

2016

DELAWARE STATE BOARD OF EDUCATION

July 19, 2016

MEMORANDUM

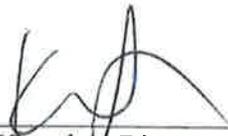
TO: Kim Wheatley, Director of Finance 

FROM: Donna Johnson, Executive Director

RE: Request to Pay Stipend for Teacher

Request approval for stipend payment to Erica Thomas from SBE funds in the amount of \$3977.57 for at \$27 per hour plus OEC costs. $\$3025.00 + 952.57(\text{OECs}) = \3977.57 .

Funding is SBE funds: 2017-100-950101-95011300-20626 *slw*



 Kim Wheatley, Director of Finance

7/19/16

Approved
 Not Approved

Delaware Department of Education
District or State Employee Contract

2015

C15-439

The Delaware Department of Education and

Erica Thomas

Capital

Teacher

Name

School District

Position

mutually agree to the following conditions for professional services

121249 # 0.
Employee ID #/Record #

IF RETIRED FROM STATE OF DELAWARE, DATE RETIRED

n/a

1. COMPENSATION AND/OR OTHER EXPENSES TO BE PAID (List estimated expense of each item)

TOTAL:

Funding Source

2015 100

2. CHARACTERISTICS OF EMPLOYMENT:

05191 Budget Title SBE

~~0000~~ 05191

Account #

Serve as summer intern doing special projects, research, stakeholder engagement and project coordinator for special SBE programs and projects aligned with SBE strategic plan. Funding is from State Board of Education budget for an intern at \$27/hour not to exceed \$6750.00 + OEC's

Director Finance or Designee Initials

[Signature]

Contract Period June 15, 2015 through August 31, 2015.

[Signature]

Group Director Initial

DOE Certificated Staff person coordinating this activity: Donna Johnson

The Department of Education hereby certifies that:

1. The work cannot be performed effectively and more appropriately by regular employees of the Department.
2. Appointee will perform purely advisory work, rather than operational functions.
3. The appointee clearly has the high level of expertise required to serve as a consultant.
4. The compensation is appropriate and justifiable in terms of the qualifications and duties of the appointee.
5. The appointee is not employed beyond the time limits prescribed by law, and other applicable rules and regulations.

The rights and obligations of each party to this agreement shall not be effective unless and until all signatures appear below.

BY:

[Signature]
Deputy Secretary

_____ Date

Branch Associate Secretary
Erica M. Thomas
Appointee

Date
06/09/15
Date



Margaret Aitken Communications, LLC
Scope and Terms of Work
Delaware State Board of Education
May 2015

Margaret Aitken Communications, LLC has agreed to provide the Delaware State Board of Education communication consulting services in the form of proactive and reactive media messaging and strategy, image protection and crisis intervention, as well as public policy advancement.

The basic agreement is as follows:

1. Scope of Work. During the Term of this Agreement, Margaret Aitken Communications, LLC, shall provide communication consulting services for Dr. Teri Quinn-Gray and the State Board of Education to include but not limited to: the creation and implementation of a strategic internal and external communication plan; drafting strategic messaging for Board staff and members through a variety of channels to include press releases, emails, letters, talking points, speeches, opinion pieces and newsletters; assistance in the development of public policy; media training and press strategy. The Contractor shall attend meetings, both in person and telephonically, when needed.

2. Compensation. The Board agrees to pay Margaret Aitken Communications, LLC, one hundred and fifty dollars (\$150.00) per hour, billed per half hour, in addition to any expenses incurred for any required travel at the Board's request. Margaret Aitken Communications, LLC will invoice The State Board of Education on a monthly basis. This contract will begin June 15, 2015 and continue through June 15, 2016. The contract is not to exceed 100 hours or \$15,000.

*extended to
June 15, 2017*

DEPARTMENT OF EDUCATION
CONTRACT
FOR CONSULTANT

2014

C14-353

The State Department of Education and Alexandra Leach

hereafter referred to as DDOE and Consultant, mutually agree to the following conditions of employment in a consulting capacity.

1. CONSULTANT Alexandra Leach

Name

507 Straford Court
Street

Middletown
City

DE
State

19709
Zip

302 547-4087
Phone Number

2. FEDERAL EIN OR EMPLOYEE ID OR FSF VENDOR ID:

222-78-3268

3. PRESENT POSITION: Legislative fellow

IF RETIRED FROM STATE OF DELAWARE, DATE RETIRED _____

4. DOES INDIVIDUAL RECEIVE A STATE OF DE PAYCHECK? Yes No

5. DELAWARE GENERAL BUSINESS LICENSE NUMBER

2013603703

6. COMPENSATION AND/OR OTHER EXPENSES TO BE PAID (List estimated expense of each item).
\$18 per hour for research for approximately 13 weeks. Total not to exceed \$4900. Payment/s to be made upon submission of invoice. Progress reports will accompany the invoices.

For DOE Use
Funding Source

05191

This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. In the event of termination, Consultant shall not incur any new obligations and shall cancel as many outstanding obligations as possible. DDOE shall allow full credit to Consultant for any non-cancelable obligations properly incurred by Consultant prior to termination.

7. CHARACTERISTICS OF EMPLOYMENT:

Special project-based research aligned to State Board initiatives. Alex will report to the State Board Executive Director.

Budget Name

SBE

Account #

Pat W
Director Finance or
Designee Initial

Donna Johnson
DOE Certificated Staff person coordinating this activity:

Donna Johnson

Director Initial

The State Department of Education hereby certifies that:

1. The work cannot be performed effectively and more appropriately by regular employees of the Department.
2. Consultants will perform purely advisory work, rather than operational functions.
3. The appointee clearly has the high level of expertise required to serve as a consultant.
4. The compensation is appropriate and justifiable in terms of the qualifications and duties of the appointee.
5. The appointee is not employed beyond the time limits prescribed by law, and other applicable rules and regulations.

The rights and obligations of each party to this agreement shall not be effective unless and until the provisions of the contract have been approved and a valid executed purchase order has been approved by the Secretary of Finance. (As per the Attorney General's Office.)

BY:

Pat Annunzio
Associate Secretary of Financial Reform & Resource Management

5/15/14

Date

Branch Associate Secretary

Alexandra Leach
Consultant

Date

5/22/14
Date