

<b>Requester Email</b> barb.wilson@chagrinschools.org	<b>Attention To</b> barb.wilson	<b>Requested PO Date</b> 1/11/2021	<b>Requisition No</b> SUP4841
<b>Vendor No</b> 13124 (THE DIVERSITY CENTER OF)		<b>Deliver By Date</b> 	
<b>Vendor</b> THE DIVERSITY CENTER OF NORTHEAST OHIO 3659 GREEN ROAD, SUITE 220 CLEVELAND, OH 44122 Fax: 2167524974 Email:		<b>Deliver To Vendor No</b> 700110 (Superintendent's Office)	
<b>Fund to be used/Notes to Approver</b> 		<b>Deliver To</b> Superintendent's Office Chagrin Falls Schools 400 East Washington Street Chagrin Falls, OH 44022	
		<b>Requisition Description</b> DCNEO Retainer Hours fees (additional hours through May, 2021.	

#	Qty	Unit	Desc	Unit Price	Total	Account	Account Code
1	1.0000		DCNEO to serve as consultant and service provider- Programs/Workshops (Diversity, Equity and Inclusion) - additional retainer hours x \$250	\$15,000.0000	\$15,000.00	CONSULTANTS - SUPERINTENDENT	001-2490-412-0000-000000-110-00-110

**Total** **\$15,000.00**

Send All Invoices

To Chagrin Falls Exempted Village Schools  
 400 East Washington Street  
 Chagrin Falls, OH 44022  
 440-247-4540  
 accounts.payable@chagrinschools.org

**PURCHASE ORDER**

<b>Date</b>
1/11/2021

<b>Purchase Order No.</b>
204742
<b>Page</b>
001

THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL LETTERS, INVOICES, SHIPPING MEMOS, BILLS OF LADING, EXPRESS RECEIPTS AND PACKAGES. ALL SHIPPING CHARGES MUST BE PREPAID. SHIP MSDS WITH ORDER.

NO SHIPMENTS ACCEPTED AFTER 4:00 P.M.

I  
S  
S  
U  
E  
D  
  
T  
O

13124 FAX:2167524974  
 THE DIVERSITY CENTER OF  
 NORTHEAST OHIO  
 3659 GREEN ROAD, SUITE 220  
 CLEVELAND, OH 44122

S  
H  
I  
P  
T  
O

SUPERINTENDENT'S OFFICE  
 CHAGRIN FALLS SCHOOLS  
 400 EAST WASHINGTON STREET  
 CHAGRIN FALLS, OH 44022

ATTN: barb.wilson

TERMS:

REQUISITION NO. SUP4841

THIS IS A CONTRACT! DO NOT INCREASE AMOUNTS SHOWN WITHOUT PRIOR AUTHORIZATION.

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000		DCNEO Retainer Hours fees (additional hours through May, 2021. DCNEO to serve as consultant and service provider- Programs/Workshops (Diversity, Equity and Inclusion) - additional retainer hours x \$250	15,000.0000	15,000.00
			<b>PAGE TOTAL</b>	<b>15,000.00</b>
			<b>GRAND TOTAL</b>	<b>15,000.00</b>

TI	FUND	FUNC.	OBJ.	SPCC.	SUBJ.	OPU	IL	JOB	AMOUNT
	001	2490	412	0000	000000	110	00	110	15,000.00

IT IS HEREBY CERTIFIED THAT BOTH AT THE TIME OF THE MAKING OF THIS CONTRACT OR ORDER AND AT THE DATE OF THE EXECUTION OF THIS CERTIFICATE, THE AMOUNT REQUIRED TO PAY THIS CONTRACT OR ORDER HAS BEEN APPROPRIATED FOR THE PURPOSE OF THIS CONTRACT OR ORDER AND IS IN THE TREASURY OR IN THE PROCESS OF COLLECTION TO THE CREDIT OF THE FUND FREE FROM ANY PREVIOUS ENCUMBRANCE.  
 TAX EXEMPTION CERTIFICATES PROVIDED UPON REQUEST.

School Districts Are Exempt From Federal Excise Taxes And Ohio Sales Tax. **TAX EXEMPT** STATE ID:

FED ID: 34-6000575

THIS ORDER IS VOID UNLESS TREASURER'S CERTIFICATE IS SIGNED

  
 \_\_\_\_\_  
 SUPERINTENDENT

  
 \_\_\_\_\_  
 TREASURER

VENDOR COPY

## Chagrin Falls Retainer Hours Tracker September '20 - May '21

Total # of Retainer Hours as of 11/2/2020 = 20.5

Total # of Retainer Hours as of 1/5/2021 = 38.5

**Total # of Retainer Hours as of 5/27/2021 = 90.5**

### Hours Charged as Part of this Retainer

Date	Hours	Activity
9/2/2020-9/24/2020	4	Invitation, General Task Force and Initial Session 1 Development (i.e. invitation draft, development of structure and subcommittee descriptions, etc.); Submitted Planning Document on 10/9
9/24/2020	0.5	Chagrin & DCNEO Planning Meeting
9/24/2020-10/13/2020	2	Finish Session 1 Development / Preparation - submitted Powerpoint on 10/13
10/14/2020	0.5	Chagrin & DCNEO Planning Meeting
10/14/2020-10/20/2020	0.5	Edits, Preparation
10/20/2020	2	General Task Force - Session 1
10/20/2020-10/28/2020	1	Planning for next Steps Following Kick-off (co-chair selection; direction; logistics)
10/29/2020	0.5	Chagrin & DCNEO Planning Meeting
11/2/2020-11/16/2020	6	Co-Chair Onboarding Guide Development, Design and Preparation of DEFINE General Task Force Program
11/9/2020	1	Parents Meeting
11/10/2020	1	Students Meeting
11/16/2020	1.5	General Task Force Meeting: DEFINE
11/16/2020-12/7/2020	4	Steering Committee Program Development, Participant Workbook, Preparation, Communication
12/7/2020	1.5	Steering Committee Mtg: Onboarding, DISCOVERY
12/7/2020-12/21/2020	4	General Task Force Mtg Program Development, Preparation, and Theming of DISCOVERY Data
12/21/2020	1.5	General Task Force Mtg: DISCOVERY
12/21/2020-1/4/2020	4	Steering Committee Program Development, Participant Workbook, Preparation, Communication
1/11/2021	1.5	Steering Committee Mtg: DREAM - new date
1/4/2020-1/25/2021	4	General Task Force Mtg Program Development, Preparation, and Theming of DREAM Data

	1/25/2021	1.5 General Task Force Mtg: DREAM Steering Committee Program Development, Participant Workbook, 4 Preparation, Communication
1/25/2021-2/1/2021		
	2/1/2021	1.5 Steering Committee Mtg: DESIGN
	2/2/2021	1 Refining Vision Statement General Task Force Mtg Program Development, Preparation, and Theming 4 of DESIGN Data
2/1/2021-2/15/2021		
	2/15/2021	1.5 General Task Force Meeting: DESIGN Steering Committee Program Development, Participant Workbook, 4 Preparation, Communication
2/15/2021-3/1/2021		
	3/1/2021	1.5 Steering Committee Mtg: DESIGN General Task Force Mtg Program Development, Preparation, and Theming 4 of DESIGN Data
3/1/2021-3/15/2021		
	3/15/2021	1.5 General Task Force Meeting: DESIGN Steering Committee Program Development, Participant Workbook, 4 Preparation, Communication
3/15/2021-4/5/2021		
	4/5/2021	1.5 Steering Committee Mtg: DESTINY General Task Force Mtg Program Development, Preparation, and Theming 4 of DESTINY Data
4/5/2021-4/19/2021		
	4/12/2021	2 Community and School Leadership Sub-Committee
	4/19/2021	1.5 General Task Force Meeting: DESTINY Steering Committee Program Development, Participant Workbook, 4 Preparation, Communication
4/19/2021-5/3/2021		
	5/3/2021	1.5 Steering Committee Mtg: DESTINY General Task Force Mtg Program Development, Preparation, and Theming 4 of DESTINY Data
5/3/2021-5/17/2021		
	5/13/2021	1 Steering Committee info Meeting
	5/17/2021	1.5 General Task Force Meeting: DESTINY

**Total # of Retainer Hours**  
**Total Cost of Retainer Hours (\*250)**

**90.5**  
**\$ 22,625.00**

<b>Estimated Cost of Retainer (Sept-Dec)</b>	<b>\$ 22,625.00</b>
----------------------------------------------	---------------------

Contract Signed: 9/1/2020

Invoice period: 9/1/2020-1/15/2021

Second invoice sent 5/27/21

# The Diversity Center of Northeast Ohio

# INVOICE

3659 Green Road, Suite 220  
Cleveland, OH 44122  
Phone 216.752.3000 Fax 216.752.4974

**DATE:** May 27, 2021  
**INVOICE #** 6738  
**FOR:** *Additional Hours -  
Retainer for Services*

**Bill To:**

Dr. Robert Hunt  
Chagrin Falls Exempted Village Schools  
400 E. Washington St. Chagrin Falls, OH. 44022  
[bob.hunt@chagrinschools.org](mailto:bob.hunt@chagrinschools.org)

DESCRIPTION	AMOUNT
60 Retainer Hours x \$250	\$15,000
<b>TOTAL</b>	<b>\$15,000.00</b>

Please make all checks payable to The Diversity Center of Northeast Ohio.  
If you have any questions concerning this invoice, contact  
Melodie Gonzales, Program Coordinator, at [mgonzales@diversitycenterneo.org](mailto:mgonzales@diversitycenterneo.org)

**THANK YOU FOR YOUR BUSINESS!**

Vendor: 13124 - THE DIVERSITY CENTER OF NORTHEAST OHIO Vendor Acct:

Check No. 165963

INVOICE NUMBER	PO NUMBER	TI	FUND	FUNC.	OBJ.	SPCC	SUBJ.	OPU	IL	JOB	NET AMOUNT	
0006738	204742	05	001	2490	412	0000	000000	110	00	110	15,000.00	
<b>Chagrin Falls Exempted Village Schools</b>											<b>TOTAL</b>	15,000.00

Message:

\*\*\*\* **ARCHIVE COPY** \*\*\*\*  
Warrant Check

**Chagrin Falls Exempted Village Schools**  
400 East Washington Street  
Chagrin Falls, OH 44022

No. 165963

DATE

6/30/2021

PAY

\$\*\*\*\*\*15,000.00

Fifteen Thousand and 00/100 Dollars

TO THE ORDER OF  
**THE DIVERSITY CENTER OF NORTHEAST OHIO**  
**3659 GREEN ROAD, SUITE 220**  
**CLEVELAND, OH 44122**

**NON-NEGOTIABLE**

\*\*\*\* **ARCHIVE COPY** \*\*\*\*

**Chagrin Falls Exempted Village Schools**  
400 East Washington Street  
Chagrin Falls, OH 44022

**THE DIVERSITY CENTER OF NORTHEAST OHIO**  
**3659 GREEN ROAD, SUITE 220**  
**CLEVELAND, OH 44122**