

**Solution Tree, Inc.  
Purchase Agreement**

Effective April 10, 2024, Solution Tree, Inc. (“Solution Tree”) located at 555 N. Morton St., Bloomington, IN 47404 and Lakeview Elementary - Campbell County School District (“Customer”) located at 1017 Gabriel Dr., Gillette, WY 82716 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.

<b>Products and Services</b>	<b>Total</b>
Professional Development	\$32,500.00
<b>Total</b>	\$32,500.00

- 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 upon execution of this Agreement (the “Purchase Order Due Date”). A non-refundable deposit of 20% of the total amount due will be invoiced upon execution of this Agreement. 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:

<b>Description</b>	<b>Payment</b>	<b>Expected Invoice Date</b>
20% Deposit (non-refundable)	\$ 6,500.00	Upon execution of Agreement
Professional Development	\$26,000.00	Incrementally after each date

**3. Professional Development**

- 3.1. Description of Services:** Solution Tree will provide a speaker (“Associate”) to perform the 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.

**4. General Terms**

- 4.1. 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.

**4.2. Force Majeure:** If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:

- a. If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
- b. If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.
- c. If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
- d. All obligations unaffected by a Force Majeure Event will remain in place.

**4.3. 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>.

**4.4. 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:

\_\_\_\_\_  
Jodi Wilson  
Instructional Facilitator  
Lakeview Elementary - Campbell County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Solution Tree, Inc.

**Exhibit A**

**Description of Professional Development Services**

**SERVICE 1: PLC at Work® Customized Workshops**

**Date(s):** August 16, 2024; May 23, 2025

**Proposed Associate(s):** Joe Cuddemi

**Estimated Number of Participants:** 50

**Participant Demographics:**  
Elementary Teachers and  
Administrators

**Proposed Start Time:** 8:00 AM

**Proposed End Time:** 3:00 PM

**Workshop Location:** Onsite

**Cost of Service:** \$13,000.00  
(\$6,500.00 per day)

**Description of Service:**

The PLC at Work associate will work with school leadership to customize these sessions based on the participants' current PLC at Work reality. The sessions will focus on deepening participants' understanding of the PLC at Work processes and addressing critical next steps to further their PLC at Work implementation. Each day will build on previous training and strategies provided.

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

**SERVICE 2: PLC at Work® Embedded Coaching**

**Date(s):** October 4, 2024; November 5, 2024; February 7, 2025

**Proposed Associate(s):** Joe Cuddemi

**Estimated Number of Participants:** Varies

**Participant Demographics:**

Elementary Teachers and  
Administrators

**Proposed Start Time:** 8:00 AM

**Proposed End Time:** 3:00 PM

**Workshop Location:** Onsite

**Cost of Service:** \$19,500.00  
(\$6,500.00 per day)

**Description of Service:**

These coaching sessions are designed to develop the internal capacity for implementing and sustaining a PLC at Work, as well as begin a focus on best practices in assessment and instruction. The coaching days may include sessions with principals or district staff, monitoring of team activities, coaching for teacher teams on necessary areas of growth, and/or other meetings with staff at the schools. These sessions will be customized to support the identified challenge areas within the school and further develop teacher strength areas. Topics may include, but are not limited to:

- PLC at Work
- Creating a Collaborative Culture
- SMART goals
- Creating Essential Learning Targets
- Common Formative Assessments
- Data Analysis
- Pyramid of Interventions/Response to Intervention
- Mathematics
- Literacy
- School Culture

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