

**Educational Research in Action, LLC**  
**Karin Hess, President**  
**443 Pleasant Valley Road, Underhill, VT 05489**

**DATE:** February 6, 2018

**TO:** Kelly B. Hornby, Assistant Superintendent for Curriculum & Instruction, Assessment, and Professional Development, Campbell County School District #1, Gillette, WY  
[khornby@ccsd.k12.wy.us](mailto:khornby@ccsd.k12.wy.us)

**FROM:** Karin K. Hess, Ed.D.  
[karinhessvt@gmail.com](mailto:karinhessvt@gmail.com)



**RE:** Letter of Agreement with the Campbell Co. School Dist #1, for providing three days of planning and professional development on March 27, 28, and 29, 2018 in Gillette, WY

Educational Research in Action is pleased to enter into this agreement with the Campbell Co. School Dist #1, to provide three days of planning and professional development on March 27, 28, and 29, 2018. The participants for this work will include secondary school district curriculum leaders and elementary ELA curriculum developers. The ELA work will focus mostly on embedded formative assessment strategies; secondary work will be customized based on the needs of each content area. All work will be conducted by Dr. Karin Hess.

An invoice will be submitted upon completion of delivery of services for a total of no more than **\$7500 (based on a rate of \$2500/day for three days of consulting) plus related travel expenses** and be payable within 30 days of the event. Travel expenses include hotel, meals, airfare, airport parking, ground transportation/rental car/ mileage, etc. (My current estimate of expenses are approximately \$2000, with airfare being half of that amount.) Only actual expenses will be billed. Electronic copies of all support materials will be provided to various committees; Campbell Co. School Dist #1 will take care of meeting logistics and materials preparation or dissemination. In the event Campbell Co. School Dist #1 decides to cancel the work after airfare has been purchased, Campbell Co. School Dist #1 agrees to reimburse Karin Hess for any ticket re-issue penalty fees (approximately \$200-\$250/ticket).

Finally, both parties to this agreement submit to the following provisions concerning any and all works, materials, ideas or inventions that Karin Hess creates, conceives, develops, or invents (collectively, the "Work Product") while performing the services as outlined herein:

Karin Hess retains ownership and all rights in all materials produced under this contract. Karin Hess grants Campbell Co. School Dist #1 permission to use all materials



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Contact information: 802.899.5238 or [karinhessvt@gmail.com](mailto:karinhessvt@gmail.com)

produced under this contract without additional charge, provided the source of the materials is cited when appropriate (e.g., "Karin Hess, source, [date]"). Campbell Co. School Dist #1 will not incorporate any of the materials or work developed by Karin Hess into any copyrighted materials without written permission from the author.

I look forward to my continued work with the dedicated educators in your district. Please review, sign, and date a copy of this letter to indicate your acceptance of the terms and deliverables described herein. Return a copy of this letter to my attention at the mail or email address above.

**AGREED to and ACCEPTED for Campbell Co. School Dist #1**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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