

P.O. Box 1090  
Lomita, CA 90717  
Phone: (310) 710-3618  
E-Mail: TeachingOneMoore@GMAIL.COM  
Web: TEACHINGONEMOORE.COM

Proposal  
September 5, 2018

Mr. Dustin Seemann  
Assistant Superintendent  
of Educational Services  
Beverly Hills Unified  
School District  
255 South Lasky Drive,  
Beverly Hills, CA

Dear Mr. Seemann:

This letter describes the 2018-2019 contract between Danielle Moore and Beverly Hills Unified School District, for professional development services to be rendered by Danielle Moore to the teachers of Beverly Hills Unified School District.

These services include grade level specific planning days on Cognitively Guided Instruction in Math and the Common Core State Standards. Professional development days include, but are not limited to, an understanding of the CGI problem types, the problem solving trajectory, the structure of a CGI lesson, and analyzing student work. The dates include 4 full days and 1 half day of trainings:

- October 17, 2018 (half-day)
- November 2018
- February 2019
- March 2019
- April 2019

#### **Additional Support Between Visits**

Included in this contract is additional support via email. Teachers and administrators are welcome to email their consultant for additional support.

#### **Payment**

The rate is \$1,500 per full day of professional development training and \$1,000.00 for half-day professional development trainings. The total amount of services is \$7,000.00.

**Expenses and Payment**

We send our billing statements on a monthly basis, and will expect payment within 30 days of being invoiced. After 6 weeks, we reserve the right to add a 10% late fee to your invoice.

**Cancellations**

Once you sign this contract, I will reserve time to work with you. If, at a later date, budgetary or other constraints make it necessary for you to rescind on this agreement then:

- We will work together to reschedule the visit if it is at all possible.
- If a rescheduled visit is not possible, there will be a 10% charge on any dates for which we have more than one month’s notice and a 30% charge for any cancellations with less than one month’s notice.

If the information in this letter is correct, please sign this letter and return it to me at your earliest convenience. If there is a discrepancy between the specific details in this letter and your understanding of our agreement, please email me immediately.

I look forward to working together in the coming year.

Sincerely,

Danielle Moore  
Founder and Director  
Teaching One Moore

This agreement is dated on this 5th day of September 2018 by and between Beverly Hills Unified School District and Danielle Moore.

The parties hereby agree to the terms, provisions, and conditions of this agreement as stated.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Danielle Moore  
P.O. Box 1090, Lomita, CA 90717  
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