



## Bureau of Education & Research

915 118th Avenue SE • PO Box 96068 • Bellevue, WA 98009-9668  
Phone (425) 453-2121 • FAX (425) 451-4108 • [www.ber.org](http://www.ber.org)

July 17, 2013

Gail Shelly  
Black Horse Regional School District  
450 Erial Road  
Blackwood, NJ 08012

Dear Gail,

Included with this letter is the contract created for the On-Site Training date we have recently arranged for you with Allce Kosnik. Please look over the information and contact me if you have any additional questions. If not, please sign the contract and email or fax the signed copy to my attention at BER. **The 15% deposit can be in the form of a check or a purchase order.** The deposit needs to be mailed to my attention at BER before the training date. If the deposit is in the form of a check, it can be made payable to Bureau of Education & Research.

**Please sign and email/fax the contract to my attention the week of July 22-26.**

Please contact me at 1-800-736-2136 ext. 251 at any time if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read 'Lyle Conner', with a long horizontal line extending to the right.

Lyle Conner  
BER On-Site Training Manager

**AGREEMENT FOR SERVICES**

AGREEMENT made this 17<sup>th</sup> day of July 2013 by and between **Black Horse Regional School District**, an educational institution, and **BUREAU OF EDUCATION & RESEARCH**, a Washington corporation located at 915 118<sup>th</sup> Avenue SE, Post Office Box 96068, Bellevue, Washington 98009 (hereinafter referred to as "BUREAU").

**SERVICES TO BE PERFORMED**

1. *Alice Kosnik*, consultant, will present *Powerful Strategies for Differentiating Instruction in Your World Language Classroom (Grades 6-12)* for a maximum of 5 instructional hours on Friday, February 14, 2014 for 20 educators from the educational institution identified above for a fee of \$4,655.
2. A 15% non-refundable payment in the amount of \$698 is required upon the signing of the contract. The final payment is due within 30 days of the date of service.
3. You may increase the number of educators in attendance for training. For each person above the number in paragraph (1), the fee will be increased by \$20 per person and we will deliver the additional handbooks if the number is adjusted at least 20 days prior to the date of training. If you notify us with fewer than 20 days, the fee will still be increased by \$20 per person, but we will be unable to guarantee that the additional handbooks can be provided.
4. The agreed upon fee will increase if the consultant's travel expenses increase by more than \$100 from the time the contract is signed. You will be notified of any increases and will be able to withdraw from the agreement if the increased travel expenses are not acceptable. All other costs are fixed and will not change.
5. The BUREAU will provide the consultant's compensation, all travel expenses (including airfare, hotel, per diem for meals, and ground transportation), and resource handbooks for all participants.
6. If the educational institution chooses to schedule any follow-up training(s) with the above named consultant in the next 48 months, it agrees to contract such training through the BUREAU.
7. **The educational institution will provide audio-visual equipment including a lapel microphone; 10' Screen; LCD Projector; power strip and extension cord; sound system; the meeting facility; an on-site coordinator; and lunch and refreshments (i.e. water) for the consultant.**

**RESCHEDULING POLICY**

If the educational institution reschedules the course at any time after airfare is purchased, any change fees associated with the travel will be added to the contract fee.

**CANCELLATION POLICY**

If the educational institution cancels the course from the date of this contract to 30 days before the course date, an amount of 15% of the contract fee will be paid by the educational institution.

If the educational institution cancels the course from 29 days to 48 hours before the course date, an amount of 25% of the contract fee will be paid by the educational institution.

If the educational institution cancels the course with less than 48 hours prior to the expected start time of the course, the total contract fee will be paid by the educational institution.

AUTHORIZED REPRESENTATIVE  
OF EDUCATIONAL INSTITUTION

By: (name) *Jean Tuleb*  
 (title) *SBA*  
 (institution) *BHPRSD*  
 Date: *7/23/13*

BUREAU OF EDUCATION & RESEARCH,  
a Washington corporation

By: \_\_\_\_\_  
 Richard W. Herzberg, Ph D  
 Executive Director  
 Date: \_\_\_\_\_



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July 17, 2013

Contract #: OST2175

**Bill To:**

Gail Shelly  
Black Horse Regional School District  
450 Erial Road  
Blackwood, NJ 08012

<u>On-Site Seminar Description</u>	<u>Number of Participants</u>	<u>Contract Amount</u>
Powerful Strategies for Differentiating Instruction in Your World Language Classroom (Grades 6-12) by Alice Kosnik- <b>Friday, February 14, 2014</b>	20	\$4,655

**Non-Refundable deposit  
(15% of the total contract)**

**\$698**

Please return your deposit check to:

On-Site Training Department  
Bureau of Education & Research, Inc  
PO Box 96068  
Bellevue, WA 98009-9668

Remittance Copy