



**COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
EMOTIONAL LEARNING**

Vendor # 24001

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Penn State University
Board Member Emeritus

PRESIDENT & CEO

Karen Nemi

October 14, 2021

Winston-Salem/Forsyth County Schools
Attention: Dr. Fredricca Stokes, Assistant Superintendent of Student Support
475 Corporate Square Drive
Winston Salem, NC 27105

Dear Dr. Stokes,

We are pleased to propose and confirm support to Winston-Salem/Forsyth County Schools ("District") and offer virtual on-going support and thought partnership.

1. Scope of Services

CASEL will provide services set forth in the "Scope of Services" attached hereto as Attachment A (the "Services").

2. Term

This engagement shall be for October 1, 2021, through July 31, 2022 (the "Completion Date"), unless terminated earlier in accordance with this section 2. It is understood that either District or CASEL may terminate this Agreement at an earlier date by providing the other party thirty (30) days prior written notice and that CASEL may terminate this Agreement immediately at any time upon notice to District if District fails to perform the Services to the reasonable satisfaction of CASEL. The period during which District is providing Services shall be referred to herein as the "Term of Engagement".

3. Fees

CASEL will invoice provider \$9,685 for services provided as outlined in Attachment A. District will submit payment to CASEL within 30 days of receipt of invoice. Fees for services performed or requested beyond those set forth on Attachment A must be agreed upon in advance by both CASEL and the District and shall be set forth in writing on an Amended Scope of Services.


CASEL.ORG

Phone: 312.226.3770

815 West Van Buren St., Suite 210

Chicago, IL 60607-3566

 facebook.com/CASELorg

 twitter.com/CASELorg

 linkedin.com/CASELorg



**COLLABORATIVE FOR
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- Up to 24 hours total consultant time over the duration of the contract, which equates to 4 hours of CASEL consultant time monthly to be divided between meeting participation, document review, etc. between February 2022 and July 2022.

Up to 31 hours total

Total Cost: \$9,685.

Billing Schedule

Invoice Date	Amount
January 4, 2022	\$3,228.33
April 1, 2022	\$3,228.33
July 31, 2022 – Completion of contract	\$3,228.34
Total Amount	\$9,685

Invoices shall be paid to CASEL within 30 days of receipt. Fees for services performed or requested beyond those set forth in Attachment A and stated in the agreement must be agreed upon in advance by both CASEL and District and shall be set forth in writing in an amendment to this agreement. Checks should be mailed to: CASEL Lockbox P.O. Box 95253 Chicago, IL 60694-5253.



**COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
EMOTIONAL LEARNING**

4. Entire Agreement

This Agreement, including Attachment A, represents the entire agreement between CASEL and the District with respect to the subject matter herein and supersedes any and all prior agreements, understandings, negotiations, representations, and discussions with Respect hereto. Any materials or presentations are copyrighted by CASEL. Any duplication or redistribution requires permission from CASEL.

If the terms of this Agreement meet with your approval, please sign the enclosed copy and return to the CASEL office.

Sincerely,

Melissa Schlinger

Vice President of Practice and Programs

Date: 10/14/2021

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date)

(Signature of finance officer)

AGREED TO AND ACCEPTED

THIS _____ DAY OF _____ 2021

DISTRICT NAME Tin # _____

Corporate Officer Signature: _____

Corporate Officer (printed name): _____

Corporate Title: _____

Approved as to form and legality
this 3 day of Nov 2021
By
School Attorney



**COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
EMOTIONAL LEARNING**

Attachment A

**Scope of Work
CASEL & Winston-Salem/Forsyth
Partnership Scope of Work**

The below ideas offer a path forward for building a systemic approach to social and emotional learning in Winston-Salem/Forsyth Schools, in partnership with CASEL, over the 2021-2022 school year (October 2021 through July 2022).

This consultation agreement outlines how the CASEL consultant will offer on-going support and thought partnership as Winston-Salem/Forsyth develops and begins to implement a plan for systemic SEL in service of equity across the district. The key priority for the district is ensuring the team is prepared to lead professional learning, coaching, and implementation support for systemic SEL across the district. As a co-learner, CASEL is particularly invested in seeing efforts to support the district lead to meaningful and sustained impact over time.

Key Activities:

- **Consultation Calls:**
 - CASEL consultant and the district Director of Social and Emotional Learning and Restorative Practices to meet at least once per month for check-in calls regarding overall work related to determined priorities. CASEL consultant to offer thought partnership, share tailored resources related to district priorities, and support forward progress.
 - CASEL consultant can participate in other calls with district staff as requested and available, including but not limited to, with the Superintendent and cabinet members, collaborators in various departments (equity, teaching and learning, professional learning, research and evaluation), and the SEL team.
- **Document Review and Feedback:**
 - District team to share systemic SEL documentation as it is developed around professional learning scope and sequence, coaching plans for systemic implementation and other relevant work products with CASEL consultant for review. CASEL consultant to provide tailored feedback based on needs and assets within the organization.

Allocated Time:

- Up to 3 hours of consultation in October 2021 to prepare the Director of SEL for upcoming work creating the foundation for systemic SEL and on-boarding a new team.
- Up to 4 hours of consultation, as needed, between November 2021 and February 2022, leveraging other CASEL staff while the consultant is on leave.



PURCHASE ORDER

PAGE NO. 1

WINSTON-SALEM/FORSYTH COUNTY SCHOOLS
PURCHASING DEPARTMENT
TELEPHONE (336) 727-2636 - FAX (336) 661-3031

PURCHASE ORDER

22003489

V# 24001

FEID 999999999

KEYED BY: CMGARCIA

VENDOR

CASEL
UNIV. OF ILLINOIS AT CHICAGO
1007 W HARRISON ST
CHICAGO, IL 60607-7137

SHIP TO

WIL/SAL/FORSYTH COUNTY SCHOOLS
WATKINS BUILDING
4801 BETHANIA STATION ROAD
WINSTON-SALEM, NC 27105-1202
FREDRICCA STOKES
(336) 727-2816

DATE: 10/28/21

REQUISITION: CMGARCIA

Quantity Ordered	Quantity Received	DESCRIPTION	UNIT PRICE	TOTAL
		3-5830-181-312-000-710-00		
1	EA	JAN 4 2022 CONTRACT/AGREEMENT FOR SERVICES Commodity Code: 785-00	3228.330	3228.33
1	EA	APRIL 1 2022 CONTRACT/AGREE- MENT FOR SERVICES Commodity Code: 785-00	3228.330	3228.33
1	EA	JULY 31 2022 CONTRACT/AGREE- MENT FOR SERVICES Commodity Code: 785-00	3228.340	3228.34

				9,685.00

TOTAL				9,685.00

Contract/Agreement

CHECKED BY:

IRAN DIVESTMENT ACT - Vendors, contractors and or subcontractors will affirm that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6a-4, Iran Divestment Certification.

Purchase order number must appear on all invoices and all shipping labels. Do not ship freight collect. If not included in price, delivery charges must be prepaid by the vendor and shown as a separate item on the invoice.

This instrument meets all requirements of state and local purchasing laws and regulations.

Purchasing Manager

Bill to: Winston-Salem/Forsyth County Schools
Attn: Purchasing Department
P.O. Box 2513
Winston-Salem, NC 27102-2513

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

Finance Officer

RECEIVING CERTIFICATION:

COMPLETE - The goods noted above were received in good condition and are the final shipment for this order.

PARTIAL - The goods noted above were received in good condition and are NOT the final shipment for this order (quantities received MUST be noted above).

Receiving Officer

Date



**COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
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PO#23001879

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University of Illinois at Chicago

Shruti Sehra
New Profit

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Skywalker Properties

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Learning Policy Institute
Board Member Emeritus

Ann S. Nerad
Vice Chair Civic Leader
Board Member Emeritus

Mark T. Greenberg
Penn State University
Board Member Emeritus

PRESIDENT & CEO

Aallyah A. Samuel

July 20, 2022

Winston-Salem/Forsyth County Schools

Attention: Dr. Fredricka Stokes, Assistant Superintendent of Student Support
475 Corporate Square Drive
Winston Salem, NC 27105

Dear Dr. Stokes,

We are pleased to propose and confirm support to Winston-Salem/Forsyth County Schools ("District") and offer virtual on-going support and thought partnership.

1. Scope of Services

CASEL will provide services set forth in the "Scope of Services" attached hereto as Attachment A (the "Services").

2. Term

This engagement shall be for August 1, 2022, through July 31, 2023 (the "Completion Date"), unless terminated earlier in accordance with this section 2. It is understood that either District or CASEL may terminate this Agreement at an earlier date by providing the other party thirty (30) days prior written notice and that CASEL may terminate this Agreement immediately at any time upon notice to District if District fails to perform the Services to the reasonable satisfaction of CASEL. The period during which District is providing Services shall be referred to herein as the "Term of Engagement".

3. Fees

CASEL will invoice provider \$9,685 for services provided as outlined in Attachment A. District will submit payment to CASEL within 30 days of receipt of invoice. Fees for services performed or requested beyond those set forth on Attachment A must be agreed upon in advance by both CASEL and the District and shall be set forth in writing on an Amended Scope of Services.

4. Entire Agreement

This Agreement, including Attachment A, represents the entire agreement between CASEL and the District with respect to the subject matter herein and supersedes any and all prior agreements, understandings, negotiations, representations, and discussions with respect hereto. Any materials or presentations are copyrighted by CASEL. Any duplication or redistribution requires permission from CASEL.

CASEL.ORG

Phone: 312.226.3770
815 West Van Buren St., Suite 210
Chicago, IL 60607-3566

 facebook.com/CASELorg
 twitter.com/CASELorg
 linkedin.com/CASELorg

CASEL

COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
EMOTIONAL LEARNING

If the terms of this Agreement meet with your approval, please sign the enclosed copy and return to the CASEL office.

Sincerely,



By: _____
Melissa Schlinger
Vice President of Practice and Programs

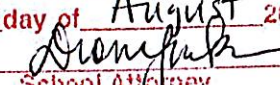
Date: 7/20/2022

AGREED TO AND ACCEPTED

THIS 18 DAY OF August 2022


DISTRICT NAME Tln # _____
Corporate Officer Signature: Fredricka L. Stokes
Corporate Officer (printed name): Fredricka L. Stokes
Corporate Title: Assistant Superintendent of Student Services


WS/FC Chief Federal Programs Officer
3.5830.171.312.000.710.00

Approved as to form and legality
this 24 day of August 2022
By 
School Attorney

This instrument has been preaudited in the
manner required by the School Budget and
Fiscal Control Act.

(Date)

8/29/2022

(Signature of finance officer)



**COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
EMOTIONAL LEARNING**

Attachment A

Scope of Work CASEL & Winston-Salem/Forsyth Partnership Scope of Work

The below ideas offer a path forward for deepening efforts to build a systemic approach to social and emotional learning in Winston-Salem/Forsyth Schools, in partnership with CASEL, over the 2022-2023 school year (August 2022 - July 2023).

This consultation agreement outlines how the CASEL consultant will offer on-going support and thought partnership as Winston-Salem/Forsyth continues to implement SEL in service of equity across the district, including a successful rollout of explicit SEL instruction for all students and a robust systemic approach that builds upon that impact for the full community. A key priority for the district is ensuring the team is prepared to lead professional learning, coaching, and implementation support for systemic SEL across the district. As a co-learner, CASEL is particularly invested in seeing efforts to support the district lead to meaningful and sustained impact over time.

Key Activities:

- **Consultation Calls:**
 - CASEL consultant and the district Director of Social and Emotional Learning and Restorative Practices to meet at least once per month for check-in calls regarding overall work related to determined priorities. CASEL consultant to offer thought partnership, share tailored resources related to district priorities, and support forward progress.
 - CASEL consultant can participate in other calls with district staff as requested and available, including but not limited to, with the Superintendent and cabinet members, collaborators in various departments (equity, teaching and learning, professional learning, research and evaluation), and the SEL team.
- **Document Review and Feedback:**
 - District team to share systemic SEL documentation as it is developed around professional learning scope and sequence, coaching plans for systemic implementation, rollout and continuous improvement plans and tools related to explicit SEL instruction, and other relevant work products with CASEL consultant for review. CASEL consultant to provide tailored feedback based on needs and assets within the organization.

Allocated Time:

Up to 3 hours of consultation per month to be divided between Director check-ins, meeting participation, document review, etc.

Note: This is a 12 month contract that includes up to 3 hours per month of work, but given the realities of a school year and holidays, etc. the total hours of this contract will be 31 hours. There will be months where fewer than 3 hours are used, so that the total will remain 31 hours over the year.

Up to 31 hours total

Total Cost: \$9,685



COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
EMOTIONAL LEARNING

Billing Schedule

Invoice Date	Amount
January 4, 2023	\$3,228.33
April 3, 2023	\$3,228.33
July 31, 2023 – Completion of contract	\$3,228.33

Total Amount \$9,685.00

Invoices shall be paid to CASEL within 30 days of receipt. Fees for services performed or requested beyond those set forth in Attachment A and stated in the agreement must be agreed upon in advance by both CASEL and District and shall be set forth in writing in an amendment to this agreement. Checks should be mailed to: CASEL Lockbox P.O. Box 95253 Chicago, IL 60694-5253.

Bid/State Contract Number
Special Instructions:

SunPac Financials PO Entry/Adjust (V2)

Rev 6.11 FY:3 ADM:340

Admin: 340 PO#: 23001879 Vendor No: 24001 Batch ID: CMG230822 Change

Vendor: CASEL - CHICAGO, IL 60607

Acct: 3-5830-171-312-000-710-00 GUIDANCE SERVICES WORKSHO Bal: 9685.00-

Desc: CONTRACT

Ref# 1: CMGARCIA

Ref# 2:

Mdse: 9685.00

Tax:

Frt:

Disc:

Ship To:

111 / PO

WIL/SAL/FORSYTH COUNTY SCHOOLS

WATKINS BUILDING

4801 BETHANIA STATION ROAD

WINSTON-SALEM, NC 27105-1202

FREDRICCA STOKES

(336)727-2816

Total: 9685.00 Taxable? N

Tax Rates

(1) S / 4.75

(2) C / 2.25

(3) - /

Bill To: 000

PO Date: 82322

Deliv Date:

Expire Date: 63023

PO Status: ON HOLD

Entered By: CMGARCIA

Amt Invd: .00

EP Vendor? N EP PO? N

F3=Exit F4=D/F/T

F10=FA Flags

F5=Details

F6=HdrCmts

F7=LineCmts

F8=StatusFlags

F15=ChgVendor

F17=AcctLookup

F20=Update



PURCHASE ORDER

PAGE NO. 1

WINSTON-SALEM/FORSYTH COUNTY SCHOOLS
PURCHASING DEPARTMENT
TELEPHONE (336) 727-2636 - FAX (336) 661-3031

PURCHASE ORDER

23001879

V# 24001

FEID 999999999

KEYED BY: CMGARCIA

VENDOR

SHIP TO

CASEL
UNIV. OF ILLINOIS AT CHICAGO
1007 W HARRISON ST
CHICAGO, IL 60607-7137

WIL/SAL/FORSYTH COUNTY SCHOOLS
WATKINS BUILDING
4801 BETHANIA STATION ROAD
WINSTON-SALEM, NC 27105-1202
FREDRICCA STOKES
(336) 727-2816

DATE: 08/23/22

REQUISITION: CMGARCIA

Quantity Ordered	Quantity Received	DESCRIPTION	UNIT PRICE	TOTAL
		3-5830-171-312-000-710-00 CONTRACT		
1	EA	CONSULTATION AGREEMENT OUTLINE HOW THE CASEL CONSULTANT WILL OFFER ON GOING SUPPORT AND THO UGHT PARTNERSHIP AS WSFC CONT Commodity Code: 909-33	9685.000	9685.00
				9,685.00
		TOTAL		9,685.00 *****

Cont from description: As wsfc contin implem |
ent SEL in service of equity accross strict, |
including successful rollout of explic
ction August 2022-July 2023

CHECKED BY: _____

IRAN DIVESTMENT ACT - Vendors, contractors and or subcontractors will affirm that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6a-4, Iran Divestment Certification.

Purchase order number must appear on all invoices and all shipping labels. Do not ship freight collect. If not included in price, delivery charges must be prepaid by the vendor and shown as a separate item on the invoice.

This instrument meets all requirements of state and local purchasing laws and regulations.

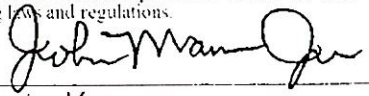
Bill to: Winston-Salem/Forsyth County Schools
Attn: Purchasing Department
P.O. Box 2513
Winston-Salem, NC 27102-2513

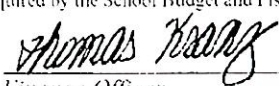
This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

RECEIVING CERTIFICATION:

COMPLETE - The goods noted above were received in good condition and are the final shipment for this order.

PARTIAL - The goods noted above were received in good condition and are NOT the final shipment for this order (quantities received MUST be noted above).


Purchasing Manager


Finance Officer

Receiving Officer

Date



COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
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BOARD OF DIRECTORS

Timothy P. Shriver, Chair
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Chi Kim
Pure Edge, Inc.

Kimberly Schöneret-Reichl
University of Illinois at Chicago

Shruti Sehra
New Profit

Andrea Wishom
Skywalker Properties

Linda Darling-Hammond
Learning Policy Institute
Board Member Emeritus

Afin S. Nerad
Vice Chair Civic Leader
Board Member Emeritus

Mark T. Greenberg
Penn State University
Board Member Emeritus

PRESIDENT & CEO

Aaliyah A. Samuel

August 17, 2023

Winston-Salem/Forsyth County Schools

Attention: Dr. Fredricka Stokes, Assistant Superintendent of Student Support
475 Corporate Square Drive
Winston Salem, NC 27105

Dear Dr. Stokes,

We are pleased that Winston-Salem/Forsyth County Schools will be engaging as part of CASEL's Community Network Partners for the 2023-2024 School Year.

1. Scope of Services

CASEL will provide services set forth in the "Scope of Services" attached hereto as Attachment A (the "Services").

2. Term

This engagement shall be for September 7, 2023, through June 30, 2024 (the "Completion Date"), unless terminated earlier in accordance with this section.

2. It is understood that either District or CASEL may terminate this Agreement at an earlier date by providing the other party thirty (30) days prior written notice. The period during which CASEL is providing Services shall be referred to herein as the "Term of Engagement".

3. Fees

CASEL will invoice provider \$4,500 for services provided as outlined in Attachment A. District will submit payment to CASEL within 30 days of receipt of invoice. Fees for services performed or requested beyond those set forth on Attachment A must be agreed upon in advance by both CASEL and the District and shall be set forth in writing on an Amended Scope of Services.

4. Entire Agreement

This Agreement, including Attachment A, represents the entire agreement between CASEL and the District with respect to the subject matter herein and

CASEL.ORG

Phone: 312.226.3770
815 West Van Buren St., Suite 210
Chicago, IL 60607-3566

 facebook.com/CASELorg
 twitter.com/CASELorg
 linkedin.com/CASELorg



COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
EMOTIONAL LEARNING

supersedes any and all prior agreements, understandings, negotiations, representations, and discussions with Respect hereto. Any materials or presentations are copyrighted by CASEL. Any duplication or redistribution requires permission from CASEL.

If the terms of this Agreement meet with your approval, please sign the enclosed copy and return to the CASEL office.

Sincerely,

By: _____
Karen VanAusdal
Vice President of Practice

Date: 8/18/2023

AGREED TO AND ACCEPTED

THIS 22 DAY OF August 2023

By: Frederica R. Niles
Winston-Salem/Forsyth County Schools

Additional Contacts:

Accounts Payable Contact Name

Accounts Payable Email Address

Accounts Payable Phone Number

Purchase Order Number (if required)

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date)

(Signature of finance officer)

10/10/23

any other
3.5030.101.312.000.710.00

Approved as to form and legality
this 9 day of October 2023
By Thomas Moody
School Attorney



**COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
EMOTIONAL LEARNING**

Attachment A

CASEL Community Network Partners

By signing this contract, your organization is committing to participation in the CASEL Community Network Partners for the 2023-2024 school year and agreeing to the attached data sharing agreement. Upon submission of this signed memorandum of understanding and data sharing agreement, you will receive an invoice for payment for \$4,500 from purchaseorders@casel.org.

Please reply all with the signed copy of this contract and data sharing agreement. If your district requires a purchase order, please attach that in your reply.

Billing Schedule

Invoice Date	Amount
Within 30 days of receipt	\$4,500
Total Amount	\$4,500

Invoices shall be paid to CASEL within 30 days of receipt. Fees for services performed or requested beyond those set forth in Attachment A and stated in the agreement must be agreed upon in advance by both CASEL and District and shall be set forth in writing in an amendment to this agreement. Checks should be mailed to:

CASEL Lockbox
P.O. Box 95253
Chicago, IL 60694-5253.



**COLLABORATIVE FOR
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EMOTIONAL LEARNING**

Key Activities:

We look forward to co-constructing this community and working together in the year ahead.

In joining the CASEL Community Network Partners, you are joining a powerful community of leaders from across the country. Through this experience, your team will have opportunities to strengthen your SEL expertise and leadership within a vibrant community of practice alongside your colleagues. It will include virtual workshop sessions, small group discussions, access to resources, and individual touchpoints with CASEL.

Calendar of Virtual Community Network Partners Gatherings - 2023-2024

Date	Gathering Type	Open Office Hours
July	Welcome to the CNP!	
August	Individual CASEL Touchpoints	
September 7, 2-4 Eastern	Full Group Deep Dive	September 25, 2-3 Eastern
October 12, 2-3:30 Eastern	Small Group Focused Conversations	October 23, 2-3 Eastern
November 6-9	SEL Exchange in ATL	
November 16, 2-4 Eastern	Full Group Deep Dive	November 27, 2-3 Eastern
December	Asynchronous Individual CASEL Touchpoints	
December 6-7	Leads Gathering	
January 11, 2-4 Eastern	Full Group Deep Dive	January 22, 2-3 Eastern
February 8, 2-3:30 Eastern	Small Group Focused Conversations	February 26, 2-3 Eastern
March 14, 2-4 Eastern	Full Group Deep Dive	March 25, 2-3 Eastern
April 11, 2-3:30 Eastern	Small Group Focused Conversations	April 22, 2-3 Eastern
May 9, 2-4 Eastern	Full Group Deep Dive	May 20, 2-3 Eastern
June	Individual CASEL Touchpoints	



**COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
EMOTIONAL LEARNING**

Data Sharing Agreement

Collaborative for Academic, Social and Emotional Learning (CASEL) & Winston-Salem Forsyth County Schools

Background

In 2011 CASEL embarked on an effort to put research into action by launching the Collaborating Districts Initiative (CDI). Since then, our focus on research-practice partnership has continued to grow. Through our partnerships, we have collaborated to support educators' and education systems' capacities to plan, implement, and monitor systemic changes in schools and classrooms that enhance students' social-emotional development and academic performance. Through such partnerships, CASEL has also valued the opportunity to learn about systemic implementation and use those learnings to improve CASEL's technical assistance and resources for the field.

CASEL conducts research of high technical quality to inform policy and practice in public schools nationwide. CASEL's collaborative work with our district and school partners consists of sharing and reflecting on both quantitative and qualitative data to identify and continuously improve learning environments and SEL practices for systemic SEL.

Overview

This document lays out a data-sharing agreement between the Collaborative for Academic, Social, and Emotional Learning (CASEL) and Winston-Salem Forsyth County Schools. This agreement involves the ongoing services and activities conducted in partnership with Winston-Salem Forsyth County Schools. The results of any given activity as laid out in the scope of work provided will be used to inform the other activities, in iterative fashion. To this end, across the project period, Lakewood City Schools agrees to continued collaboration in continuous improvement efforts for systemic SEL implementation:

1. A Winston-Salem Forsyth County Schools representative will share any existing district- and school-level SEL-related data reports or presentations.
2. The district team will complete an annual survey to reflect on and share progress with SEL implementation.
3. If randomly selected, the CASEL research team will conduct a 30-minute interview with a district representative to best understand and learn about the district's experiences in implementing systemic SEL and how CASEL can improve our service delivery.

District's Data-Sharing and Documentation Commitments

When sharing any existing district- and school-level SEL-related data reports or presentations (number 1 above), Winston-Salem Forsyth County Schools may determine the specific quantitative data that they will collect and review based on local data available and required by district and state mandate.



- Sample data reports can include the following:
 - Demographic data (disaggregated by subpopulations):
 - total district student population; student population by race/ethnicity, ELL status, FRPL, Title 1 school status
 - total district educator population; educator population by race/ethnicity, gender, educator retention rates
 - SEL and/or School climate data (if available, at school-level)
 - This may include any district-level school culture or climate surveys administered
 - Student climate surveys (at school-level)
 - Social emotional learning assessment data (i.e., Panorama surveys)
 - Achievement data
 - Overall state exam proficiency outcomes
 - State exam proficiency outcomes by student subgroups (race/ethnicity, ELL status, Econ Disadvantaged status)
 - Discipline data (ISS, OSS at school-level)
 - In-school suspension (number of total suspensions-~~NOT~~ by student) by student subgroups (race/ethnicity, ELL status, Econ Disadvantaged status)
 - Out-of-school suspension (number of total suspensions-~~NOT~~ by student) by student subgroups (race/ethnicity, ELL status, Econ Disadvantaged status)
 - Attendance data (at school-level)
 - Overall attendance rate, and by student subgroup (race/ethnicity, ELL status, Econ Disadvantaged status)

Confidentiality & Data Use Considerations

Survey tools are only valid for the uses for which they were designed. The development and integrity of CASEL analyses and survey instruments rest on the ability of CASEL researchers to ensure the confidentiality of individual survey results. CASEL research and reporting have been developed as methods to support continuous improvement cycles within schools and are *expressly not intended for use as part of individual- or school-level accountability systems or processes. All data shared with CASEL is deidentified, and at the school- and district-level, thereby no student-level data is being collected. Requested data do not qualify as "sensitive data."*

CASEL acknowledges that the educational records and information from education records provided



COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
EMOTIONAL LEARNING

by Winston-Salem Forsyth County Schools may only be used to meet the purpose stated in this Agreement. If CASEL desires to use the records or data obtained from the district to conduct further research not specifically authorized in the Agreement, the research proposal must be submitted to the District's Research Review Board for approval.

Additionally, the CASEL survey instruments have *not been developed for use as individual-level diagnostic tools* for either students or teachers. Such use of the CASEL survey instruments, and associated data threatens the integrity of the survey instruments and undermines the quality of the data. *Sharing of raw or individual-level survey data with anyone outside of the research team is expressly prohibited under this agreement.* Subject to school/district partner approval, CASEL researchers may share data with other research partners and construct cross-district comparisons across datasets. CASEL will publish briefs, and/or reports to disseminate findings from the collective learning agenda work.

STATE OF NORTH CAROLINA

FEDERAL FUNDS ADDENDUM

COUNTY OF FORSYTH

THIS FEDERAL FUNDS ADDENDUM (the "Addendum") is made and entered by and between the WINSTON-SALEM /FORSYTH COUNTY BOARD OF EDUCATION (the "Board" and "WS/FCS"), and the aforementioned Contractor (hereinafter "Contractor");

WITNESSETH:

WHEREAS, the parties have contemporaneously entered into an SC-1 Contract for the exchange of goods and/or services ("Agreement"), for which WS/FCS intends to purchase using federal grant funds;

WHEREAS, Uniform Guidance, 2 C.F.R. Part 200, Appendix II requires certain contract provisions be included in contracts involving the expenditure of federal funds;

WHEREAS, the following terms are hereby incorporated into the Agreement; and

WHEREAS, the Agreement and this Addendum shall hereinafter be collectively referred to as the Agreement;

NOW, THEREFORE, in exchange for mutual consideration, the sufficiency of which is hereby acknowledged, the parties agree to the following terms when federal funds are expended by WS/FCS:

1. For contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, WS/FCS reserves all rights and privileges under the applicable laws and regulations in the event of breach of contract by either party.
2. WS/FCS reserves the right to immediately terminate any agreement in excess of \$10,000 in the event of a breach or default of the agreement by Contractor, in the event the Contractor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. WS/FCS also reserves the right to terminate the contract immediately, with written notice to Contractor, without cause, if WS/FCS believes, in its sole discretion that it is in the best interest of WS/FCS to do so. The Contractor will be compensated for work performed and accepted and goods accepted by WS/FCS as of the termination date if the contract is terminated without cause by WS/FCS. WS/FCS reserves the right to purchase goods and services from other Contractors when it is in the best interest of WS/FCS.
3. For any contract that meets the definition of a "federally assisted construction contract" in 41 CFR Part 60-1.3, Contractor certifies that it shall abide by the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment

Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Contractor certifies that it shall abide by the provisions of Equal Employment Opportunity, Department of Labor," which is incorporated herein by reference.

4. For any contract and subgrant for construction or repair in excess of \$2,000, the Contractor does hereby agree to comply with all applicable provisions of the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

5. For any contract in excess of \$100,000 that involves the employment of mechanics or laborers, Contractor agrees to comply with all applicable provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) as supplemented by Department of Labor regulations (29 CFR Part 5).

6. For any "funding agreement" under 37 CFR 401.2(a), the Contractor agrees to comply with all applicable provisions of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations.

7. Contractor agrees to abide by all provisions, standards and requirements of the Clean Air Act (42 U.S.C. 7401-7671g) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387).

8. Contractor certifies that neither it nor any of its employees, contractors or subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, pursuant to OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

9. Contractor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractor further certifies that:

a. No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency; a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned

shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

c. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

10. Contractor certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

11. Contractor acknowledges and agrees that the Agreement is subject to 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

12. Contractor agrees to abide by all other applicable terms, provisions and requirements of the federal award and/or grant that serves as the funding source for this Agreement.

Purchase Order No.
24002071

Requisition No.

VENDOR Case# 815 W. Van Buren Street Suite 210 Chicago, Illinois	SHIP TO LaTrayl Adams - SEL Director 475 Corporate Square Drive Winston-Salem, NC 27105.	Date	August 25, 2023
		Vendor Number	24001
		Account Number	3-5830-181-312-000-710-00
		School Number	

[illegible]

Frederic R. Stokes

Authorized Signature _____

Date 8/25/2023

Sub Total	\$4,500.00
-----------	------------

Discount

Shipping	
----------	--

Subtotal	\$4,500.00
----------	------------

Tax	\$315.00
-----	----------

Total	\$4,815.00
-------	------------

School/Department

id/State Contract Number
pecial Instructions:



CASEL
815 W. Van Buren St.
Chicago, IL 60607

Invoice

Date	Invoice #
9/13/2023	6086

Bill To
Winston-Salem/Forsyth County Schools 475 Corporate Square Drive Winston Salem, NC 27105

Remit To
CASEL Lockbox P.O. Box 95253 Chicago, IL 60694-5253

P.O. No.	Terms	Project
24002071	Net 30	Community Network Partners

Quantity	Description	Rate	Amount
	CASEL's Community Network Partners	4,500.00	4,500.00
		Total	\$4,500.00



PURCHASE ORDER

PAGE NO. 1

WINSTON-SALEM/FORSYTH COUNTY SCHOOLS
PURCHASING DEPARTMENT
TELEPHONE (336) 727-2636 - FAX (336) 661-3031

PURCHASE ORDER

24002071

V# 24001

FEID 000024001

KEYED BY: CMGARCIA

VENDOR

CASEL
CASEL LOCKBOX
815 W. VAN BUREN STREET
SUITE 210
CHICAGO, IL 60607

SHIP TO

WIL/SAL/FORSYTH COUNTY SCHOOLS
WATKINS BUILDING
4801 BETHANIA STATION ROAD
WINSTON-SALEM, NC 27105-1202
BETH CHAMBERS
(336) 727-2816

DATE: 09/13/23

REQUISITION: CMGARCIA

Quantity Ordered	Quantity Received	DESCRIPTION	UNIT PRICE	TOTAL
		3-5830-181-312-000-710-00 CONTRACT		
1 EA		CASEL COMMUNITY NETWORK PARTNE RS DATA SHARING AGREEMENT 9/7/23-6/30/24 Commodity Code: 956-00	4500.000	4500.00
				----- 4,500.00 -----
TOTAL				4,500.00 *****

CHECKED BY: Tamara M. Patterson

IRAN DIVESTMENT ACT - Vendors, contractors and/or subcontractors will affirm that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6a-4, Iran Divestment Certification.

Purchase order number must appear on all invoices and all shipping labels. Do not ship freight collect. If not included in price, delivery charges must be prepaid by the vendor and shown as a separate item on the invoice.

This instrument meets all requirements of state and local purchasing laws and regulations.

Bill to: Winston-Salem/Forsyth County Schools
Attn: Purchasing Department
P.O. Box 2513
Winston-Salem, NC 27102-2513

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

RECEIVING CERTIFICATION:

☒ COMPLETE - The goods noted above were received in good condition and are the final shipment for this order.
☐ PARTIAL - The goods noted above were received in good condition and are NOT the final shipment for this order (quantities received MUST be noted above).

John Man...
Purchasing Manager

Thomas...
Finance Officer

Fred...
Receiving Officer

10/4/23
Date



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BOARD OF DIRECTORS

Timothy P. Shriver, Chair
Special Olympics

Stephen D. Arnold
Vice Chair and Treasurer
Polaris Venture Partners

Deborah Delisle
Secretary
Alliance for Excellence
Education

J. Lawrence Aber
New York University

David Adams
The Urban Assembly

Marc A. Brackett
Yale Center for Emotional
Intelligence

Catherine Bradshaw
University of Virginia

Paul Goren
Northwestern University

Janice K. Jackson
HOPE Chicago

Chi Kim
Pure Edge, Inc.

Kimberly Schonert-Reichl
University of Illinois at Chicago

Shruti Sehra
New Profit

Andrea Wishom
Skywalker Properties

Linda Darling-Hammond
Learning Policy Institute
Board Member Emeritus

Ann S. Nerad
Vice Chair Civic Leader
Board Member Emeritus

Mark T. Greenberg
Penn State University
Board Member Emeritus

PRESIDENT & CEO

Aaliyah A. Samuel

July 10, 2024

Winston-Salem/Forsyth County Schools

Attention: Dr. Fredricca Stokes, Assistant Superintendent of Student Support
475 Corporate Square Drive
Winston Salem, NC 27105

Dear Dr. Stokes,

We are pleased that Winston-Salem/Forsyth County Schools will be engaging as part of CASEL's Community Network Partners for the 2024-2025 School Year.

1. Scope of Services

CASEL will provide services set forth in the "Scope of Services" attached hereto as Attachment A (the "Services").

2. Term

This engagement shall be for September 3, 2024 through June 30, 2025 (the "Completion Date"), unless terminated earlier in accordance with this section

2. It is understood that either District or CASEL may terminate this Agreement at an earlier date by providing the other party thirty (30) days prior written notice. The period during which CASEL is providing Services shall be referred to herein as the "Term of Engagement".

3. Fees

CASEL will invoice District \$5,000 for services provided as outlined in Attachment A. District will submit payment to CASEL within 30 days of receipt of invoice. Fees for services performed or requested beyond those set forth on Attachment A must be agreed upon in advance by both CASEL and the District and shall be set forth in writing on an Amended Scope of Services.

4. Entire Agreement

This Agreement, including Attachment A, represents the entire agreement

CASEL.ORG

Phone: 312.226.3770
815 West Van Buren St., Suite 210
Chicago, IL 60607-3566

 facebook.com/CASELorg
 twitter.com/CASELorg
 linkedin.com/CASELorg



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between CASEL and the District with respect to the subject matter herein and supersedes any and all prior agreements, understandings, negotiations, representations, and discussions with Respect hereto. Any materials or presentations are copyrighted by CASEL. Any duplication or redistribution requires permission from CASEL.

If the terms of this Agreement meet with your approval, please sign the enclosed copy and return to the CASEL office.

Sincerely,

By: _____
Karen VanAusdal
Vice President of Practice

Date: 7/10/2024

AGREED TO AND ACCEPTED

THIS 19th DAY OF August 2024

By: Frederica R. Stone
Winston-Salem/Forsyth County Schools

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date) 10/10/24
(Signature of finance officer) Thomas Young

Additional Contacts:

Accounts Payable Contact Name

Accounts Payable Email Address

Accounts Payable Phone Number

Purchase Order Number (if required)

Approved as to form and legality
this 14 day of October 2024
By Dr. [Signature]
School Attorney



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Attachment A

CASEL Community Network Partners

By signing this contract, your organization is committing to participation in the CASEL Community Network Partners for the 2024-2025 school year and agreeing to the attached data sharing agreement. Upon submission of this signed memorandum of understanding and data sharing agreement, you will receive an invoice for payment for \$5,000 from purchaseorders@casel.org.

Please reply all with the signed copy of this contract and data sharing agreement. If your district requires a purchase order, please attach that in your reply.

Billing Schedule

Invoice Date	Amount
Within 30 days of receipt	\$5,000
Total Amount	\$5,000

Invoices shall be paid to CASEL within 30 days of receipt. Fees for services performed or requested beyond those set forth in Attachment A and stated in the agreement must be agreed upon in advance by both CASEL and District and shall be set forth in writing in an amendment to this agreement. Checks should be mailed to:

CASEL Lockbox
P.O. Box 95253
Chicago, IL 60694-5253.



**COLLABORATIVE FOR
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Key Activities:

We look forward to co-constructing this community and working together in the year ahead.

In joining the CASEL Community Network Partners, you are joining a powerful community of leaders from across the country. Through this experience, your team will have opportunities to strengthen your SEL expertise and leadership within a vibrant community of practice alongside your colleagues. It will include virtual workshop sessions, small group discussions, access to resources, and individual touchpoints with CASEL.

Calendar of Virtual Community Network Partners Gatherings - 2024-2025

Date	Gathering Type	
July	Welcome to the CNP!	July
August-September	Individual CASEL Touchpoints	August-September
September 19	Full Group Deep Dive	September 19, 2-4 Eastern
October	Coaching Call	October
November 21	Small Group Focused Conversations	November 21, 2-3:30 Eastern
December	Asynchronous Individual CASEL Touchpoints	December
January	Invitation to join Leads Gathering	January
January 23	Full Group Deep Dive	January 23, 2-4 Eastern
February	Individual CASEL Touchpoints	February
March 20	Small Group Focused Conversations	March 20, 2-3:30 Eastern
April 17	Full Group Deep Dive	April 17, 2-4 Eastern
April 28 week	CDI Convening	April 28 week
May 22	Small Group Focused Conversations	May 22, 2-3:30 Eastern
June	Individual CASEL Touchpoints	June



**COLLABORATIVE FOR
ACADEMIC, SOCIAL, AND
EMOTIONAL LEARNING**

Data Sharing Agreement

**Collaborative for Academic, Social and Emotional Learning (CASEL)
& Winston-Salem Forsyth County Schools**

Background

In 2011 CASEL embarked on an effort to put research into action by launching the Collaborating Districts Initiative (CDI). Since then, our focus on research-practice partnership has continued to grow. Through our partnerships, we have collaborated to support educators' and education systems' capacities to plan, implement, and monitor systemic changes in schools and classrooms that enhance students' social-emotional development and academic performance. Through such partnerships, CASEL has also valued the opportunity to learn about systemic implementation and use those learnings to improve CASEL's technical assistance and resources for the field.

CASEL conducts research of high technical quality to inform policy and practice in public schools nationwide. CASEL's collaborative work with our district and school partners consists of sharing and reflecting on both quantitative and qualitative data to identify and continuously improve learning environments and SEL practices for systemic SEL.

Overview

This document lays out a data-sharing agreement between the Collaborative for Academic, Social, and Emotional Learning (CASEL) and Winston-Salem Forsyth County Schools. This agreement involves the ongoing services and activities conducted in partnership with Winston-Salem Forsyth County Schools. The results of any given activity as laid out in the scope of work provided will be used to inform the other activities, in iterative fashion. To this end, across the project period, Lakewood City Schools agrees to continued collaboration in continuous improvement efforts for systemic SEL implementation:

1. A Winston-Salem Forsyth County Schools representative will share any existing district- and school-level SEL-related data reports or presentations.
2. The district team will complete an annual survey to reflect on and share progress with SEL implementation.
3. If randomly selected, the CASEL research team will conduct a 30-minute interview with a district representative to best understand and learn about the district's experiences in implementing systemic SEL and how CASEL can improve our service delivery.

District's Data-Sharing and Documentation Commitments

When sharing any existing district- and school-level SEL-related data reports or presentations (number 1 above), Winston-Salem Forsyth County Schools may determine the specific quantitative data that they will collect and review based on local data available and required by district and state mandate.



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- Sample data reports can include the following:
 - Demographic data (disaggregated by subpopulations):
 - total district student population; student population by race/ethnicity, ELL status, FRPL, Title 1 school status
 - total district educator population; educator population by race/ethnicity, gender, educator retention rates
 - SEL and/or School climate data (if available, at school-level)
 - This may include any district-level school culture or climate surveys administered
 - Student climate surveys (at school-level)
 - Social emotional learning assessment data (i.e., Panorama surveys)
 - Achievement data
 - Overall state exam proficiency outcomes
 - State exam proficiency outcomes by student subgroups (race/ethnicity, ELL status, Econ Disadvantaged status)
 - Discipline data (ISS, OSS at school-level)
 - In-school suspension (number of total suspensions-NOT by student) by student subgroups (race/ethnicity, ELL status, Econ Disadvantaged status)
 - Out-of-school suspension (number of total suspensions-NOT by student) by student subgroups (race/ethnicity, ELL status, Econ Disadvantaged status)
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Survey tools are only valid for the uses for which they were designed. The development and integrity of CASEL analyses and survey instruments rest on the ability of CASEL researchers to ensure the confidentiality of individual survey results. CASEL research and reporting have been developed as methods to support continuous improvement cycles within schools and are *expressly not intended for use as part of individual- or school-level accountability systems or processes. All data shared with CASEL is deidentified, and at the school- and district-level, thereby no student-level data is being collected. Requested data do not qualify as "sensitive data."*

CASEL acknowledges that the educational records and information from education records provided



COLLABORATIVE FOR
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by Winston-Salem Forsyth County Schools may only be used to meet the purpose stated in this Agreement. If CASEL desires to use the records or data obtained from the district to conduct further research not specifically authorized in the Agreement, the research proposal must be submitted to the District's Research Review Board for approval.

Additionally, the CASEL survey instruments have *not been developed for use as individual-level diagnostic tools* for either students or teachers. Such use of the CASEL survey instruments, and associated data threatens the integrity of the survey instruments and undermines the quality of the data. *Sharing of raw or individual-level survey data with anyone outside of the research team is expressly prohibited under this agreement.* Subject to school/district partner approval, CASEL researchers may share data with other research partners and construct cross-district comparisons across datasets. CASEL will publish briefs, and/or reports to disseminate findings from the collective learning agenda work.



Contract Routing Cover Sheet

Contractor Legal Name: Casel Community Network Partners d/b/a (if applicable):		Vendor Number: 24001
Requesting Department/School: Student Services / SEL Dept Contact Person: LaTrayl Adams		Date of Request: 7/29/24 Contact Email Address: lnadams@wsfcs.k12.nc.us
Total Contract Amount: \$5000.00		Start Date: 9/3/2024 End Date: 6/30/2025
Payment Terms: <input checked="" type="checkbox"/> Flat Fee <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Paid upon receipt of invoice <input type="checkbox"/> Paid upon completion of service(s) Other:		
Budget Account Number: 3-5830-108-30-181 -		Purchase Order Number:
Individuals listed below should initial, date and forward this form to the next appropriate level after completing their responsibilities to this Contract.		

	Date Received	Date Processed	Processor Name (Print)	Initials
GATHER AND PREPARE ALL NECESSARY CONTRACT DOCUMENTS	7/25/24	7/25/24	Tamara M. Patterson	Tup
SC-1: Prepare SC-1 contract, attach all necessary documents, and retrieve vendor signature. Others: Receive and review contract form and all supporting documents.	7/25/24	7/25/24	Tamara M. Patterson	Tup
Approval by appropriate Senior Team or Area Superintendent (if applicable)	8/19/24	8/19/24	Fredricka	FSS
FORWARD TO FEDERAL PROGRAMS (If using Title funds. If not, proceed to next step.)				
Approval by Federal Programs				
FORWARD TO GENERAL COUNSEL				
Approval by School Attorney Note: The School Attorney may correspond with the requestor with proposed revisions before final approval. Once the revisions have been approved by all parties, final vendor signature should be obtained. For contracts that require Board approval, the School Attorney will forward the contract after it has been approved.		10-14-24	[Signature]	
FORWARD TO FINANCE DEPARTMENT				
Pre-auditing by Chief Finance Officer		10/10/24	[Signature]	
Purchase Order is approved				
FULLY EXECUTED COPY OF CONTRACT RETURNED TO REQUESTOR AND VENDOR				

*Fredricka need a Direct Pay per Tommy

Purchase Order No.

Requisition No.

[illegible]

**DP241010-1447**

DIRECT PAY NO.

WINSTON-SALEM/FORSYTH COUNTY SCHOOLS

DP 1 - DIRECT PAY REQUEST

(NOT FOR STAFF DEVELOPMENT ACTIVITIES OR REIMBURSEMENTS)

VENDOR NUMBER: 24001PAYEE NAME: Casel Community Network PartnersADDRESS: 815 West Van Buren St., Suite 210CITY: Chicago STATE: IL ZIP: 60607

(PLEASE DO NOT MIX FUNDS)	BUDGET CODES		AMOUNTS	
1	3-5830-108-312		\$	5,000.00
2				
3				
4				
5				

TOTAL AMOUNT: **\$ 5,000.00**

DESCRIPTION / EXPLANATION:

Though the contract was presented in July, funds were not approved, entered and made available for this expense until 10/10/24. A Direct Pay is now required, per Thomas Kranz.

REQUESTED BY: T. Patterson (on behalf of LaTrayl Adams)DATE: 10/10/2024

APPROVED BY:

DATE: 10/10/2024FINANCE DEPARTMENT
APPROVED BY:

DATE: