

**CONTRACT NAME: AGREEMENT BETWEEN AMERICAN COUNCIL ON THE  
TEACHING OF FOREIGN LANGUAGES AND DAVIS JOINT UNIFIED  
SCHOOL DISTRICT**

**BRIEF DESCRIPTION OF CONTRACT:** The contract is for an On-site two day Professional Development Workshop for foreign language teachers. Cost includes trainer professional services and travel expenses.



**ACTFL**  
AMERICAN COUNCIL ON THE  
TEACHING OF FOREIGN LANGUAGES

**AMERICAN COUNCIL ON THE TEACHING OF FOREIGN LANGUAGES**

1001 North Fairfax Street, Suite 200 | Alexandria, VA 22314 | P 703-894-2900 | F 703-894-2905  
445 Hamilton Avenue, Suite 1104 | White Plains, NY 10601-1832 | P 914-963-8830 | F 914-963-1275

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**ACTFL ON-SITE WORKSHOP AGREEMENT**

Mele Echiburu  
Davis Joint United School District  
2121 Calaveras  
Davis, CA 95616

ACTFL is pleased to organize an On-site Professional Development Workshop for *Davis Joint United School District*. Please find the details of your workshop listed below:

Title: 2-day MOPI Assessment and Writing Guidelines Familiarization Workshops – English/Mixed  
Location: Davis Joint United School District  
Date: 8/22/2018-8/24/2018  
Workshop Facilitator: Ali Miano

The fee for the workshop is \$4200, and an invoice will be sent separately. Please remember that without prior arrangement with ACTFL, the workshop facilitator's travel expenses including airfare, lodging, meals, airport transportation, and/or personal car mileage are also the responsibility of *Davis Joint United School District*. *Ali Miano* will therefore submit an expense report directly to you. Receipts are required for all expenses except meals and personal car mileage. You can contact the workshop facilitator at (650) 723-0606 or [alimiano@stanford.edu](mailto:alimiano@stanford.edu) to discuss these arrangements. In the event that travel arrangements are made by the workshop facilitator without coordination with the workshop site, the workshop facilitator may request reimbursement for travel expenses up to the amounts listed in the GSA travel guidelines, using the policies and guidelines listed therein.

ACTFL meal reimbursement policy follows the U.S. Government General Services Administration (GSA) per diem meal reimbursement rate, which varies by location. For *Davis, CA*, the workshop facilitator may submit reimbursement at the rate of \$64.00 per day (for dinner, lunch, and breakfast). Note that for travel days, the workshop facilitator may request reimbursement at 75% of the GSA rate specified. Per diem rates are paid only when an expense has actually been incurred and will not be paid for any meal that was provided by ACTFL, the workshop site, or otherwise provided during the work.

**Additional Host Responsibilities:** *Davis Joint United School District* also agrees to the following terms for this workshop:

- There is a 10-participant limit for each workshop (MOPI)
- ACTFL must be notified of any changes in the participant list prior to the shipment of training materials
- *Davis Joint United School District* will find 8 volunteer interviewees for the workshop (MOPI)

**CANCELLATIONS:** *In the event that Davis Joint United School District should cancel this workshop, the reserved workshop facilitator must be reimbursed for all travel fees incurred.*

For questions or concerns regarding the workshop, please contact the workshop and certification program at [workshops@actfl.org](mailto:workshops@actfl.org) or at: Phone: 703-894-2900 ext.114.

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Acting as official representative of *Davis Joint United School District*, I am providing my signature herein to confirm my agreement with the terms indicated above. My signature also confirms approval from *Davis Joint United School District* for workshop facilitator to book travel as needed.

SIGNATURE:  DATE: 4/3/18

**Bruce E. Colby**  
Chief Business Officer

Please sign and return this form to [workshops@actfl.org](mailto:workshops@actfl.org) as soon as possible