

August 20, 2021

Robin Pang-Maganaris, EdD
Costaño School
2695 Fordham Ave
East Palo Alto, CA 94303

Dear Robin,

This letter describes the 2021-22 contract between Reading Writing Project Network, LLC and Costaño School 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, LLC staff and district personnel.

Your district has agreed to purchase services totaling **\$31,000**.

These services include:

	#	Cost	Subtotal
1. Professional Development and Site based coaching as detailed:			
• 1 remote day with a Primary Staff Developer	1	\$2,200	\$2,200
• 4 On site days with a Primary Staff Developer	4	\$2,200	\$8,800
• 1 remote day with a Senior Upper Grade Staff Developer	1	\$2,400	\$2,400
• 4 On site days with a Senior Upper Grade Staff Developer	4	\$2,400	\$9,600
• Principal Conference	1	N/C	N/C
2. Reimbursement of Estimated Travel Expenses (see paragraph below):	10	\$800	\$8,000
		TOTAL	\$31,000

Expenses and Payment

As usual, we expect to bill for the Network staff developer's travel expenses for each consulting day he/she spends in your district. We will be charging you for air fare, ground transportation, hotel and food costs. Also, we send our billing statements on a monthly basis, and will expect payment within 6 weeks of being invoiced. After 8 weeks, a 10% late fee will be added to your invoice.

****No expenses for remote days.**

Audio and Video Recording

Making recordings of any portion of this conference is unlawful and violates the rights of RWPN and the presenters. RWPN reserves all rights to bring legal action against any individuals believed to have engaged in unlawful recording, copying, sharing, or posting and/or any other violation of law, including without limitations copyright and privacy laws.

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 50% charge on any dates for which we have more than one month's notice and a 75% 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.
- You will have signaled to us that you don't plan to initiate future work with us.

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 or call [917-484-1482](tel:917-484-1482).

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

**Reading Writing Project Network, LLC
125 Strathmore Road
Middlebury, Connecticut 06762
(EIN 30-0017231)**

We look forward to working together in the coming year.

Sincerely,



Lucy McCormick Calkins
Founding Director

Copy to Kathy Neville

Reading Writing Project Network, LLC Contract

This Agreement dated on this ____ day of _____ by and between Costaño School and Reading Writing Project Network, LLC.

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

Signed by _____ Date _____