

2019-2020 Menu of Services, Fees, Terms and Conditions

Service	Description	Participants	Hours	Associated Fees
Workshop	<p>A professional learning session focused on a particular area of interest or concern within the education of students in culturally and linguistically diverse communities, in which participants will deepen their knowledge, expand their repertoire of skills, and explore applications to their practice.</p> <p>A list of developed workshops on a variety of topics is available upon request</p>	<p>Group Size 1-40</p> <p>Group Size 41-100 (Additional \$150 Fee)</p> <p>Group Size 100+ (Additional \$500 Fee)</p>	<p>Half Day 1-3 hours</p> <p>Full Day 3-6 hours</p>	<p>\$1800</p> <p>\$2800</p>
Customized or Special Format Workshop	<p>A professional learning session <i>developed specifically for your school or district needs or delivered in a special format</i>. Participants engage in hands-on explorations and discussions focused on a particular area of interest or concern within the education of students in culturally and linguistically diverse communities.</p> <p>Special formats include condensed versions, multi-group, multi-topic, mini conference style sessions, and other configurations</p>	<p>Group Size 1-40</p> <p>Group Size 41-100 (Additional \$150 Fee)</p> <p>Group Size 100+ (Additional \$500 Fee)</p>	<p>Half Day 1-3 hours</p> <p>Full Day 3-6 hours</p>	<p>\$2200</p> <p>\$3200</p>
Keynote	<p>A presentation to a large group to kick off or anchor an event such as a conference, symposium, professional learning strand or institute day. Keynote speeches are uniquely developed to address a topic of interest or concern discussed in consultation with the client, and seek to inspire, entertain, or deliver key content to a large</p>	<p>Group Size 1-300</p> <p>Group Size 301-999 (Additional \$150 Fee)</p> <p>Group Size 1000+ (Additional \$500 Fee)</p>	<p>30-90 minutes</p>	<p>\$2000</p>

	audience.			
Instructional Coaching	<p>A specialist develops a sustained, collaborative relationship with educators to assist with incorporation of research-based instructional practices and learning progressions. In leading a coaching strand, specialists encourage and support teachers' reflection about their classroom practices the academic tasks utilized with culturally and linguistically diverse students and help them create plans for realizing goals and improving instruction.</p> <p>The work in an instructional coaching strand can include:</p> <ul style="list-style-type: none"> ● modeling practices in the classroom ● observing teachers ● engaging in supportive dialogical conversations ● side-by-side planning ● providing resources ● in-the-moment opportunities to shape responsive instruction ● participating in or facilitating meetings ● Conducting needs assessment 	1-10 Educators Recommended	<p>Minimum 12 Hour Contract</p> <p>Coaching Services billed in 6-hour increments, detailed in a proposal</p>	<p>Starting at \$5600</p> <p>\$2800 per 6 hours of work time</p> <p>Hours recommended at initial consultation</p>
Programmatic or Curricular Consulting	<p>A specialist works jointly with your organization to offer support with programmatic structures, curriculum development and design.</p> <p>The work in a programmatic or curricular consulting package can include:</p> <ul style="list-style-type: none"> ● participating in or facilitating meetings ● conducting needs assessment ● problem identification and root cause analysis work ● action planning ● implementation support ● developing a professional learning plan ● providing research and/or resources ● program development support ● document creation or review 	1-10 Educators Recommended	<p>Minimum 12 Hour Contract</p> <p>Consulting Services billed in 6-hour increments, detailed in a proposal</p>	<p>Starting at \$5600</p> <p>\$2800 per 6 hours of work time</p>

Hourly Services	Varies based on client needs	Negotiated at time of booking	TBD	\$475 per hour
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Additional Information

Districts will need to pay for specialists' mileage and/or lodging if the place of service is more than 50 miles away (one way), and can be negotiated at the time of booking. Once your service has been scheduled, IRC staff will contact you with an approximate cost.

For programmatic consulting or instructional coaching strands, fees will vary based on the scope of the request, beginning at \$5600. Once the Request for Service form is submitted, the IRC staff will contact you to discuss this request and provide you with a proposal, including a quote.

Terms and Conditions

1. Purchase orders must be received at least 4 weeks prior to the date of service.
2. Any change in date or scope of service received more than 4 weeks prior to the original service date must be negotiated and approved beforehand with The Center/IRC. If a date or scope of service cannot be fulfilled as a result, then The Center/IRC reserves the right to cancel or reschedule the service at a mutually convenient time and date.
3. Changes to date or scope of service are not allowed within 4 weeks of the original date of service.
4. CANCELLATION FEES
 If a district cancels an agreed upon paid event 60 days or more (minimally 2 months notice) prior to the date of service, there is no cancellation penalty.
 If a district cancels an agreed upon paid event up to 31 to 59 days prior to the date of service, the cancellation fee is 25%.
 If a district cancels an agreed upon paid event up to 15 to 30 days prior to the date of service, the cancellation fee is 50%.
 If a district cancels an agreed upon paid event between 7 and 14 days prior to the date of service, the cancellation fee is 75%.

If a district cancels an agreed upon paid event up to 7 days prior to the date of service, the district must pay the entire amount of the fee.

5. If an event must be cancelled because of an emergency school day cancellation, the event will be rescheduled at a mutually agreed upon date.
6. Invoices will be sent after services have been provided.
7. Payment is due within 30 days of the date of service. If late, a 1.25% monthly service fee will be charged.
8. For workshops, if group size exceeds 40 participants, a \$150 additional charge will be applied. If group size exceeds 100 participants, a \$500 additional charge will be applied.
9. For keynotes, if group size exceeds 300 participants, a \$150 additional charge will be applied. If group size exceeds 1000 participants, a \$500 additional charge will be applied.
10. If customization or a special format for delivery (multi-group, multi-topic, mini-conference style, etc.) is requested after the initial booking, or needed on the day of delivery, we reserve the right to increase the charge to our reflect the next tier of billing (increases begin at \$400).
11. If a workshop is planned for a group size larger than 10, but fewer than 6 participants attended, a \$150 fee will be applied after the fact, as the consultant will need to significantly adjust the planned material.
12. Travel and/or lodging costs will be incurred for any service greater than 50 miles (one way) from The Center/Illinois Resource Center, located at 2626 S. Clearbrook Dr. Arlington Heights, IL, 60005
13. Acceptance of these terms and conditions is required for fulfillment of this service request. If the terms and conditions are not accepted, this service request will be denied.