

Center for Responsive Schools, Inc.

85 Avenue A, PO Box 718
 Turners Falls, MA 01376-0718
www.responsiveclassroom.org

**Contract to Provide Services**

January 19, 2023

Center for Responsive Schools, Inc. hereby agrees to provide consultation/training in the Responsive Classroom® approach and the School/District agrees to accept and pay for said consultation/training as follows:

Customer Number: 041917
Organization Name: River Forest Public Schools, District 90
Address: 7776 Lake Street
 River Forest, Illinois 60305
 US
Contact:
Total Contract Price: \$24,900.00
Notes: PO # 230634

RIIL24	Begin Date	End Date
Responsive Classroom Core Course for Elementary Educators	8/14/2023	8/17/2023
Consultant Observation and Feedback	TBD	TBD

Payment Terms

Payment in full is due 30 days prior to the first date of service and will be considered late net 30 days of the first date of service.

Payments may be made by credit card or check. To pay by credit card, use this link: <https://www.crslearn.org/product/pay-my-invoice/>. Checks should be made payable to the Center for Responsive Schools, Inc., with the purchase order number included on the check.

Checks should be mailed to:
 Center for Responsive Schools
 Attention: Accounts Receivable
 P.O. Box 718
 Turners Falls, MA 01376

Conditions

This contract obligates the School/District to full payment for services delineated in this document. The School/District has no right to terminate this obligation once the contract is signed.

This Agreement and the accompanying Service Agreement represents the entire agreement between the parties and supersedes all prior negotiations or understandings, either written or oral, and may not be modified or amended except by a writing executed by both parties. By signing this contract, the School/District acknowledges that they have received, read and understood the accompanying service agreement and that they agree to be bound by its terms and conditions.

In the event that School/District requires additional information or documents in order to pay for the services, School/District must provide notice of such requirements prior to the start of the services contracted for herein. Failure to do so does not relieve the School/District of their obligation to pay for services rendered.

In the event circumstances beyond our or your reasonable control such as those caused by or result from fire, flood, weather, accident, war, act of public enemy, strike, lockout, work slowdown, or similar industrial or labor action, transportation delay, shortage of personnel, act of God, pandemics, suspension of operations, or the order or judgment of any federal, state, local or foreign court, administrative agency or governmental officer or body natural disasters, war, government regulations, public health and safety concerns require cancellation of service dates the school or district is still obligated to make payment and a credit for service will be issued. The credit must be used within one year of its issue date. CRS will provide service delivery options, including date change and virtual delivery.

Center for Responsive Schools, Inc.
Federal ID # 04-2733471

Authorized Signature:

Date:

Date:



Service Agreement for *Responsive Classroom*

Consultant Observation and Feedback Visit

We are pleased to provide a *Responsive Classroom Consultant Observation and Feedback Visit* (COFV) at your school. Your Educators have learned the *Responsive Classroom* approach from attending one of our 4-day Courses and are beginning to implement these skills in their classrooms. The *Consultant Observation and Feedback Visit* provides insight into school-wide implementation of RC practices; highlights growth opportunities and suggests additional professional development resources to support your educators. In order to help monitor your teacher's alignment of *Responsive Classrooms* four RC Domains; Effective Management, Positive Community, Developmentally Responsive, and Engaging Academics, you will receive access to *Kaleidoscope*, a tool that will allow for further observations and growth profiles, for an academic year.

What to expect with this service:

Step 1: A Certified Responsive Classroom consultant will visit your school, while classes are in session, and use our Kaleidoscope tool to observe, evaluate progress, and interpret findings. Observations focus on a representative sample of teacher practice reflective of responsive, effective, engaging, and developmentally sound teaching practices that foster academic and social-emotional learning throughout the school day. In addition, they'll observe reflections of RC practice in action in non-classroom spaces like the cafeteria, halls, gym, and playground.

Step 2: You will be provided a Post-observation Kaleidoscope summary that identifies areas for growth including easy to interpret data that offers specifically chosen resources relevant to supporting teacher practice in those areas. (see attached PDF for sample results)

Step 3: Teachers will further develop their practice and school leader(s) are provided a log-in to access the Kaleidoscope tool in order to use it twice more to observe, assess, and interpret teachers' mid- and end-of-year growth.

Resource provided with this Service: <https://kscope.responsiveclassroom.org/>





Service Agreement for the Elementary Core Course Package

We are pleased to be working with you to bring the Responsive Classroom Elementary Core Course Package to your school. This package includes the following:

- **Responsive Classroom® Elementary Core Course**, including 4 days (28 hours) of content time for up to 30 participants
- An electronic conversation guide to introduce *Responsive Classroom* to the educators at your school
- A collection of resources for the course participants
- A Consultant Observation and Feedback Visit for one school (during a date range to be determined when a *Responsive Classroom* consultant is in your area)
- One (1) school-year subscription to the Kaleidoscope Observation Tool

Participants in the course should plan on attending all 28 hours. Only those participants who attend the course in its entirety will receive a Certificate of Attendance, which will be emailed to the school after the completion of the course.

Our presenter will contact you to discuss the following details in preparation for the 4-day course.

MEALS

If you provide morning refreshments, please make them available 30 minutes before the scheduled start of the course. The lunch period is 45 minutes, and you will need to make provisions for lunch at your or your participants' expense.

SPACE

The workshop space must be large enough to accommodate a circle of 31 adult-size chairs and a chart stand, as well as a table workspace area with 5 to 6 adult-size tables and chairs (5 to 6 people per table), a large screen, and an LCD projector. If the workshop space is too small to accommodate both the circle of chairs and table workspace area, please assign an adjacent room for the table workspace.

EQUIPMENT AND MATERIALS

Materials We Will Provide:

- 30 copies of the Responsive Classroom Elementary Core Course Resource Book
- 30 copies of course materials:
 - *The First Six Weeks of School*
 - *Yardsticks: Child and Adolescent Development Ages 4–14*
 - *Charlie and the Octopus*
 - *The New Bird in Town*
- 30 copies of additional print resources:
 - *Empowering Educators: A Comprehensive Guide to Teaching* (specific to grade-level span: K–2, 3–5, or 6–8)
 - *Strengthening the Parent-Teacher Partnership*
 - The Mindful Student curriculum (grade-level specific)

We will ship these materials directly to your site about 2 weeks prior to the course. The presenter will check in with you to confirm that the materials have arrived. Please store all materials in a safe location and have them available the day before the course begins.

Equipment and Materials You Will Provide:

- LCD projector and speakers
- Large projection screen
- 2 chart stands with a lip to hold a pad of lined chart paper (see Diagram 2, attached)
- Art supplies (to be provided for each **Elementary Core Course** section):
 - ☐ Chart paper: 2 pads
 - ☐ Colored markers: 6–8 packs of 8
 - ☐ Index cards (3 x 5 lined, white): 1 pack of 100
 - ☐ Blank white copier/printer paper (8 ½ x 11): 1 ream
 - ☐ Pens: 30
 - ☐ Yellow highlighters: 30 or 3 packs of 12
 - ☐ Painter's tape: 1 roll

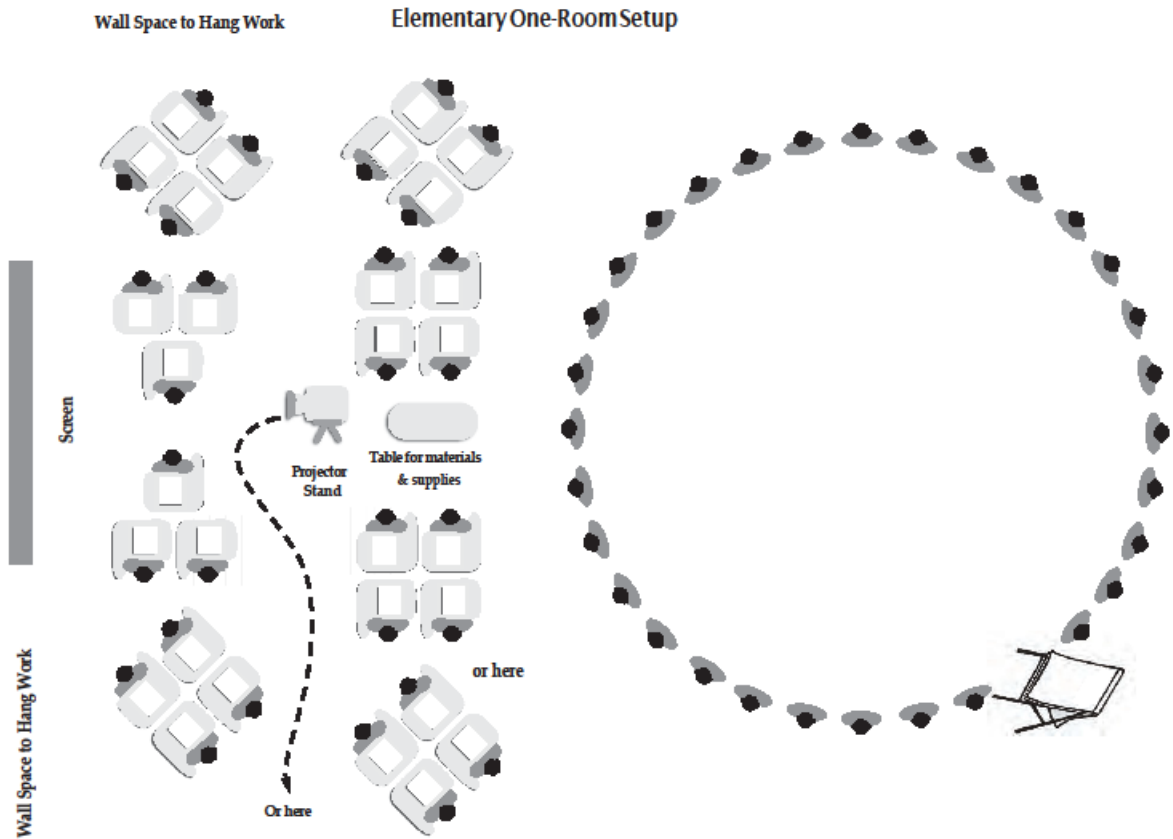
Participants Will Need:

- Access to internet
 - Access to a computer/phone/tablet
- (These tools are used minimally during the workshop)

SCHEDULE

Each of the four days begins at 8:30 a.m. and ends at 3:30 p.m. Our presenter will need to be in the building from about 7:00 a.m. until about 4:30 p.m. each day and will arrange the exact times with you.

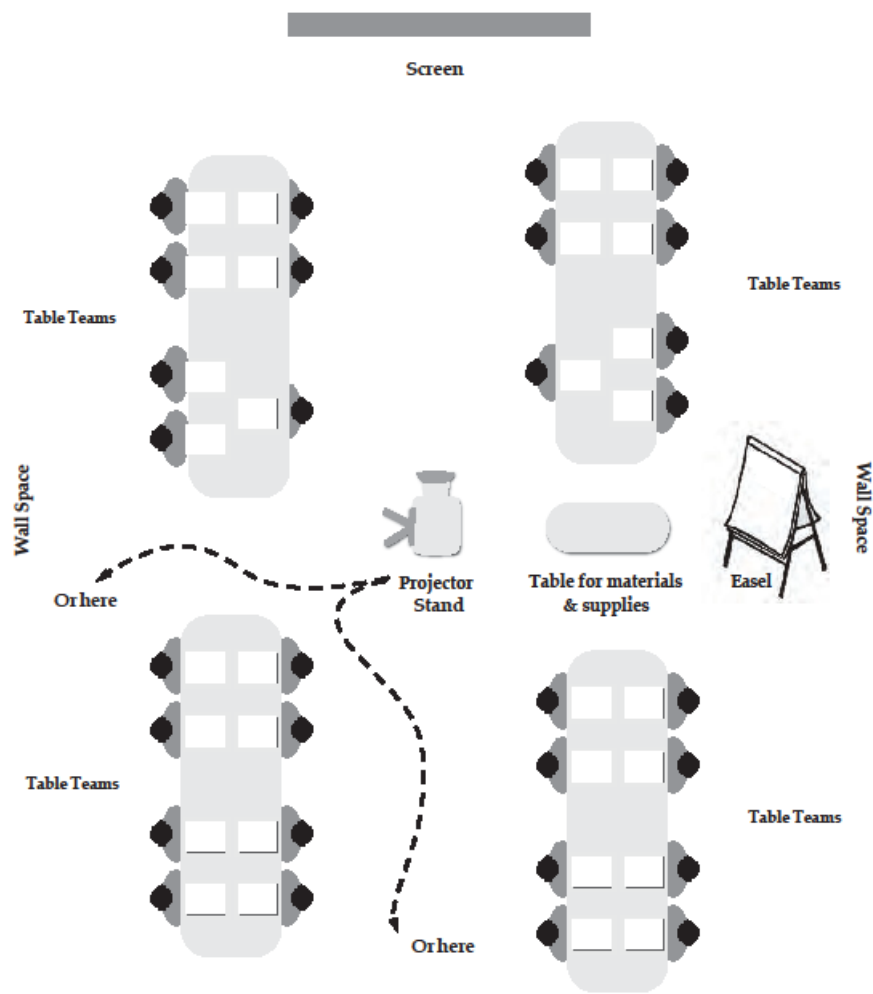
Our presenter will plan to set up the classroom on the day before the first day of the course. Please be prepared to make the building accessible during this time. Our presenter will make arrangements with you to have someone open the school for them. Classrooms and gathering spaces should be set up as described above before the presenter arrives. One or two volunteers will be needed to help with setup and distribution of course materials.



Elementary Two-Room Setup • Room 1
31 elementary-size chairs and 1 chart stand



Elementary Two-Room Setup - Room 2 Option A



30 chairs. Please arrange this furniture before we arrive.

Elementary Two-Room Setup • Room 2 Option B

