

Class Tech Tips, LLC
121 Newark Ave Suite 580, Jersey City, NJ 07302



SERVICE AGREEMENT

THIS SERVICE AGREEMENT (the "Agreement") is made and entered into as of July 8, 2020, between Class Tech Tips, LLC (the "Contractor") and _____ Kentucky Educational Development Corporation, KEDC_____ (the "Organization"), and represents the complete understanding of the services to be provided to the Organization by Contractor in connection with the contracted professional development.

In consideration of the premises and the mutual agreements, representations, warranties, covenants and understandings hereinafter set forth, the parties hereto agree as follows:

Term. This Agreement shall be effective as of the date hereof; provided, however, that the parties acknowledge that the Services (as defined in Section 2) to be provided by Contractor to the Organization shall occur during August and September 2020 as outlined below (the "Conference Date"). For the avoidance of doubt, Contractor hereby acknowledges that as of the effective date of this Agreement, Contractor shall be bound to provide the Services on the Conference Dates and that the term of this Agreement shall conclude upon the adequate provision of such Services.

Dates: 3:30PM to 5PM ET
August 12th, August 19th, August 26th, September 2nd, September 9th

Services. During the Conference Date, Contractor shall render to the Organization services, including: five 90 minute sessions; 60 minutes of instruction, 30 minutes of support and answering questions on the call; Each webinar includes a digital handout with a checklist and next steps for participant turn-key

Three webinars pre-determined at start of engagement (as outlined below), remaining two webinars on topics related to participant feedback

- a) *Rethinking Google Slides for Engaging Formative Assessment*
- b) *Creative Use Cases for Google Forms*
- c) *Google-Friendly Tips for Curating and Sharing Resources with Students*

Note: The organization may record the presentations. Videos recorded for internal use only (posted on professional development portal; streaming content only, no downloads; for use in Summer 2020 and 2020-2021 school year)

Compensation. In consideration of the services to be provided by Contractor to the Organization, the Organization agrees to pay \$8,750 (the "Compensation"). The Compensation shall be made by the Organization no more than 45 days following the Conference Date; with payment via check.

Entire Agreement; Amendment of Agreement. This Agreement, together with Specification of Services to be provided by the Organization to Contractor pursuant to Section 2, represents the entire agreement between the parties hereto and supersedes all prior agreements and understandings between the parties, whether written or oral, relating to the subject matter hereof. This Agreement may be amended only by a written document signed by both Contractor and an authorized representative of the Organization.

Termination. Either party may terminate this Agreement, with or without cause; provided, however, that the terminating party must provide the non-terminating party at least 14 days' advance written notice, unless otherwise mutually agreed upon. Failure to provide this notice will result in the Organization to pay 100% of speaker's fee. In the event the Contractor is unable to perform any of the terms or conditions of this Agreement due to events or causes outside the Contractor's control (**Force Majeure**), the Contractor shall not be deemed to be in breach of this Agreement or liable to Organization for costs of any kind.

Contractor's Warranty. Contractor warrants that consultant is competent to perform the Services and that has the necessary qualifications including the knowledge, skill and ability to perform the Services.

Governing Law; Venue. This Agreement and the rights of the parties hereunder shall be interpreted and enforced in accordance with the laws of the State of New Jersey, and all rights and remedies shall be governed by such laws without reference to principles of conflict of laws or comity that may look to the laws of another jurisdiction.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement on the date first written above.

THE ORGANIZATION: Kentucky Educational Development Corporation, KEDC

LATISHYA SPARKS (Representative Name, Title)

[Signature] (Signature)

July 16-2020 (Date)

CONTRACTOR: Monica Burns, Founder, Class Tech Tips, LLC

[Signature] (Signature)

July 8, 2020 (Date)

Proposal

Kentucky Educational Development Corporation, KEDC — Virtual PD Spring 2020

Virtual PD | Train the Trainer

Five webinars - \$1,750 each for a total of \$8,750

- Each webinar includes a digital handout with a checklist and next steps for participant turn-key
- Webinars scheduled for 60-90 minutes in length; preference of organization
- Hosted by Class Tech Tips, LLC on GoToWebinar, Zoom, or similar platform; or hosted on platform established by organization; preference of organization
- Videos recorded and submitted for internal use only (posted on professional development portal; streaming content only, no downloads; for use in Summer 2020 and 2020-2021 school year) upon request of organization
- Three webinars pre-determined at start of engagement, remaining two webinars on topics related to participant feedback

Options for Initial Webinars - How To Do More with Google Classroom

a) Rethinking Google Slides for Engaging Formative Assessment

- *Overview of best practices and key features of Google Slides with formative assessment as focus; includes collaborative activities for synchronous and asynchronous learning, independent activities for students to use on their own time, and ways to use Google Slides creations across the content areas; opportunities for hands-on participation during do now and exit ticket activity, and ready-to-turn key templates for student journals and more!*

b) Creative Use Cases for Google Forms

- *Overview of best practices and key features of Google Forms with customizable use cases for teachers and coaches; includes how to create surveys, checklists, and observation forms, with note-taking tips, and organizational strategies; participants will create and share forms, review specific use cases and leave with ideas they can take back to their schools!*

c) *How To Create Family-Friendly Resources Using Google Tools*

- *This session will include strategies and ideas for connecting families with information through Google tools. We'll examine how to create resource lists, newsletters, calendars and updates for families using a variety of Google tools. Beyond Google Classroom updates, this session will examine how to use Google Sites, Slides, Forms and Docs to create family-friendly resources throughout the school year.*

d) *Google-Friendly Tips for Curating and Sharing Resources with Students*

- *This session will include strategies for hand-picking resources for students and sharing them using Google Tools. You'll learn how to make the most of the Materials section in Google Classroom, how to create Slide decks that provide students spaces to review and choose resources, and how complimentary resources can become part of your Google-friendly workflow for sharing "just right" and differentiated resources with students.*

e) *Complimentary Strategies and Activities for Google Classroom Teachers*

- *This session will include formative assessment and creation tools that work well side-by-side with Google Classroom. You'll learn how to have students share what they've made in another online space in Google Classroom, and how to use Google tools to outline and organize projects, before creating it in another space. This session will include an introduction to free tools like Flipgrid, Adobe Spark, Nearpod, Book Creator, and more!*

Past webinar topics that may be of interest: https://docs.google.com/document/d/1SOVlpGJhFnTG7G9xvhSUWrTNGLS_xDboXYQWJN5wWD4/edit?usp=sharing

INVOICE



Class Tech Tips, LLC

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Jersey City, NJ 07302

PayPal payment to:
paypal.me/classtehtips

Attention:
Kentucky Educational Development Corporation, KEDC

Date: September 9, 2020

Invoice Number: 5144

Project Title: Summer/Fall Webinar Series

Project Description: *outlined in agreement*

Description	Cost
Summer/Fall Webinar Series	\$ 8,750
Total	\$ 8,750