruction, video analysis, hands-on work, resource sharing, and peer collaboration and feedback. Participants are actively engaged in project design, with the expectation that every teacher or teaching team will generate a project plan that receives formative feedback from both participants and BIE National Faculty.</p> <p>All participants (limited to 35 per workshop) receive a free copy of BIE's highly regarded PBL 101 Workbook, which is exclusively for PBL 101 participants and not sold separately.</p>
Sustained Support Visits	<p>Sustained Support Visits are onsite instructional coaching events for participants who attended the PBL 101 Workshop. These visits are spaced throughout the school year following the 101, and are based on participant need. BIE conducts a survey of participating teachers and administrators and uses that data to develop a tailored</p>

	<p>session to support teachers in areas related to project design, assessment, and management.</p> <p>BIE requires districts who partner with us contract for these onsite visits, as multiple studies have indicated the importance of ongoing support as a feature of successful professional development and transformation in teacher practice.</p>
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<b>Systemic Service Offerings</b>	
<b>Service</b>	<b>Service Description</b>
PBL Leadership Development Workshop Series	<p>The PBL Leadership Development Workshop Series equips instructional leaders with the skills and knowledge needed to create the systemic conditions necessary for successful and sustainable PBL implementation. This series is a required feature of BIE's three-year implementation plans and is not offered independently. Workshop participants should include district leadership, instructional coaches, department chairs, site leadership and teacher leaders. The 8-day series, usually spread over the course of one year, includes modules on key protocols, collegial conversations, analysis of student work, instructional rounds, walkthroughs, data analysis, etc. Participation in any one workshop in the series is limited to 50.</p>
Systemic Implementation Planning Workshop	<p>BIE supports systemic PBL implementation efforts by entering into partnerships with districts. These efforts begin by designing a flexible multi-year implementation plan during the full-day onsite PBL Implementation Planning Workshop. This fee-based planning workshop is the first step in the process. All members of the site-based leadership team work collaboratively with our Director of Implementation and a Systemic Partnership Coach to design the plan.</p> <p>During the session, we use our proprietary model to design a plan that has, as its central goal, the sustainable implementation of Project Based Learning. Plans take into account the needs of all stakeholders in the organization and leverage existing initiatives. BIE generates the plan and related budget within 10 days of the meeting's conclusion and submits it for partner approval. The plan is revised on semi-annual basis to ensure goals remain achievable.</p>
PBL Sustainability	The PBL Sustainability Program - PBL Workshop

<p>Program – Workshop Facilitation</p>	<p>Facilitation is a structured apprenticeship that prepares local instructional leaders to facilitate their own world-class PBL workshops based on BIE’s model. This program builds organizational capacity for Gold Standard PBL. Every candidate, chosen by the partner, is assigned one or more National Faculty members to guide him or her through the 6-10 month program. Graduates of the program will receive access to and training on BIE's latest content, tools and techniques for the duration of the partnership. They will remain certified for two years following the end of the partnership. In order to continue receiving updated tools and materials, PBL Sustainability Program graduates will need to re-certify their status by attending PBL World or one of our PBL Academies.</p>
<p>PBL Sustainability Program – PBL Coaching Series</p>	<p>The PBL Sustainability Program - PBL Coaching Series is an eight-week online course that supports educators who provide PBL instructional coaching or leadership. It is required that participants have successfully completed a PBL 101 workshop prior to enrolling. Through a series of video samples, case studies, readings, and journaling, participants gain skills, strategies, and resources needed to support teachers and leaders with Gold Standard PBL implementation. Participation is asynchronous and includes discussion boards, a reflective journal, and a forum to ask questions and share best practices.</p>
<p>Systemic Partnership Coach (SPC)</p>	<p>Systems entering into a partnership with BIE work with a Systemic Partnership Coach (SPC) to support the creation of conditions that enable PBL. BIE believes in developing powerful personal relationships with its partners and working alongside a coach is one way we build the partner relationship. The SPC’s manage BIE’s work as outlined in the plan and provide the district PBL Steering Committee with a wide variety of tools from BIE’s proprietary District Support Toolkit. In addition to providing the toolkit materials, SPC’s provide onsite and virtual support to leaders, schedule BIE staff and National Faculty for services, arrange logistics of BIE’s professional development events, generate reports, meet regularly (by phone) with the district PBL Steering Committee, tailor service components, and more. BIE's Systemic Partnership Coaches are drawn from some of the most experienced practitioners in our organization and put a friendly face on BIE's interactions with our partners.</p>
<p>Additional Days</p>	<p>In addition to the standard service length, you may wish to schedule additional consecutive days to the end of a</p>

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