



Dr. Tracey Severns

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(908) 217-0657

Proposal for Professional Development Services

Prepared for:

Ms. Liesel Steines
Director of Curriculum & Instruction
Franklin Lakes School District
490 Pulis Avenue
Franklin Lakes, NJ 07417

Prepared by:

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Proposal Date:

February 7, 2023

Scope of Services:

Dr. Severns will provide customized professional learning experiences for an unlimited number of participants on March 13, 2023. The location, start and end times will be determined by the District.

Services will include:

- a. Participation in meetings and/or conference calls to determine the content, activities, and logistics for the day of service.
- b. One (1) full-day, of on-site professional development that *may* include a keynote address, and/or facilitation of sessions designed to address District priorities and goals.
- c. Participation in a debriefing session with school/district leaders to offer recommendations regarding “next steps” and ensure that what was learned is transferred into practice.

Content and Process

The professional learning experiences will include content and activities aligned to the objectives established by the District. Participants will receive resources to support immediate implementation.

Compensation:

One full-day of in-person, on-site professional development: \$5,500.00

Price is valid for 90 days from proposal date.

Fees include all travel expenses, materials and resources for participants.

Teach4Results will provide an original numbered invoice following delivery of services.

Conditions:

Franklin Lakes School District will host all sessions in an appropriate space equipped with a computer, projector, screen, wireless Internet access, a wireless microphone and a large table. Assistance will be provided with furniture, lighting and technical support (if necessary).

Cancellation:

Services may be cancelled by Teach4Results or Franklin Lakes School District with or without cause upon the provision of thirty days written notice to the other party. If services are cancelled by Franklin Lakes School District less than thirty days prior to the scheduled date for the provision of services, Franklin Lakes School District will be invoiced for any costs already incurred by Teach4Results.

Changes:

Changes to this proposal may be arranged by mutual agreement in writing between Teach4Results and Franklin Lakes School District.

Agreement:

This proposal may serve as a letter of agreement between Teach4Results and Franklin Lakes School District. If this proposal meets the needs of both parties, authorized representatives may sign below to signify agreement to the terms above.

Franklin Lakes School District

Name (print): _____

Signature: _____

Title: _____

Date: _____

Teach4Results

Tracey Severns, Ed.D.

Tracey Severns, Ed.D.

Consultant

February 7, 2023