

November 4, 2013

Doreen Harris
Readington Township School District
52 Readington Road
P.O. Box 807
Whitehouse Station NJ 08889

Dear Doreen,

This letter describes the 2014 contract between the Reading and Writing Project Network and Readington Township School District for professional development services to be rendered by the Network to the district. The specific arrangements outlined here were developed over the past weeks through conversations between Reading & Writing Project Network staff and district personnel.

Your district has agreed to purchase services totaling **\$2,800**.

These services include:

February 14, 2014		#	Cost	Subtotal
1. Professional Development and Site based coaching as detailed:				
• 1 On site day with presenter Janet Steinberg		1	\$2,800	\$2,800
TOTAL				\$2,800

Payment

We send our billing statements after the work has been completed at the end of the month.

Cancellations

Once you sign this contract, we will reserve time to work with you. If, at a later date, budgetary or other constraints make it necessary for you to rescind on this agreement then;

- You will be charged for any non-refundable expenses.
- We will work together to reschedule the visit if it is at all possible.
- If a rescheduled visit is not possible, there will be a 10% charge on any dates for which we have more than one month's notice and a 30% charge for any cancellations with less than one month's notice.
- If the cancellation occurs after the staff development consultant has departed for the scheduled visit due to a "force majeure" (such as, but not limited to a public emergency or calamity ie: snowstorm, blizzard, war, strike, fire), there will be a 50% fee for the scheduled visit to compensate the staff development consultant for the loss of work.

We assume that you share our commitment to making this work productive so that it makes a difference in your schools. If we determine the constraints are such that we are unable to provide a high level of teacher education, we reserve the right to cancel further work in your schools. In such case, we will be available for discussion; however, the situation will have to be remedied to our mutual satisfaction in order for us to continue the work.

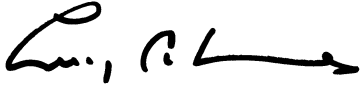
If the information in this letter is correct, please sign this letter and return it to Kathy Neville. If there is a discrepancy between the specific details in this letter and your understanding of our agreement please email Kathleen Neville at kathy@readingandwritingproject.com

To help you prepare accurate purchase orders, **please note that payment should be made to:**

**The Reading and Writing Project Network, LLC
18 Pelham Lane
Ridgefield, Connecticut 06877
(EIN 30-0017231)**

We look forward to working together this summer.

Sincerely,



Lucy McCormick Calkins
Founding Director

Copy to Kathy Neville

Reading and Writing Project Network Contract

This Agreement dated on this ____ day of _____ by and between Readington Township School District and the Reading and Writing Project Network.

The parties hereby agree to the terms, provisions and conditions of this agreement as stated:

Signed by _____ Date _____