





MEMORANDUM

To: Heather Wilson, Chief Financial Officer  
From: Carmella Shafer, Director of Purchasing
Date: July 2, 2024
Subject: Purchase Professional Development from Solution Tree
Agenda Item: J – 1.

BACKGROUND

Goal #1 of the CSISD Strategic Plan is to enhance effective instructional practices by implementing innovative and personalized learning experiences. To help in accomplishing this goal, we have been working to provide a variety of learning experiences to address the needs of all learners, improve Tier 1 Classroom Instruction in all classrooms for every learner, and engage in a process for individual student goal setting and progress monitoring. For the educators to be able to provide this level of learning for every student, we need to provide the professional learning and training necessary to achieve Goal #1. Professional Learning Communities (PLCs) are the next step in our work in CSISD.

PLCs provide the environment to build collective capacity for continuous improvement and create clarity of purpose, a common vision, collective commitments, and agreed-upon goals that will move CSISD forward in academic achievement. During PLCs, teachers and principals will develop a shared understanding of assessments, implement common formative assessments, analyze evidence of student learning, and use that evidence to learn from one another as well as respond to the individual needs of their students.

Quotes were requested from Solution Tree and Corwin for this training.

Vendor & Information	Total Costs
Solution Tree Onsite Coaching Academy – 12 Days 100 Books	\$ 150,000.00
Corwin PLC + Foundational Workshop – 12 Days 294 Books	\$ 187,683.46

These face-to-face and online resources are available from Solution Tree through TIPS Purchasing Cooperative contract number 220601. All items on this contract have been competitively bid and awarded by the Cooperative's Board of Trustees based on state statutes and the Office of Management and Budget (OMB) 2 CFR Part 200 for federal fund expenditures.

Carmella Shafer
Director of Purchasing
Purchasing

1812 Welsh Ave.
College Station, TX 77840
979-764-5408 -- www.csisd.org



Quotes were requested and received from two vendors with Solution Tree being recommended as the best value for CSISD and the low proposer.

It is the recommendation of Carmella Shafer, Director of Purchasing, and Jeff Mann, Director for School Improvement that CSISD purchase Solution Tree's Professional Learning Community (PLC) training in the amount of \$150,000.00 using Title II federal funds.

Recommendation

It is recommended that the Board of Trustees of College Station Independent School District approve the purchase of Professional Development from Solution Tree through TIPS Purchasing Cooperative contract # 220601 in the amount of \$150,000.00 using Title II funds.

 7/10/24

Jeffrey Mann, Dir. for School Improvement



Carmella Shafer, Director of Purchasing

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Solution Tree Cost				
Suggested Month	Group	Number of Days	Cost	
September	1-2	2	\$25,000	
November	3-4	2	\$25,000	
February	5-6	2	\$25,000	
September	2	2	\$25,000	
November	4	2	\$25,000	
February	6	2	\$25,000	
		PD Services Total	\$150,000	
Learning By Doing Book	Each	Participants	Total	
Books are included		\$0.00	50	\$0.00
Books are included		\$0.00	50	\$0.00
Total			100	\$0.00
		Book Total		\$0.00
		Grand Total for Solution Tree		\$150,000.00
Corwin Cost				
Suggested Month	Group	Number of Days	Cost	
TBD	Elementary Group	12	\$90,000	
TBD	Secondary Group	12	\$90,000	
		PD Services Total	\$180,000	
PLC + Book	Each	Participants	Total	

[illegible]

Solution Tree Title 2 Purchase Justification SY 2024-2025

Two vendors (Solution Tree & Corwin) were asked to provide a quote for the following:

- College Station ISD is looking to provide Professional Learning Community Training to 6 Secondary Campuses and 6 Elementary Campuses
- College Station ISD would like to see quotes that show what it will need from the vendor's perspective for:
 - Campus Leadership Training
 - Campus Coaching of Administrators and Teachers During PLC Meetings
- What would the timeline and scope of the year look like for the training to be completed for the 12 campuses and district staff to be trained for the 24-25 school year

The response from Solution Tree was with a quote for secondary campuses and a quote for elementary campuses

**The total for PD services from Solution Tree (including books) will total
\$150,000.00**

The response from Corwin was the following information located on this pdf

The total PD services from Corwin (including books) will total: \$187,683.346

This spreadsheet has the specific breakdown of costs based upon their quotes.

College Station ISD is selecting Solution Tree for the PLC Professional Development because of the following reasons:

- All sessions are held in face-to-face settings in College Station ISD
- College Station ISD is familiar with the work of Solution Tree
- There is only 1 book needed for the work
- The overall costs associated with the work is reasonable and lower than the other quoted costs

**Solution Tree, Inc.
Purchase Agreement**

Effective March 21, 2024, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and College Station Independent School District ("Customer") located at 1812 Welsh Ave., College Station, TX US agree as follows:

1. **Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Professional Development	\$75,000.00
Total	\$75,000.00

2. **Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement plus any applicable taxes upon execution of this Agreement (the "Purchase Order Due Date") The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	\$ 0.00	Waived
Professional Development	\$75,000.00	Incrementally after each date

3. **Professional Development**

- 3.1. **Description of Services:** Solution Tree will provide a speaker ("Associate") to perform the onsite professional development services described in Exhibit A.
- 3.2. **Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- a. All PLC Coaching Academy handouts and print materials are included in the total cost and will be provided by Solution Tree.
- 3.3. **Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions in accordance with the technology requirements described in Exhibit B. Solution Tree may terminate this Agreement if Customer's equipment is not up to the required standard by 30 days prior to the start of the services. If Customer's equipment fails during the services, Customer will still be liable for the full amount.

3.4. PLC Coaching Academy: The PLC Coaching Academy includes 50 participants. Should the number of participants exceed 50, a one-time fee of \$1,500 plus \$1,500 per additional participant will be due. If the number of participants exceeds 100, a second coach will be added in an Addendum. The PLC Coaching Academy has a maximum of 150 participants.

- 4. Resources:** Customer will purchase the following resources. Solution Tree will ship all resources after an invoice has been generated. Solution Tree will not ship any resources without a purchase order or full payment.

Title	Quantity	Price	Total
PLC Coaching Academy Participant Binder	50	Included	Included
<i>Learning by Doing</i>	50	Included	Included
<i>Concise Answers to Frequently Asked Questions in a PLC at Work</i>	50	Included	Included
PLC at Work Toolkit	1	Included	Included
Shipping and handling	--	--	Included
Resources Total			Included

5. General Terms

5.1. Intellectual Property: Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.

5.2. Force Majeure: If events beyond the parties' control make it impossible to perform under this Agreement, the party unable to perform will not have any liability to the other party for the prevented performance. All obligations unaffected by such an event will remain in place.

5.3. Termination: Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.

- a. Professional Development:** If Customer cancels any Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will use best efforts to reschedule the Professional Development Services.
- b. Resource Returns and Refunds:** Resource returns and refunds will be handled by the Return Policy outlines at <https://www.solutiontree.com/customer-service/product-orders>.

5.4. Entire Agreement: This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

Jeffrey Mann

Director of Leadership and Learning

College Station Independent School District

Date

Date

Solution Tree, Inc.

Exhibit A**Description of Professional Development Services****SERVICE 1: PLC at Work® Coaching Academy****Date(s):****Session 1:** September 16 & 17, 2024**Session 2:** October 2 & 3, 2024**Session 3:** February 24 & 25, 2025**Proposed Associate(s):** Danieli Parker**Estimated Number of Participants:** 50**Participant Demographics:** School Teams**Proposed Start Time:** 8:00am**Proposed End Time:** 3:00pm**Workshop Location:** District Site**Cost of Service:** \$75,000.00
(\$1,500.00 per participant)**Description of Service:**

The PLC at Work Coaching Academy prepares participants to lead implementation of PLC at Work systems at their school sites. Teams of school leaders and teachers learn the three big ideas and four critical questions of a PLC at Work and explore effective practices that support learning for all. Teams will leave each session with goals and next steps. The objectives of the Coaching Academy may include:

- Understand the concept and attributes of a professional learning community.
- Examine research-based best practices and standards for becoming a professional learning community.
- Experience and create sample processes and products reflective of professional learning communities.
- Acquire strategies and tools for designing, implementing, and evaluating a school's journey toward becoming a professional learning community.
- Design a plan of action for implementing the professional learning community concept at your school.
- Participate actively by engaging in conversations and teamwork.
- Reflect on and self-assess personal knowledge, skills, and beliefs.

Included Resources:

One per participant: PLC Coaching Academy Binder, Learning by Doing, Concise Answers to Frequently Asked Questions about Professional Learning Communities at Work

One per team: PLC Toolkit (1 toolkit)

Onsite days may occur virtually. Virtual days are up to 6 hours of support. Virtual pricing will apply to all onsite days delivered virtually.

Exhibit B

Technical Requirements for Virtual Professional Development

If any of the requirements below are not available, please contact your PD Representative immediately.

SYSTEM REQUIREMENTS	PC/Windows	Macintosh
	<ul style="list-style-type: none"> Windows 2003 Server, Windows XP, Windows Vista, Windows 7 or above Internet Explorer 8 or above, OR Firefox 4 or above, OR Chrome 5 or above Intel or AMD processor (2.4 GHz or More) At least 2 GB RAM 700 Kbps or more for simultaneous screen sharing, video, and audio conferencing 	<ul style="list-style-type: none"> Mac OS X 10.6 or above Safari 3 or above, OR Firefox 4 or above, OR Chrome 5 or above 2.4 GHz Intel processor (Core 2 Duo) At least 1 GB RAM 700 Kbps or more for simultaneous screen sharing, video and audio conferencing
VIDEO/AUDIO REQUIREMENTS	<ul style="list-style-type: none"> A sound card installed in your computer Microphone and speakers connected to your computer or a telephone with conference-call capabilities Web camera at one viewing site 	
SITE REQUIREMENTS	<ul style="list-style-type: none"> Hard line Internet connection Projector, monitor, or whiteboard to view the IWC session Suggested: Tech contact in attendance and available for troubleshooting at time of web conference 	

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- 3.3. **Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions in accordance with the technology requirements described in Exhibit B. Solution Tree may terminate this Agreement if Customer's equipment is not up to the required standard by 30 days prior to the start of the services. If Customer's equipment fails during the services, Customer will still be liable for the full amount.

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Jeffrey Mann

Director of Leadership and Learning

College Station Independent School District

Date

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VIDEO/AUDIO REQUIREMENTS	<ul style="list-style-type: none"> A sound card installed in your computer Microphone and speakers connected to your computer or a telephone with conference-call capabilities Web camera at one viewing site 	
SITE REQUIREMENTS	<ul style="list-style-type: none"> Hard line Internet connection Projector, monitor, or whiteboard to view the IWC session Suggested: Tech contact in attendance and available for troubleshooting at time of web conference 	