p0306119

PACIFIC EDUCATIONAL GROUP

Contract for Professional Services

Service Provider: Pacific Educational Group, Inc. (PEG)
Corporate Tax Identification Number: 77-0362992
Contract Service Period: August 1, 2014-July 31, 2015

PURPOSE:
St. Paul Public Schools Special Education Department has contracted with Pacific Educational Group, Inc. to provide the following services: Please see PD plan for St. Paul Public Schools Special Ed

FEE:
The total fee for the professional development services provided by Pacific Educational Group under this contract is $ 91,600.00

ADDITIONAL NOTES:
The Pacific Educational Group, Inc. *Professional Services Cancellation Policy* is attached.

Signatures:

Valeria Silva
Superintendent St Paul Public Schools

Date

Glenn Singleton, President
Pacific Educational Group

Date

Please send signed copies of the Contract and Cancellation Policy within 30 days to:

Nikol Brandon
Pacific Educational Group, Inc.
795 Folsom Street, 1st Floor
San Francisco, CA 94107

A copy of the fully executed contract will be returned to the School District

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Updated 07/29/2014

PACIFIC **EDUCATIONAL** GROUP

2014-15 SPECIAL EDUCATION DEPARTMENT EQUITY LEARNING PLAN
SAINT PAUL PUBLIC SCHOOLS
Saint Paul, MN

Pacific Educational Group will provide the following professional development services for the purpose of developing and accelerating the Special Education Department's capacity to engage in systemic equity transformation and eliminate racial educational disparities in Saint Paul Public Schools.

I. Special Education Department Equity Leadership Development (SPED)
Continuing training, consultation, coaching, and support

Dates:
September 17-18, 2014
October 15-16, 2014
December 10-11, 2014
February 11-12, 2015
March 25-26, 2015
May 27-28, 2015

Consultant/Facilitator: Deborah McKnight

Fee: $74,400

II. Special Education/ELL Collaborative Training, Coaching, and Support (SP/ELL)
Integrated Special Education and ELL training, coaching, and support.

Dates:
October 14, 2014
February 10, 2015
March 24, 2015

Consultant/Facilitator: Deborah McKnight and Luis Versalles

Fee: 17,100 (cost split between SPED and ELL/District)

The total fee for the professional services provided under this plan is $91,500.

A contract will follow from our Business Office.

Thank you for this opportunity to partner with the Special Education Department.

Please contact me with questions or if I can assist you in any other way.

Best regards,
PACIFIC **EDUCATIONAL** GROUP
Diane Cowdery, Executive Director, District Partnerships
612-871-6754 (Minneapolis Office) • 415-601-2383 (cell)
diane@pacificeducationalgroup.com

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PACIFIC EDUCATIONAL GROUP

Pacific Educational Group, Inc.
Professional Services Cancellation Policy

The following Professional Services Cancellation Policy should be thoroughly reviewed, signed by an authorized official, and returned to Pacific Educational Group, Inc. prior to the commencement of contractual services. Pacific Educational Group will not enter into a contractual agreement with any school, district, organization or agenda without first having this document on file in our office.

- All requests for cancellation of professional services will be made in writing and forwarded via US Mail, courier, fax or e-mail to Pacific Educational Group, Inc.
- Client requests for service cancellation received 90 business days prior to the scheduled commencement of services will be granted without penalty for any incurred expenses.
- Client requests for service cancellation received less than 90 business days but more than 60 business days prior to the scheduled commencement of services will result in charges for all expenses and/or penalties incurred for travel arrangements, materials development, and consultant/staff preparation time, if any, calculated at an hourly rate equivalent to 10% of the standard daily consultant fee.
- Client requests for service cancellation received less than 60 business days but more than 30 business days prior to the scheduled commencement of services will result in charges for all expenses and/or penalties incurred for travel arrangements, plus 60% of the contracted fee for the cancelled dates.
- Client requests for service cancellation received less than 30 business days prior to the scheduled commencement of services will result in charges for all expenses and/or penalties incurred for travel arrangements, plus 90% of the contracted fee for the cancelled dates.
- Client requests for service postponement due to severe weather or natural or physical disaster will result in charges for expenses and/or penalties incurred for travel arrangements, but will not be charged for consultant fees if the dates are immediately rescheduled.
- Services immediately rescheduled for reasons other than the aforementioned will be dealt with on an individual basis.

Authorized Signature _____ Title _____

Organization _____ Date _____

PO 305632

Independent School District 625
Saint Paul Public Schools
Saint Paul, MN
Contract for Consultant Services

THIS CONTRACT, entered into this **26th day of August**, by and between Independent School District 625/Saint Paul Public Schools (hereinafter referred to as DISTRICT), and Pacific Educational Group (hereinafter referred to as PEG), witnesseth that:

WHEREAS, DISTRICT has determined that it is necessary to retain the services of a qualified person.
WHEREAS, PEG is duly qualified to perform these services:

NOW THEREFORE, the parties hereto agree as follows:
1. PEG shall perform the following tasks:
   - To train the Trainee ("Affiliate") to become a provider of the Courageous Conversations Protocol ("Protocol") training and the methodology contained therein.
   - Upon satisfactory completion of the Affiliate Certification training by the Trainee, PEG will issue a certificate to the Trainee attesting to his or her qualification as an Affiliate of the PEG Company.
   - PEG will provide the Affiliate with ongoing coaching and training in the conduct of the PEG Process at times agreed upon by PEG and the Affiliate. The training will be delivered at no additional cost to the Affiliate.
   - If PEG shall make any changes, modifications, improvements or enhancements to the Protocol, it will offer the same to the Affiliate upon the same terms and conditions as to all other Affiliates.
   - PEG shall offer the Protocol license and any related materials to the DISTRICT for use by a certified Affiliate upon the same terms and conditions as to all other District and Affiliates.
   - PEG will issue a one-year license to the District to allow for unlimited in-district Beyond Diversity seminar trainings led by Affiliates.

DISTRICT agrees:
- To have Affiliate(s) complete the certification process, which consists of the following:
  i. four-week online course;
  ii. two web/teleconferences with an experienced Beyond Diversity facilitator; and
  iii. a face-to-face live training session conducted at a St. Paul Public Schools location.
- To ensure the following conditions are met after certification:
  - Affiliate(s) have co-facilitated a Beyond Diversity training and received online or face-to-face coaching within three months of completion of the certification process;
  - Affiliate(s) demonstrate continued improvement in areas that have been noted during feedback during coaching or co-facilitations.
- To conduct in-district Beyond Diversity seminars in accordance with the following conditions:
  i. No fewer than two Affiliates will facilitate Beyond Diversity at any time;
  ii. One or more of the facilitators must be a person of color.
- Not to copy, print, reproduce or duplicate the Protocol or any of its contents for use outside of the district, without the express consent of PEG.
- Not to modify, alter, or otherwise change the Protocol without prior written authorization from PEG.

po 305632

- Not to use the terms PEG, PEG Affiliate Program, Beyond Diversity, or Courageous Conversations in any advertisement or promotional material without first submitting such advertisement or material to PEG and/or obtaining the written approval of PEG.
- Not to engage in conduct which threatens or is likely to impair the reputation or good will of PEG, which includes failure to adhere to district-wide or state standards for organization and implementation of professional development.
- Affiliate certification is with the district listed on page one for the current school year for which the license fee has been received. If a district does not pay the annual license fee, an Affiliate is not licensed to deliver Beyond Diversity. If an Affiliate moves to a new district that is not currently licensed with PEG, the Affiliate is no longer licensed to deliver Beyond Diversity.

2. CONSIDERATION and Conditions of Payment:

a) In consideration for services provided under the terms of this contract, DISTRICT agrees:

1. To pay the yearly license fee in the amount of **($22,000)** on or before December 15, 2014 (to be invoiced each year thereafter to maintain participation in the Affiliate Program).
   To pay the Affiliate certification fee for **five** Affiliate candidates in the amount of ($3,500 per Affiliate candidate - **$17,500 total)** on or before September 15, 2014 (to be invoiced separately from the annual license fee).
   Total contract amount not to exceed $39,500.
2. To review the qualifications listed in the Affiliate application and recommend qualified Trainees who reflect the will, skill, and knowledge outlined therein.
3. To schedule a minimum number of in-district Beyond Diversity seminars to provide certified Affiliates ongoing opportunities to facilitate.
4. To provide reasonable opportunities for Affiliates to lead activities that help all staff internalize the Protocol.
5. Not to copy, print, reproduce or duplicate the Protocol or any of its contents for use outside of the district, without the express consent of PEG.
6. Not to modify, alter, or otherwise change the Protocol without prior written authorization from PEG.
7. Not to use the terms PEG, PEG Affiliate Program, Beyond Diversity, or Courageous Conversations in any advertisement or promotional material without first submitting such advertisement or material to PEG and/or obtaining the written approval of PEG.

b) Payments shall be made by DISTRICT within 35 days after receipt of a valid complete invoice.

Invoice must be presented after receipt of satisfactory services and/or materials/equipment. Invoice shall include the following: complete name and address of consultant/vendor, invoice number and date, DISTRICT's purchase order number **(without purchase order number invoice is not considered valid and will not be paid, unless contract is under $1,000)**, a complete description of services performed, such as hours worked (when and where and what specific times and dates) and/or materials/equipment provided. **Original itemized receipts must be submitted, if the contract requires the DISTRICT to reimburse reasonable actual expenses (travel etc).**

3. TERM

This contract shall become effective on **August 26, 2014**, and shall remain in effect until **June 30, 2015.**
This contract may be cancelled prior to said termination date by either of the parties hereto, upon thirty (30) days written notice and without showing cause.

p 0 3 0 5 6 3 2

4. PEG shall conduct criminal background checks for all its staff members who will have direct contact with children under this contract.

   a) PEG will obtain a criminal background check on each such of its staff members prior to such staff member providing any services under this contract. Criminal background checks will be obtained by the PEG from the State of Minnesota Bureau of Criminal Apprehension and the county of the staff member's residence, or, if such staff member has not resided in the current county or the State of Minnesota for at least six months, the next, most recent county and/or state of residence will be checked.

   b) Any conviction appearing on a criminal background check must be presented by mail or courier to the Executive Director of Human Resources for the DISTRICT. The PEG shall include the following information on company letterhead: the name of the staff member, the work assignment, work location, and contact person along with a copy of the background report. The Executive Director of Human Resources will review the criminal background report and make the final decision as to whether or not PEG's staff member will be allowed to provide service to the DISTRICT under this contract. PEG must receive written DISTRICT approval before such staff member will be allowed to provide service under this contract.

5. Under this Contract PEG is an independent contractor and is not an agent or an employee of the DISTRICT. PEG shall have no claim against the DISTRICT for vacation pay, sick leave, retirement benefits, social security, worker's compensation benefits, health or disability benefits, unemployment insurance, or employee benefits of any kind. PEG shall be responsible for paying all taxes.

6. PEG shall neither assign nor transfer any part of his/her interest in this contract without the express written consent of DISTRICT.

7. No changes may be made in the terms or conditions of this contract, except by the mutual written consent of the parties hereto.

8. All services provided under this contract shall be performed to the satisfaction of DISTRICT. In the event that this contract is canceled prior to the termination date specified in clause 3, PEG shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

9. PEG shall indemnify, save harmless and defend DISTRICT from and against any and all claims, demands or causes of action arising directly or indirectly by reason for PEG's performance of this Contract, including PEG's infringement of a third party's intellectual property rights.

10. PEG grants to DISTRICT a perpetual, nonexclusive, nontransferable, royalty–free license to any and all deliverables PEG provides hereunder, including without limitation inventions, works of authorship, and technology (including source codes), and any and all methods, processes, procedures, documentation, modifications and derivative works related to such deliverables.

P0305632

Signature Page:

Saint Paul Public Schools — Purch Mgr — 10/7/2014

Title — *Date*

Above signature valid for contracts up to $99,999,99.

REQUIRED for Contracts from $1000.00 to $99,999.99, and requires District issued Purchase Order,
Valid Signatories Only:
Superintendent
Chief Business Officer
Controller
Purchasing Manager
Or any valid signatories listed in box below

For PEG Sign below

PEG Signature — CEO — 9/22/2014

Title — *Date*

Glenn Singleton

PEG Printed Name

*Federal Tax ID# or Social Security Number – **Attach W-9 (Mandatory in order to process payment)***

415 346 4575 — *Phone Number (include area code)*

510 535 9235 — *Fax Number (include area code)*

Contact@pacificeducationalgroup.com

Email Address

PO 305612

Independent School District 625

Saint Paul Public Schools

Saint Paul, MN

Contract for Consultant Services

THIS CONTRACT, entered into this 18th day of June, 2014, by and between Independent School District 625/Saint Paul Public Schools (hereinafter referred to as DISTRICT), and Pacific Educational Group (PEG) (hereinafter referred to as CONSULTANT), witnesseth that:

WHEREAS, DISTRICT has determined that it is necessary to retain the services of a qualified person
WHEREAS, CONSULTANT is duly qualified to perform these services; 1) District Executive Equity Leadership Team (DELT) Development; 2) Superintendent & School Board Development; 3) Beyond Diversity Seminars; 4) ELL Development; 5) Support for Equity Coaches/Affinity Groups; 6) LEADS (Leadership for Racial Equity) Development; 7) PASS (Partnerships for Academically Successful Students) Development).
(attach additional page if necessary)

NOW THEREFORE, the parties hereto agree as follows:

1. CONSULTANT shall perform the following tasks: (Attach additional page if necessary).
   General Description of Services:
   Pacific Educational Group (PEG) will provide professional development, coaching, and consulting services to the Saint Paul Public Schools during the 2014-15 school year for the purpose of developing and accelerating the District's capacity to engage in systemic equity transformation and eliminate racial educational disparities in SPPS schools.

2. Consideration and Conditions of Payment:
   a) In consideration for services provided under the terms of this contract, DISTRICT shall pay CONSULTANT:

      The total amount to be paid for services covered under this contract will not exceed $155,000.

   b) Payments shall be made upon presentation of an invoice in a format prescribed by DISTRICT within 35 days of date of invoice.

      Invoices will be submitted periodically throughout the year, and will include charges for services that have been previously rendered according to the schedule described in the attachment titled "SAINT PAUL PUBLIC SCHOOLS 2014-15 Equity Training Schedule – ALL (DISTRICT/ELL/ SPED)"

3. Term

   This contract shall become effective on 8/19/2014, and shall remain in effect until 6/30/2015. This contract may be cancelled prior to said termination date by either of the parties hereto, upon thirty (30) days written notice and without showing cause.

4. CONSULTANT shall conduct criminal background checks for all its staff members who will have direct contact with children under this contract.

   a) CONSULTANT will obtain a criminal background check on each such of its staff members prior to such staff member providing any services under this contract. Criminal background checks will be obtained by the CONSULTANT from the State of Minnesota Bureau of Criminal Apprehension and the county of the staff member's residence, or, if such staff member has not resided in the current county or the State of Minnesota for at least six months, the next, most recent county and/or state of residence will be

PO 305612

checked.

b) Any conviction appearing on a criminal background check must be presented by mail or courier to the Executive Director of Human Resources for the DISTRICT. The CONSULTANT shall include the following information on company letterhead: the name of the staff member, the work assignment, work location, and contact person along with a copy of the background report. The Executive Director of Human Resources will review the criminal background report and make the final decision as to whether or not the CONSULTANTS staff member will be allowed to provide service to the DISTRICT under this contract. The CONSULTANT must receive written DISTRICT approval before such staff member will be allowed to provide service under this contract.

5. Under this Contract the CONSULTANT is an independent contractor and is not an agent or an employee of the DISTRICT. CONSULTANT shall have no claim against the DISTRICT for vacation pay, sick leave, retirement benefits, social security, worker's compensation benefits, health or disability benefits, unemployment insurance, or employee benefits of any kind, the CONSULTANT shall be responsible for paying all taxes.

6. CONSULTANT shall neither assign nor transfer any part of his/her interest in this contract without the express written consent of DISTRICT.

7. No changes may be made in the terms or conditions of this contract, except by the mutual written consent of the parties hereto.

8. All services provided under this contract shall be performed to the satisfaction of DISTRICT. In the event that this contract is canceled prior to the termination date specified in clause 3, CONSULTANT shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

9. CONSULTANT shall indemnify, save harmless and defend DISTRICT from and against any and all claims, demands or causes of action arising directly or indirectly by reason for CONSULTANT's performance of this Contract, including CONSULTANT's infringement of a third party's intellectual property rights.

10. CONSULTANT grants to DISTRICT a perpetual, nonexclusive, nontransferable, royalty–free license to any and all deliverables CONSUTANT provides hereunder, including without limitation inventions, works of authorship, and technology (including source codes) and any and all methods, processes, procedures, documentation, modifications and derivative works related to such deliverables.

11. MINNESOTA GOVERNMENT DATA PRACTICES ACT COMPLIANCE. All data created, collected, received, stored, used, maintained, or disseminated by CONSULTANT is subject to the requirements of Minnesota Statutes Chapter 13 and CONSULTANT shall comply with those requirements as if it were a government entity.

PO305612

	Superintendent	9/15/2014
Saint Paul Public Schools	Title	Date

Above Signature required for any contract over $100,000.00

REQUIRED for all Contracts $100,000.00 and over,
Board Approval,(attach Board Agenda Item) list Board Agenda Date:_____
Valid Signatories Only:
Board Chair
Superintendant Signature or Designee as outlined on Board Agenda Item(attached)

For Consultant Sign below

	CEO	8/28/2014
Consultant Signature	Title	Date

Glenn Singleton
Consultant Printed Name

77-0362992
Federal Tax ID# or Social Security Number -- Attach W-9 (Mandatory in order to process payment)

415 346 4575 — Phone Number (include area code)

510 535 9235 — Fax Number (include area code)

glenn@pacificeducationalgroup.com
Email Address

P03 05612

PACIFIC **EDUCATIONAL** GROUP

SAINT PAUL PUBLIC SCHOOLS
2014-15 RACIAL EQUITY PROFESSIONAL LEARNING PLAN

Pacific Educational Group (PEG) will provide the following professional development, coaching, and consulting services to the Saint Paul Public Schools during the 2014-15 school year for the purpose of developing and accelerating the District's capacity to engage in systemic equity transformation and eliminate racial educational disparities in SPPS schools.

Component 1	District Executive Equity Leadership Team (DELT) Development
Dates: Sept 15 Nov 3 Jan 12 Mar 9 May 4 Fee: $23,000	Training, coaching, and support focused on building, accelerating and sustaining the District's capacity and accountability for leading and implementing systemic equity transformation. Consultant: Luis Versalles
Component 2	**Superintendent & School Board Development**
Dates: Oct 13 Dec 1 Mar 2 June 22 Fee: $11,200	Training, coaching, and support focused on governing for racial equity. (4 Evening sessions, 5-8 pm) Consultant: Luis Versalles
Component 3	**Beyond Diversity Seminar**
Dates: Aug 19-20 (LV) Aug 19-20 (MA) Aug 21-22 (CB) Aug 25-26 (LV) Jan 13-14 (CB) Fee: $50,800	The 2-day Beyond Diversity seminar is designed to help teachers, students, parents, and administrators understand the impact of race on student learning and investigate the role that racism plays in institutionalizing academic achievement disparities. Consultant: Various
Component 4	**ELL Development**
Dates: Sept 23 Oct 14 (SP/ELL) Nov 18 Feb 10 (SP/ELL) Feb 24 Mar 24 (SP/ELL) Fee: $30,900	Training, consultation, coaching and support for ELL program leaders and staff. Consultant: Luis Versalles

PO 305612

Component 5	Support for Equity Coaches/Affinity Groups
Dates: Oct 6 Dec 3 Jan 22 Consultant: Luis Versalles Fee: $13,800	Coaching and consultation to develop a process for supporting equity coaches, leaders, and racial affinity groups.
Component 6	**LEADS (Leadership for Racial Equity) Development**
Dates: Oct 7 (LV) Dec 4 (MA) Feb 3 (LV) Apr 21 (MA) Consultants: Marlecia Autrey Luis Versalles Fee: $20,800	Training and coaching focused on boosting principal's capacity for effective equity leadership. Two principal cohorts – 4 half days each.
Component 7	**PASS (Partnerships for Academically Successful Students) Development**
Date: Jan 15 Consultant: Courtlandt Butts Fee: $4,500	Planning, consultation, and coaching focused on implementing parent/family engagement and empowerment programming in 2015.
$155,000	**Total Fee for Above Programming (Inclusive of all travel)**

For further information, please contact:
Luis Versalles
Director, Pre K-12 District Partnerships
612-871-6754 (office) • 612-743-9408 (cell)
luis@pacificeducationalgroup.com

Date: Updated 7/21/14

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29-005-420-419-6368-1330

National Summit for Courageous Conversation 2014

Saturday, October 25, 2014 8:00 AM - Wednesday, October 29, 2014 1:00 PM (Central Time)

Sheraton New Orleans Hotel
500 Canal St
New Orleans, Louisiana 70130
United States
Event Details

Please see our website for all information, including hotel and travel.

If you have questions regarding online registration and billing, please send an email to: summit@pacificeducationalgroup.com.
Email Us

Personal Information Checkout **Confirmation**

You have registered for the 2014 6th Annual National Summit for Courageous Conversation Convention at the Sheraton New Orleans in October of 2014. Upon receipt of payment we will confirm your attendance at the National Summit.

Personal Information

Registration ID:	71168324
Registrant:	Brenda Natala ECSE Supervisor St. Paul Public Schools 360 Colborne Street, #437 Saint Paul, MN 55102 United States
Registration Date:	7/14/2014 5:51 PM
Type:	Early Bird (by July 15) Pre-Summit & Summit Oct. 25-29
Status:	Confirmed
Work Phone:	651-767-8330
Home Phone:	[redacted]
Cell Phone:	[redacted]
Email:	brenda.natala@spps.org

PO 302795

Fees

Fee	Quantity	Unit Price	Amount
Fee			
Early Bird Pre Summit and Summit Event Fee	1	$895.00	$895.00
Subtotal:			$895.00
Total:			$895.00

Transactions

Transaction Type	Date	Amount	Balance
Transaction Amount	7/14/2014	$895.00	$895.00
Current Balance:			**$895.00**

Payment Method

Payment Method: Check

Payment Instructions

2014 National Summit for Courageous Conversation registration will not be confirmed until payment has been received. All payments are processed by Pacific Educational Group. Charges on credit cards will be listed under Pacific Educational Group.

If paying by check or purchase order, please make payable to:
Pacific Educational Group
In the memo line, please write: Summit 2014

***If you are paying for multiple registrants, please include a list of the participant names.**

Mail payments to:
Pacific Educational Group
795 Folsom St, 1st Floor
San Francisco, CA 94107

Refund Information

National Summit Cancellation/Refund Policies

To receive a refund for registrations:

PO 302291

1. Cancellations must be received in writing no later than Friday, August 31, 2014.

2. Summit will apply a $100 processing fee on all approved refund requests.

3. All approved conference refunds will be processed by September 28, 2014.

4. Refunds will not be given for failure to attend, late arrival, unattended events or early departure.

5. Refunds will not be granted for individuals who do not attend the conference; however, substitutions or name changes will be honored for those wishing to be replaced by another representative.

6. Written requests for substitutions must be sent to Pacific Educational Group 795 Folsom St. 1st Floor, San Francisco, CA 94107

For registration information and billing please contact: nikol@pacificeducationalgroup.com.

Session selection is not confirmed until payment has been received. We reserve the right to modify the program and sessions as necessary. If this happens, we will communicate it with you, most likely through email.