

## AGREEMENT

**THIS AGREEMENT**, made and entered into this 31st day of January, 2018, by and between Independent School District #709, a public corporation, hereinafter called District, and Segue Consulting Partners-Dr. Wendy Barden, an independent contractor, hereinafter called Contractor.

**THE PURPOSE OF THE AGREEMENT** is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

The terms and conditions of this Agreement are as follows: (insert as appropriate)

1. **Dates of Service.** This Agreement shall be deemed to be effective as of January 31, 2018, and shall remain in effect until March 2, 2018, unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

2. **Performance.** (insert programs or services to be performed by contractor)  
Dr. Wendy Barden will plan, prep and present a one-day workshop to regional arts teachers "Student Assessments and PLCs for Arts Teachers". Segue Consultants/Dr. Barden will provide materials and snacks as part of the presentation fee. Funds from the NE MN Regional Perpich Grant. (More info on last page of contract.)

3. **Background Check.** (Applies to contractors working independent with students)  
Contractor must provide an executed criminal history consent form and a money order or check payable to the District in an amount equal to the actual cost of conducting a criminal history background check on all of its employees assigned to the program. Contractor is precluded from performance of contract until the results of the criminal background check(s) are on file.

4. **Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$ \$1,235.00 - one thousand two hundred & thirty-five dollars (\$1,100.00-workshop fee, materials and snacks/beverages, \$135.00-hotel). Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless TIN is provided.

5. **Requests for Reimbursement.** The terms of payment under this Agreement are as follows:

- a. Payment shall be made by the District within 30 days of submission of a proper invoice by the Contractor;
- b. Any other terms of payment in the performance of services are incorporated by reference in this Agreement.

6. **Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause

\$ 0  
- see attached  
JMO  
2/26/18

shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs.

7. **Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.

8. **Independent Contractor.** Both the District and Contractor agree that they will act as an independent contractor in the performance of its duties under this Agreement. Nothing contained in this Agreement shall be construed as in any manner creating a relationship of joint venture between the parties, which shall remain independent contractors with respect to all actions performed pursuant to this Agreement.

Accordingly, Contractor shall be responsible for payment of all taxes, including Federal, State, and local taxes, arising out of Contractor's activities in accordance with this Agreement, including by way of illustration, but not limited to, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, workers compensations, and any other taxes or business license fees as required.

9. **Indemnity and defense of the District.** Contractor hereby agrees to defend, indemnify and hold the District harmless from all claims relating to its work pursuant to this Agreement.

In the event that Contractor breaches its obligation to defend, indemnify and hold the District harmless, then in addition to its other damages the District shall be entitled to recover its attorney's fees and costs and disbursements incurred in enforcing this Agreement.

10. **Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail care of Teri L. Akervik, ISD 709, Duluth Public Schools, 215 North 1<sup>st</sup> Avenue East, Duluth, MN 55802. All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States mail 15223 Lake Street Ext, Minnetonka, MN 55345.

11. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

12. **Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties' hereto.

13. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

14. **Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

15. **Cancellation.** Either party shall have the right to terminate this Agreement, without cause, upon (30) days written notice to the other party as provided for in this Agreement.

16. **Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals"; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

17. **Insurance.** (If applicable) Contractor shall not commence work under the contract until they have obtained all the insurance described below and Duluth Public Schools has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of the contract.

Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

**Workers' Compensation Insurance:** Contractor must provide Worker's Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota including Coverage B, Employer's Liability.

**Commercial General Liability:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the contractor or subcontractor or by anyone directly or indirectly employed under the contract.

**AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT,** set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

<u><i>Wendy Barden</i></u>	<u>61-1608251</u>	<u>2/6/2018</u>
Contractor Signature	SSN/Tax ID Number	Date

<u><i>DAkerich</i></u>	<u>Music Curriculum, Perpich Grant</u>	<u>1/31/18</u>
Program Director		Date

<u><i>Willy Day</i></u>		<u>2/9/18</u>
Director of Curriculum and Instruction		Date

<u><i>Douglas A. Healer</i></u>		<u>2/26/18</u>
CFO, Director of Business Services/Superintendent of Schools		Date

Event Date: March 2, 2018

Event Location: Myers-Wilkins Elementary, 1027 N 8th Ave E, Duluth, MN 55805

Event Time: 8:30 am - 4:00 pm

**“Student Assessments and PLCs for Arts Teachers”:**

Extended discussion of the research and practical implementation of standards-based teaching and learning in an arts classroom and the use of assessment data in PLCs for arts teachers. Our work will include:

- Reviewing standards-based assessment design with checklists and rubrics
- Re-examining the power of student reflection and teacher feedback
- Exploring activities and assessments that tap students' higher-level thinking
- Understanding the use of student assessment data in PLCs
- Collaborative thinking with others who teach the same arts classes you do

Materials, snacks and beverages are included in the presenter fee of \$1,100.00



## SEGUE CONSULTING PARTNERS

Working side by side with educators to maximize student learning

15223 Lake Street Ext. • Minnetonka, MN 55345

February 26, 2018

Duluth Schools  
Attn: Teri Akervik

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### **Student Assessments and PLCs for Arts Teachers**

March 2, 2018

Per the contract signed 2/2/18, Wendy Barden will plan, prep and present the one-day workshop (above). Stated fee was \$1,235.00.

**Change:** There will be no cost for this workshop, handouts, or snacks.

Ms. Barden started a new position @ Perpich center;  
there will be no charge for this service.

Wendy Barden  
wbarden@seguecp.com

<https://www.seguecp.com>