
Date: December 14, 2022

Subject: Memorandum of Understanding for Mountain View Whisman School District in California

Library Speakers Consortium (operated by PBC Guru) is happy to submit this proposal for Mountain View Whisman School District to become members of the BookBreak School Author Talk program for elementary schools. The proposal is split into three sections:

1. Services Provided
2. Cost of Service
3. Terms of Service

Any questions, concerns, or feedback can be directed through email to finance@pbc.guru. We're excited about the possibility of working with you and are happy to discuss any of the details of this proposal.

1. Services Provided

BookBreak will bring 2-3 online bestselling children's author talk events to schools each month that will be streamed live online. Each talk will be geared to specific grade cohorts (e.g., K-1st, 2nd-3rd and 4th-5th or K-2nd and 3rd-5th) so each grade will have the opportunity to hear from an age-appropriate author about once per month. Talks will be scheduled from September through May each year to coincide with the academic year. Recordings of the talks will be available for future instruction and for school librarians/media specialists.

Each live talk will be 10-15 minutes in length and designed as a short "brain break" for teachers to share in their classrooms. This length is ideal to offer value without cutting into instruction time.

We are highly committed to offering a diverse mix of perspectives and will ensure that half or more of speakers will be women and/or people of color. Other program features include:

- Additional 2-to-5-minute videos recorded with authors tying to specific curriculum topics.
- Most authors will present two talks during the school day (e.g., 12 and 1:30 PM) to allow classes with different lunch times to be able to attend a live talk.
- Recordings of live events available for future lessons.
- Resources for educators to incorporate before and after each talk including classroom activities.
- Microsites that are customized to display individual school's logos and colors.
- Ability for parents and students to access recordings at home.
- Detailed analytics of classroom registrations, live views and archive views.

2. Cost of Service

The cost of membership is based on the number of schools with K-5 students participating in the program. Each elementary school is classified as one of the following for pricing purposes:

- Non-Title 1 (schools where less than 40% of students are on Free and Reduced Meals)
- Title 1 (schools where 40% to 80% of students are on Free and Reduced Meals)
- High-Poverty Title 1 (schools where 80% or more of students are on Free and Reduced Meals)



The tables below show the price per school based on enrollment for Non-Title 1 and Title 1 Schools including the 50% Founding Partner Discount for schools joining the initial launch of the program by the cutoff date of Dec 31, 2022.

Non-Title 1 School Annual Pricing per School (Regular Pricing):

K-5 Student Enrollment	Founding Partner (Signed on by Dec 31, 2022)	Regular Member (Signed on after Dec 31, 2022)
Up to 250	\$850	\$1,700
250-750	\$975	\$1,950
750+	\$1,250	\$2,500

Title 1 School Annual Pricing per School:

K-5 Student Enrollment	Founding Partner (Signed on by Dec 31, 2022)	Regular Member (Signed on after Dec 31, 2022)
Up to 250	\$750	\$1,500
250-750	\$875	\$1,750
750+	\$1,150	\$2,300

High-Poverty Title 1 schools qualify for BookBreak’s Buy One Give One program which offers the program for free to High-Poverty Title 1 schools. For districts where more than half of schools are High-Poverty Title 1 schools, the cost for the district will be calculated without the Buy One Give One program and then a 50% discount will be added.

Districts signing up multiple schools are eligible for an additional discount per the following table. Any school given BookBreak for free will not count as a “paying school” for this discount. Central offices must contract with BookBreak to receive this multi-school discount (e.g. 10 schools in the same district each paying separately for BookBreak would not qualify).

Multi-School/District Discounts:

Number of Paying Schools	Discount Percent
5 to 9	5%
10 to 19	10%
20+	20%



The tables below list the participating K-5 schools in the district and the cost for each school along with the relevant district pricing discount.

School Name	Enrollment	Free and Reduced Meals %	Annual Cost	Notes
Amy Imai Elementary	380	8%	\$975	250 to 750 Students - Regular Pricing
Benjamin Bubb Elementary	339	13%	\$975	250 to 750 Students - Regular Pricing
Edith Landels Elementary	374	21%	\$975	250 to 750 Students - Regular Pricing
Gabriela Mistral Elementary	347	48%	\$875	250 to 750 Students - Title 1 School Wide Pricing
Jose Antonio Vargas Elementary	339	22%	\$975	250 to 750 Students - Regular Pricing
Mariano Castro Elementary	248	81%	\$0	Free - Buy One Give One
Monta Loma Elementary	245	27%	\$850	0 to 250 Students - Regular Pricing
Stevenson Elementary	456	8%	\$975	250 to 750 Students - Regular Pricing
Theuerkauf Elementary	363	33%	\$975	250 to 750 Students - Regular Pricing
Crittenden Middle School	537	24%	\$975	250 to 750 Students - Regular Pricing
Isaac Newton Graham Middle School	881	27%	\$1,250	750+ Students - Regular Pricing

# Free - Buy One Give One	1
Sub Total	\$9,800
District Discount	10%
Total Cost	\$8,820

This cost is based on the 50% founding partner discount from the regular cost of \$17,640 per year. Membership will renew every year for another one-year term on the anniversary of the program launch unless written notice is given 30 days or more in advance of the renewal date. The cost of membership for the services outlined in this Memorandum will remain the same for a minimum of three years. Renewal will not be automatic in the event of an increase in the cost of membership after the first three years.

3. Terms and Other Details

Below are several specific terms and other details for the membership:

1. **Cancellation Due to Budget or Strategic Priority Changes:** Receiving the 50% Founding Partner discount for BookBreak requires a signed Memorandum of Understanding by Dec 31, 2022. However, Mountain View Whisman School District may choose to cancel this agreement due to budget limitations or strategic priority changes as long as notice is received by July 15, 2023. There will be no penalty for canceling the program but the Founding Partner pricing will no longer be available.
2. **Participant Privacy:** Library Speakers Consortium will not share, sell, rent or give away participants' information in any way unless required by a court of law. This does not include trusted third parties (including Mountain View Whisman School District) who help us to operate and provide valuable services as long as those parties agree to keep the information private. Note that only teachers and staff will be able to make accounts with the BookBreak platform and personally identifiable information will not be collected from students or parents. Our complete privacy policy applies to all programs and can be found on our website at <https://www.pbc.guru/about/legal/privacy>.
3. **Benchmarking and Data Aggregation:** Library Speakers Consortium will share information relating to the overall participation and engagement of all BookBreak members to support benchmarking and program improvements for all member schools. This may include a listing of the most popular programs, aggregate participation numbers, and other items. This will not include any personally identifiable information.
4. **Sharing Participant Information:** As a trusted third party, Mountain View Whisman School District will have access to the names, email addresses, and other information of teachers and school staff who register for events through your instance of the platform.
5. **Event Sharing Limitations:** BookBreak schools may share the recorded videos and live programs with any member of their school community including teachers, school librarians, staff, students, parents and guardians. The recorded videos and live programs may not be shared with the public and with school communities that are not participants of BookBreak.
6. **Author Event Conflicts:** Some author speaking agreements for in-person events include a period of time when that author cannot plan to speak in the same metropolitan area during the same time of year. This is done so that two organizations are not hosting competing events with the same author at the same time of year. In certain cases, a BookBreak event may not be able to be shared with schools in the same metropolitan area where an author has a preexisting speaking agreement. This is expected to be a rare occurrence and our goal when coordinating with authors will be to keep this possible conflict to an absolute minimum.
7. **Start Date:** The program start date will be July 1, 2023. The program year will run from July 1 to June 30 each year to allow access to the platform and training before classes start. If access to certain aspects of the program is made available before the official start date as part of an onboarding or other process, all terms and agreements will still apply.
8. **Pricing Adjustments:** Pricing in this Memorandum of Understanding is based on the most recent data available and will not be adjusted for the first year of the program due to fluctuations in enrollment and Free and Reduced Meals percentages unless Mountain View Whisman School District requests an adjustment prior to the program start date. Due to enrollment and Free and Reduced Meal percentages varying regularly, and to make budget planning for school districts easier, Library Speakers Consortium will only plan to update pricing with the latest school specific data every three years unless specifically requested by the district or if there is another reason to do so. Pricing will never be adjusted from a previously agreed to amount after July 1 of a given year.
9. **Termination:** This program can be ended at any time by Library Speakers Consortium or Mountain View Whisman School District. The official "end date" will be the next renewal date of the program.
10. **Additional Terms:** Additional general terms and conditions for all Library Speakers Consortium and PBC Guru Programs are provided at <https://www.pbc.guru/about/legal/terms/business>.



Upon acceptance of this memorandum, please sign below

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Library Speakers Consortium

Mountain View Whisman School District