

Ames Community School District
General

Vendor #: 224825

Check Date: 02/28/2020

Check #: 823600

Invoice Date	Invoice Number	Description	Account Number	Amount
02/27/2020		AHS Training March 2	E10-0109-1100-101-3376-320	3,500.00
Monarch Training & Development			%Abdullah Muhammad 1426 Clark Ave Ames IA 50010	Total Amount Paid 3,500.00

Ames Community School District
2005 24th Street
Ames IA 50010
515-268-6640

The First National Bank
405 5th St.
Ames IA 50010
515-232-5561

Check #: 823600

72-2277739

VOID IF NOT CASHED WITHIN 90 DAYS

Date
02/28/2020

Amount
****3,500.00

PAY Three thousand five hundred and 00/100

TO THE
ORDER
OF

Monarch Training & Development
%Abdullah Muhammad
1426 Clark Ave
Ames IA 50010

NOT NEGOTIABLE

1426 Clark Avenue
 Ames, IA 50010
 Ph. 515-441-1669
 Abdul@MonarchTD.com

INVOICE

INVOICE #200302
 DATE: 2/26/2020

TO:
 Ames Community School District
 Business Office
 c/o Sharlene Sullivan
 2005 24th Street
 Ames, IA 50010
 Phone: 515-268-6644

EVENT LOCATION:
 Ames High School
 1921 Ames High Drive
 Ames, IA 50010

COMMENTS AND SPECIAL INSTRUCTIONS

Calculation of fee is based on 2.5-hour session per the agreement for the *Understanding Implicit Bias* WORKshop held on 1/20/2020. Facilitator again agrees to increase delivery time from 2.5 hours to 3 hours at no additional cost. Point of contact for deliverable is Brian Carico. Please make check payable to Abdullah Muhammad.

FACILITATOR	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	DUE DATE
Abdullah Muhammad	Unk	Brian Carico	N/A	N/A	3/15/2020

QUANTITY	DESCRIPTION	UNIT PRICE	# OF PARTICIPANTS	TOTAL
2.5 Hrs.	Facilitation for Understanding Implicit Bias Workshop on March 2, 2020 8am – 10:30 am	\$15.56/Hr	90 (Approx.)	3500.00
.5 Hrs.	Time Extension (Fee waived per Facilitator)	\$15.56/Hr	90 (Approx.)	700.00
3.5 Hrs.	Event Preparation, Planning Meetings and Post-Session Debrief	Included	N/A	0.00
SUBTOTAL				4200.00
TIME EXTENSION (WAIVED)				- 700.00
TOTAL DUE				\$3500.00

For questions concerning this invoice, contact Abdullah Muhammad, 515-441-1669, Abdul@MonarchTD.com

YOUR PARTNER IN PROGRES. . . THANK YOU!

Bill to:

Ames Community School District

Purchase Order

2005 24th Street Ames, IA 50010

Phone: (515) 268-6644 FAX: (515) 268-6634

Show PO # on all
invoices, packages
& communication.

201940

19-20

Date: 2/20/2020

Vendor ID: 224825 Phone:

FAX:

Monarch Training & Development
%Abdullah Muhammad
1426 Clark Ave
Ames, IA 50010

Ship to:

Ames Community School District
1216 S. Bell Ave
Ames, IA 50010

Attn: AHS B. Carico

Requested by: Smith, Ashley

Order Instr:

Ship Instr:

Quantity	Catalog number - Description	Unit Price	Amount	Account
1	AHS Training March 2	\$3,500.00	\$3,500.00	E10-0109-1100-101-3376-320
Required prepaid delivery at our building Material safety data sheet must accompany shipment Payment only after Board of Education approval		TOTAL	\$3,500.00	

Final

1. Submit invoices in duplicate to the address above
2. All boxes MUST contain a packing slip with PO
3. If shipment cannot be made within 30 days advise us of shipping date, or cancel.
4. All accounts are exempt from state and federal taxes. Sales tax exemption No. 1-85-012569

Authorized by: Christina M Stensland

Ordered by: _____

Date: _____ Phone / FAX: _____ Mail: _____

Vendor #: 224863

Check Date: 02/14/2020

Check #: 823486

Invoice Date	Invoice Number	Description	Account Number	Amount
02/13/2020		Prof Dev 1/20/20	E10-0109-1100-101-3376-580	3,500.00
Abdullah Muhammad			1426 Clark Ave. Ames IA 50010	Total Amount Paid 3,500.00

Ames Community School District
 2005 24th Street
 Ames IA 50010
 515-268-6640

The First National Bank
 405 5th St.
 Ames IA 50010
 515-232-5561

Check #: 823486

72-2277739

VOID IF NOT CASHED WITHIN 90 DAYS

Date
02/14/2020

Amount
****3,500.00

PAY Three thousand five hundred and 00/100

TO THE ORDER OF
 Abdullah Muhammad
 1426 Clark Ave.
 Ames IA 50010

NOT NEGOTIABLE

REQUEST FOR CHECK

Date 2-12-20

Monarch Training + Development \$ 3500⁰⁰
Total Amount

Pay to: % Abdullah Muhammad
1426 Clark Ave.
Ames IA 50010

Vendor #: _____

Explanation: PO at Ames High School

Account Number to be Charged: 10-0109-1100-101-3376-580

Requested By: K. Becker

Supervisor's Approval: [Signature]

CFO's Approval: [Signature]

Superintendent's Approval: _____
(if \$25,000 or more)

PAID

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TRAINING AND DEVELOPMENT

WORKSHOP/SEMINAR AGREEMENT FOR AMES HIGH SCHOOL

COURSE TITLE:	UNDERSTANDING IMPLICIT BIAS <i>WORKSHOP</i>
CLASS FORMAT:	INTERACTIVE LEARNING EXCHANGE FOR TEACHER PD
SESSIONS/CONTACT HOURS:	2.5
DATES/TIMES:	JANUARY 20, 2020 FROM 8:30 A.M. - 11:00 A.M.
LOCATION/HOST:	AMES HIGH SCHOOL
FEE:	\$3500.00
# OF PARTICIPANTS	APPROXIMATELY 90

This document represents an agreement between the workshop facilitator, Abdullah Muhammad (dba Monarch Training and Development, hereafter "Facilitator" or "Abdullah"), and the workshop host listed above (hereafter "Host" or "AHS"). Both the Facilitator and the Host for the event agree to the following conditions:

DELIVERABLES

1. Abdullah will provide group workshop facilitation on the topic of Understanding Implicit Bias (hereafter "*WORKshop*") on the date listed above for the number of contact hours and participants listed. Abdullah will also provide pre and post *WORKshop* materials, questions, and/or pre-work as agreed to by both parties.
2. Facilitator will provide a pre-*WORKshop* meeting (in person or via conference call) to discuss goals and objectives of the Host, provide technical assistance, and address any issues related to learning and/or logistical needs of the participants. Facilitator will also provide a post-*WORKshop* session with Host and relevant parties to debrief survey results and plan for additional or ongoing needs as requested by AHS or Ames Community School District.
3. Facilitator agrees to waive the non-refundable deposit of \$1000 customarily required to hold the workshop dates, and for providing pre-event consultation and materials.
4. Facilitator will provide materials to be printed no later than 4 days prior to the event.

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RESPONSIBILITIES OF THE HOST

Host agrees to pay the cost of printing handouts and materials for attendees. Host understands that material presented in the **WORKshop** is the property of Abdullah Muhammad unless otherwise specified. Curated content and data presented is the property of Abdullah Muhammad and the respective copyright holders. Use of slideshow is prohibited unless granted expressed written permission by Facilitator.

5. Host agrees to provide an environment conducive to group formation and movement around the space, as well as audio/visual equipment for use requested by Abdullah Muhammad. Please refer to attached Technical and Logistical Rider for details. **** Specific equipment requirements are contained and the Rider and will be finalized by Host and Facilitator prior to the event.**
6. Host is strongly encouraged to provide relevant district and/or school-specific data for pre-session conference call. This will ensure relevance of content delivery and alignment with stated goals of the Host.
7. Host understands that the format of the **WORKshop** is designed to be a mixture of content-delivery methods including lecture, group discussion, experience-sharing, individual reflection, and preliminary action planning. Research shows that a multimodal learning approach for adult learners has several benefits. This approach is the best way to reinforce learning of new concepts, aids in long term retention, helps participants incorporate new information into their daily practice, increases feelings of efficacy, and reduces teacher's feelings of irrelevance of content (Brookfield, 1990; Brockett, 2008; Beavers, 2009). Additionally, using a multimodal workshop facilitation approach empowers teachers to be viewed as the experts that they are rather than feeling like they are being passively taught (Brockett, 2008).

PAYMENT OF FEES

8. Host agrees to pay Facilitator the fee of \$3500. Fee for services is due at the end of the event, or no later than 14 days from the date of the event. **WORKshop** delivery fee should be made payable to Abdullah Muhammad. Fees paid outside of the 14-day window will be subject to a \$50 per month late fee. Payment received after the day of the event will be mailed to 1426 Clark Avenue, Ames, Iowa 50010. Abdullah's EIN is 81-2729272.
9. Since the **WORKshop** is local to the Facilitator, Ames High School is not responsible to provide expenses for travel, meals, and lodging for Facilitator.

CALCULATION OF FEES

10. **WORKshop** fee is \$15.56 per participant per hour. Fee for this event is calculated using the equation $F = R \times T \times N$, where *Fee (F)* = per person hourly participant rate (R) x contact hours (T) x number of participants (N).

Abdullah Muhammad | Monarch Training and Development
WORKshop Agreement

MonarchTD.com | Abdul@MonarchTD.com | 515.441.1669 2 | 4

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TRAINING AND DEVELOPMENT

11. If requested, Abdullah Muhammad will provide AHS with information and assistance for advertising purposes. **WORKshop** host may advertise through the use of flyers, website, internet lists/posts, and other publications. The use of materials copyrighted by Abdullah Muhammad is granted for this purpose only unless otherwise specified.

RESCHEDULING AND CANCELATIONS

12. Should either party cancel the **WORKshop** due to inclement weather, school cancellation, school or unforeseen school emergency, a second mutually acceptable date will be sought at the current rate of \$3500. If Facilitator cancels the event due to illness or personal emergency, Host will be offered a fee reduction of 25% to reschedule the event. All email correspondence can be sent to Abdul@MonarchTD.com

Please returned signed agreement to Abdullah Muhammad within 14 days of receipt.

SIGNATURE:

Alisa Frandsen ACSD Board President 1/13/20
HOST TITLE DATE

Alisa Frandsen