



Rutgers Graduate School of Education
10 Seminary Place
New Brunswick, NJ 08901

Lesley.morrow@gse.rutgers.edu

March 24, 2017

Stacey Brown
Readington Township Schools

Dear Ms. Stacey Brown,

Thank you for choosing Rutgers, the State University's Center for Literacy Development for professional development services at Readington Township Public Schools during the 2016-2017 school year.

Enclosed please find a contract for services. The contract outlines our agreement for fees and services.

Thanks again for choosing Rutgers. If you have any inquiries or concerns, please contact us directly at Lesley.morrow@gse.rutgers.edu.

Thank you,

A handwritten signature in black ink that reads "Lesley M. Morrow".

Lesley M. Morrow, Ph.D.
Distinguished Professor of Literacy
Director, Center for Literacy Development

Lisa Mullin, Ed.M.
Associate Director, Center for Literacy Development

Eileen Nelson
Administrative Coordinator, Center for Literacy Development



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New Brunswick, NJ 08901

Contract for Services

This document certifies the Rutgers University (RU) will provide professional development services to Readington Township Public Schools as follows:

1 full day of professional development with Laurell Parris

Number of days: 1
Location: TBD
Date: May 26, 2017

The agreed upon fee for services is 1,200.00. This payment covers the presenter fees, travel and RU fees. Please make checks payable to Rutgers, the State University and send to:

Rutgers Center for Literacy Development
10 Seminary Place
New Brunswick, NJ 08901
848-932-0762, Eileen Nelson

To arrange additional workshops on-site, for additional information regarding our services or this contract, please contact Eileen.nelson@gse.rutgers.edu.

Please note: RU will be responsible for providing payment to the presenter.

Workshop Cancellation Policy:

1. If a district/organization needs to cancel a workshop, please provide us with at least five (5) business days notice.
2. In the case of inclement weather, please contact Eileen Nelson directly at Eileen.nelson@gse.rutgers.edu.
3. Should a presenter need to cancel a workshop due to unforeseen circumstances, RU will provide a substitute presenter. If a substitute is unable to provide services, RU will provide you with at least five (5) business days notice.

Please sign and return this contract via email to Eileen.nelson@gse.rutgers.edu or The Rutgers Graduate School of Education, 10 Seminary Place, New Brunswick, NJ 08901

Lesley Morrow, Ph.D
Graduate School of Education

Date

Chief School Administrator

Date



Rutgers Graduate School of Education
 10 Seminary Place
 New Brunswick, NJ 08901

**Rutgers Center for Literacy Development
 Invoice**

Rutgers Graduate School of Education

Invoice No. I431

Invoice

Date: March 24, 2017

Stacey Brown
 Readington Township Public
 Schools
 PO Box 807
 52 Readington Road
 Whitehouse Station, NJ 08889

Bill To:

Rutgers Center for Literacy Development

10 Seminary Lane

New Brunswick, NJ 08901

E-mail: sbrown@readington.k12.nj.us

Eileen.nelson@gse.rutgers.edu

Phone: 908-534-2195

848.932.0762

Fax:

Description	Units	Cost Per Unit	Amount
Professional Development Quote			
1 full day of professional development	1	1200.00	\$1200.00
TOTAL -			\$1200.00
Invoice Subtotal			\$1200.00
TOTAL			\$1200.00