

November 15, 2018

Professional Services Confirmation for  
Oak Park and River Forest High School  
201 North Scoville Avenue, Oak Park, Illinois 60302

Pacific Educational Group will provide the following professional development services for the purpose of developing organizational capacity to engage in systemic equity transformation and eliminate racial educational disparities at Oak Park and River Forest High School.

Courageous Conversations About Race™ Practitioner Certification

Dates: Fall 2 Cohort: November 1, 2018 - December 21, 2018

Times: Ongoing

Dates: November 9, 2018 - December 21, 2018 online course

November 27 or 28 and December 11 or 12 (6:00-7:00pm CST) two webinars

December 15 (9:00am-6:00pm CST) live coaching day

January - May 2019 three (2.0 hour) group coaching blocks

January - May 2019 monthly webinars

Anticipated Staff: [REDACTED] and Affiliate Coaches

Cost: \$15,000.00 (\$3000 each for 5 CCAR Practitioner certifications)

The attached Statement of Work, Exhibit B will be added to your current August 1, 2018 contract (signed 9/21/18 by [REDACTED], Superintendent, Oak Park and River Forest High School) on file with our Business Office for the fiscal year 2018-2019.

Thank you for this partnership opportunity. Please contact me with questions or if I can assist you in any other way.

Thank you,

PACIFIC EDUCATIONAL GROUP, INC.



Shaundra Brown, M.S. Ed.

Affiliate Program Director

Cell/Text 415.314.8487

SBrown@CourageousConversation.com

CourageousConversation.com

SUPPLEMENTAL CONTRACT FOR PROFESSIONAL SERVICES

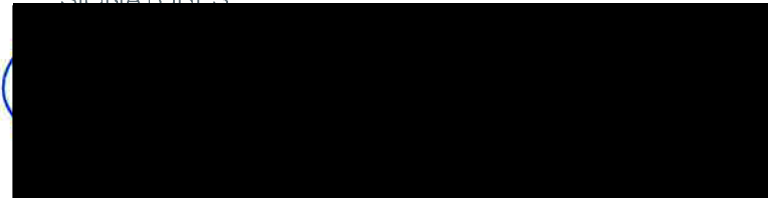
Service Provider: Pacific Educational Group, Inc. (PEG)  
Corporate Tax Identification Number: 77-0362992  
Contract Service Period: August 2018 - July 2019

Purpose:  
Oak Park and River Forest High School has contracted with Pacific Educational Group, Inc. to provide the following additional service:  
Affiliate Certification for 5 CCAR Practitioners

Fee:  
The total fee for the additional 5 Affiliate CCAR Practitioner certification services listed below to be provided by Pacific Educational Group under this contract is \$15,000. Your original fee schedule for the school year totaled \$6,325.00.  
Final Total: \$21,325.00

ADDITIONAL NOTES:  
This agreement is a supplement to the agreement dated September 21, 2018.

SIGNATURES:



Superintendent, Oak Park and River Forest High School

1/25/19  
Date

\_\_\_\_\_  
Shaundra Brown  
Affiliate Program Director, Pacific Educational Group, Inc.

\_\_\_\_\_  
Date

A copy of the fully executed supplement will be returned to you electronically.

**EXHIBIT B  
STATEMENT OF WORK - FALL 2 AFFILIATE PRACTITIONERS**

1. Work Administration.

1.1 PEG Project Manager/Contact:

Name/Title:	Shaundra Brown, Affiliate Program Director
Address:	795 Folsom Street, 1 <sup>st</sup> Floor, San Francisco, CA 94107
Phone:	Phone: (415) 314-8487 Fax: (510) 535-9235
E-mail:	sbrown@courageousconversation.com

1.2 Client Project Manager/Contact:

Name/Title:	██████████ Administrative Assistant to the Superintendent, OPRFHS
Address:	Oak Park and River Forest High School 201 North Scoville Avenue, Oak Park, Illinois 60302
Phone:	Phone: (708) 434-3511
E-mail:	██████████

2. Description of Deliverables and Services to be provided after certification.

2.1 Time and Location of the Work (if applicable for NEWLY CERTIFYING Affiliate Practitioners at \$3000.00 each)



Fall 2 (2018)

- 11/01/18 Fall 2 Applications Due
- 11/06 Welcome letters are sent out
- 11/08 Orientation
- 11/11 - 12/21 Fall 2 Course
- 11/27 or 11/28 Fall 2 Webinar #1
- 12/11 or 12/12 Fall 2 Webinar #2
- 12/15 Fall 2 Live Training Day [Location: IL]

2.1a Listing and Description of Deliverables and Services  
Online course, webinars, and resource center: Enrollment in the CCAR Practitioner course at LEARN.CourageousConversation.com provides instruction and coaching for personal and professional practice in the Protocol for Courageous Conversations About Race to apply it to individual work roles, discussions, leadership and organizational/district led Professional Development/trainings/meetings/etc. This 50-hour online course provides weekly learning modules, discussion boards, live webinars and a live training day to foster connections and interactions with national and international Affiliate candidates in the cohort.

Organization/District Coaching: PEG will provide support and coaching with advance notice and group scheduling for each organization/district. Coaches will meet virtually with Affiliates to provide sessions in Courageous Conversations About Race (CCAR)<sup>™</sup> before they lead PD or facilitate Courageous Conversations About Race (CCARs)<sup>™</sup>. PEG expects the district contact above to provide reasonable opportunities for Affiliates to lead activities that help all staff internalize the Protocol.

- We recommend Affiliates lead CCAR<sup>™</sup> in co-facilitated and interracial pairs.

- PEG Curriculum/BD™ Coaching is offered to Affiliate districts and organizations through (3.0) hours of pre-scheduled virtual sessions and (1) live BD observation at the district during the contracted year.

#### 2.1b Individuals Who Will Perform Services

Shaundra Brown and Affiliate Coaches will teach online course, webinars, live training day, and provide ongoing coaching and feedback to Affiliate candidates.

#### 2.1c Specific Objectives to be Accomplished

The Affiliate Program provides a certification process to develop educators to lead Courageous Conversations About Race (CCAR)™ at the Practitioner and Facilitator levels. Affiliates work in their own districts and organizations to build system capacity and sustainability for racial equity transformation. The virtual certification courses combine online learning, video conferencing and field practice.

The Affiliate Certification Process is a comprehensive training program designed to enable qualified applicants to serve CCAR Practitioners and Facilitators. PEG is the developer and owner of a unique diversity training Protocol: Courageous Conversations About Race (CCAR)™. The Affiliate Certification Program fulfills PEG's intent to enable widespread implementation of the CCAR™ protocol to assist individuals, teachers, administrators and districts to begin to successfully create equitable organizations, classrooms, schools, and communities.

2.1d (Affiliate Practitioners) - Upon successful completion of online course work, webinars, and live training day, participants will receive Affiliate CCAR Practitioner certification.

**Affiliate Practitioners** assist in creating racially equitable environments and communities. Upon certification and in depth exploration of their own lived racial experiences and the multiple racial perspectives of others through Protocol, Practitioners are ready to lead Courageous Conversation About Race™ (CCAR) in their own sectors. As Affiliates are trained to use the CCAR™ Protocol and embed this into their current practice and job functions; self-discovery, knowledge and then application is essential. With ongoing coaching and support, Practitioners implement CCAR™ in their own organizations at all levels. \*Certification is approximately 6-weeks.

CCAR Practitioners will be able to:

- Define each component of the CCAR™ Protocol;
- Understand the personal and interpersonal purpose of each part of the Protocol;
- Apply Protocol when analyzing and developing meaning around current and critical events;
- Apply Protocol when engaging with personal and professional associates;
- Utilize the Protocol to guide others in racial literacy development and healthy racial discourse;
- Consistently engage in self-reflection and mindfulness to process through racialized fears, triggers and obstacles;
- Craft, expand, and articulate his/her Racial Autobiography™.

*Optional Year 2 - Affiliate Co-Facilitator Certification for an additional \$3000.00 certification fee and Annual License Fee*

Courageous Conversations About Race™ Facilitator Certification

Dates: TBD after May 1, 2019

Times: Ongoing

Dates: Ongoing

Anticipated Staff: Shaundra Brown and Affiliate Coaches

Cost: \$12,000.00 (\$3000 each for up to 4 CCAR Facilitator certifications)