



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

January 12, 2012

Carroll County Head Start
Pam McNeal
1302B Highland Ave.
Carrollton, KY 41008

Dear Ms. McNeal,

Attached is the T/TA Agreement for the training per your request. Please sign and return an original signature Agreement to Janine Keirnan, at T/TAS, 1906 College Heights Blvd. #11031, Bowling Green KY 42101. Please also fax a signed copy to 270.745.3340 so the trainer can make arrangements.

Your trainer will be Sherri Meyer. The first session is tentatively scheduled for February 8-9, 2012, contingent upon receipt of signed agreement within 20 days. Please communicate any necessary location and time arrangements directly with Sherri by calling 800.882.7482 or e-mailing at sherri.meyet@wku.edu.

I appreciate your continued support of our services, if you have any questions please contact Janine at above number or janine.keirnan@wku.edu.

Sincerely yours,


Colleen B. Mendel
Executive Director

Attachment

The Spirit Makes the Master

Training & Technical Assistance Services | Western Kentucky University | 1906 College Heights Blvd. #11031 | Bowling Green, KY 42101-1031
phone: 270.745.4041 | toll-free: 1.800.882.7482 | fax: 270.745.3340 | e-mail: ttas.info@wku.edu | web: www.ttas.org

Equal Education and Employment Opportunities • Hearing Impaired Only: 270.745.5389

T/TA Sponsored Agreement

PURPOSE

This Agreement is by and between Carroll County Head Start (hereinafter referred to as "Program") and Western Kentucky University Research Foundation, Inc./Training and Technical Assistance Services (T/TAS). The purpose of this Agreement is to provide training and technical assistance on selected topic areas.

SCOPE OF WORK

T/TAS staff member Sherri Meyer shall provide the following services:

- provide ongoing TTA to Head Start staff by conducting classroom observations; providing teaching staff with individualized one-on-one feedback
Scheduled Visits: February 9-10, March 1-2, and March 29-30, 2012
- Estimate of up to 6 days of service at a rate of \$900 per day per trainer

Upon receipt of fully executed Agreement, T/TAS will provide services. The training will include lectures, discussion, practice, and audio-visual materials, as appropriate. Training provided may include handouts and/or other materials necessary for participants to take full advantage of the sessions. All handouts/materials are copyrighted by T/TAS. The Program shall handle space, audio/video equipment, and logistics for the session(s). Sessions cannot be recorded by audio or video tape.

Program and T/TAS shall hold each other harmless against any grievances or liability which may result from the provision of services stated herein. T/TAS will not disclose any confidential information acquired during the course of providing services under this Agreement.

COST AND PRICING

The training will be performed on a fixed price basis at a cost to Carroll County Head Start of \$900 a day per trainer, for up to 6 days which includes preparation and delivery. Total estimated fee: \$5,400. Travel expenses will be additional, and the rate of reimbursement shall be pursuant to the travel regulations of Western Kentucky University. Travel costs can be estimated. If documentation is required for travel reimbursement, please advise when returning signed Agreement. It shall be the responsibility of T/TAS to pay all fees and expenses to individuals engaged in providing these services. T/TAS shall submit one invoice for payment at completion of services. It shall be the responsibility of the Program to pay in full within 30 days of receipt of invoice.

CANCELLATION: Cancellation by Program of mutually scheduled days will be subject to a twenty-five percent (25%) cancellation fee. Program shall be invoiced for reasonable travel expenses incurred by T/TAS as a result of Program's cancellation or rescheduling of training date.

The signatures affixed below bind both parties to the project and attendant terms and conditions described in this agreement.

Authorized Signatures:

For T/TAS



Colleen B. Mendel, Executive Director

Date: January 12, 2012

For Carroll County Head Start

Mona Kindoll, Board Chair

Date: _____