



1201 Court Street NE, Suite 400, Salem, OR 97301  
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### Agreement for Service

1. The Oregon School Boards Association will provide the Corbett School District with facilitation services for a **half-day board workshop on board governance essentials** starting on **September 11, 2025**.
2. The Corbett School District will pay the cost of services as follows:

Half-day workshop (up to 3 hours)	\$885
Travel Time	\$100/hour
Mileage (calculated from the consultant's location)	IRS Rate
Meals, lodging and other expenses	Actual Cost
3. An invoice will be sent when the project is completed.
4. Cancellation more than 24 hours before the in-person meeting:
  - a. If the cancellation is more than twenty-four (24) hours from the scheduled in-person meeting and the Association has incurred no expenses (e.g., mileage, lodging cancellation fees, meals) there will be no charge for the cancellation, including the workshop fee.
5. Cancellation less than 24 hours before the in-person meeting:
  - a. If the cancellation is within twenty-four (24) hours of the scheduled in-person meeting, then the Corbett School District is responsible for the workshop fee and any expenses the Association has incurred (e.g., mileage, lodging, meals and other travel-related costs including any cancellation fees).
  - b. If the Corbett School District reschedules and completes the workshop within four (4) months of the cancellation, there will be no additional fees or charges for the workshop itself. The Corbett School District will be billed for the actual expenses the Association incurs in performing the rescheduled contracted services (e.g., mileage, lodging, meals and other travel-related costs).
6. Cancellation, rescheduling, and alternative provisions of service due to safety concerns:
  - a. District agrees to provide a safe, non-discriminatory working environment for OSBA staff. Failure to provide a safe, non-discriminatory working environment for OSBA staff, may result in termination of this contract.
  - b. OSBA consultant may determine that inclement weather conditions pose a safety risk and prevent travel for an in-person workshop or meeting. If this occurs, the meeting may be moved to a virtual format, if appropriate. If this is not possible, appropriate, or the District does not wish to have the meeting virtually, the meeting will be rescheduled.
  - c. OSBA consultant may determine that conditions for an upcoming meeting pose a safety risk and has the right to request additional security personnel be present at the meeting, or that the meeting be moved to a virtual format. If the District is not able or willing to provide any of these accommodations, the meeting will be rescheduled.
  - d. If conditions at a meeting become such that the OSBA consultant feels that their safety is at risk, or is uncomfortable proceeding with the meeting, they may ask that the meeting be recessed, rescheduled, move to a virtual format, or they may leave the meeting.
7. This Agreement shall be effective on the day it is signed by both parties and shall terminate upon completion of services or on the date the Corbett School District ceases to be a member of the Oregon School Boards Association.

**Corbett School District**

**Oregon School Boards Association**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: Director of Board Development

Date: August 25, 2025