

**DEPARTMENT OF SPECIAL SERVICES
TOWNSHIP OF UNION PUBLIC SCHOOLS
M-E-M-O-R-A-N-D-U-M**

TO: Dr. Gerald Benaquista

**C: Marissa McKenzie
Yolanda Koon
Diana Cappiello
Bernadette Watson**

From: Kim Conti

Re: Board Agenda Items

Date: August 21, 2024

**Approve Teaching Strategies to provide Custom Professional Development Session
on 9/4/2024 11:15 AM to 1:00 PM, not to exceed \$2,145.00.
11-000-219-320-02-19 (7074)**

TEACHING STRATEGIES, LLC ("TS")
 80 M STREET, SE, SUITE 1010
 WASHINGTON, DC 20003
 301-634-0818

Customer Name: Township of Union Public Schools
Customer Number: 02A159635
Contact Name: Gretel Perez
Contact Email: gperez@twpunionschools.org
Contact Title: Asst. Superintendent-
 Instruction/Curriculum

Prepared by: Karyn Ross
 karyn.r@teachingstrategies.com
Expiration Date: 09-12-2024
Subscription Term: -

SUMMARY			
PRODUCT	SALES PRICE	QTY	TOTAL PRICE
<small>P00006940</small> Custom Professional Development Session (3-Hours)	\$2,145.00	1	\$2,145.00
			Subtotal: \$2,145.00
			Shipping: \$0.00
			Tax: \$0.00
			Total: \$2,145.00

If paying by credit card a 2.5% processing fee of \$53.63 will be added, which is to cover the cost of processing a credit or charge card transaction, for a Total Price of \$2,198.63. Only Visa, Mastercard, and American Express credit cards may be used. Please do not use debit cards. To avoid the processing fee, payment by ACH or wire is available.

BILL TO

Billing Client: Township of Union Public Schools
 Billing Street:
 Billing City:
 Billing State:
 Billing Postal Code:
 Billing Country:

Select a Payment Method and follow the payment instructions.

Payment Type:

Orders will not be processed until a payment method is confirmed. Acceptable payment methods include:

1. Receipt of a valid purchase order;
2. Completed credit card transaction;
3. Receipt of wire transfer; or
4. Receipt of check.

You will receive a follow-up email with instructions on how to submit your payment based on the payment type selected.

Professional Development and Training

Professional Development and Training is delivered subject to the following terms: (i) Customer will be invoiced following completion of each session ordered, but not more frequently than monthly; (ii) Fees for training are based on a maximum number of 30 attendees per session for teacher sessions and 15 for coaching sessions. An additional fee of \$80 will be charged for each attendee in excess of this maximum; (iii) Additional fees, including travel expenses, will also apply for each session not scheduled at least 21 days in advance; (iv) Customer agrees to arrange for a facility with sufficient space for the number of attendees, and to provide any necessary supplies and equipment, including (but not limited to) food, beverages, microphones, speakers, projectors, computers and viewing screens; and materials such as chart paper and markers; and (v) Not less than 48 hours in advance of the session, Customer will be provided with an electronic copy of the materials to be distributed to attendees. Customer is responsible for reproducing the materials in sufficient quantity to provide to each attendee. Note that the materials are copyrighted, and may not be reproduced or distributed except in accordance with this provision, without the prior written consent of TS. Your execution of this Order represents a binding purchase of the Professional Development and Training services noted above and a binding commitment to pay the fees when invoiced following the completion of each session.

The Parties may mutually consent through informal written communications to revise Professional Development and Training dates and/or session types listed above so long as the fee(s) for the revised Professional Development and/or Training is consistent with the fee(s) listed above.

In the event of cancellation by the Customer, the following cancellation fees will apply:

Cancellation within 48 hours of scheduled session date, Customer is invoiced 100% of session fee.

Cancellation within 7 calendar days of scheduled session date, Customer is invoiced 50% of session fee.

Cancellation within 21 calendar days of scheduled session date, Customer is invoiced 25% of session fee.

In the event that Customer schedules Professional Development and Training with less than a 30-day notice before session date, the following additional fees will apply:

Scheduling within 21-30 days prior to session, Customer is invoiced an additional fee of \$300.


Scheduling with less than a 21-day notice, Customer is invoiced an additional fee of \$790.

Scheduling with less than a 24-hour notice, Customer is invoice an additional fee of \$790 and also for any additional travel expenses incurred due to last minute travel scheduling.

PD Details

TOPIC AND FORMAT	DATE	START	END
Custom Professional Development Session (3-Hours)	09/04/2024	11:15 AM	1:00 PM

By executing this Order Form, the Customer hereby agrees to be bound by the provisions contained herein:

Customer Name	Teaching Strategies, LLC
By (Signature):	By: 
Name (Print): Gretel Perez	Name: Heather O'Shea
Title: Asst. Superintendent-Instruction/Curriculum	Title: Chief Financial Officer
Address: 2369 MORRIS AVE	Address: 80 M Street, SE, Suite 1010

UNION, New Jersey 07083	Washington, DC 20003
Date:	Date: