

Port Jervis

SCHOOL DISTRICT

Cynthia Benedict
Assistant Superintendent for Instruction
9 Thompson Street
Port Jervis, New York 12771

Phone (845) 858-3177
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TO: Superintendent Thomas Bongiovi
Assistant Superintendent for Business Lorelei Case
Board of Education

FROM: Assistant Superintendent for Instruction Cynthia Benedict 

DATE: March 27, 2017

RE: Approve Reading and Writing Project Network

It is my pleasure to inform the BOE that a four-day **Home Grown Summer Writing Institute** is scheduled for June 26-29, 2017. This contract is between the Columbia Teachers College Reading and Writing Project Network (RWP) and Port Jervis City School District. For three decades, TCRWP has been the premier provider of literacy professional development for schools in New York City and beyond.

This Writing Institute is designed for K-8 educators who are committed to turning classrooms into richly literate reading and writing workshops. During this four day institute, our teachers will tackle the central role of curriculum development and planning in the teaching of writing, units of study in writing, and genre studies in narrative, opinion, and information writing. In addition, they will learn practical ways to hold students accountable for doing their best work.

Please approve Columbia Teachers College to provide the District Professional Development Services. The office of Thomas, Drohan, Waxman, Petigrow & Mayle, LLP reviewed the attached documents and do not have any issues with the agreement. The funds to support the services provided by The Reading and Writing Project Network, LLC are allocated by NYSED.

March 21, 2017 Revised

Port Jervis School District
9 Thompson Street
Port Jervis, NY 12771

This letter describes Summer 2017 contract between the Reading and Writing Project Network and Port Jervis 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 **\$29,600**.
These services include:

	#	Cost	Subtotal
Home Grown Summer Writing Institute			
Grades K- 8			
June 26-29, 2017			
1. Professional Development and Site based coaching as detailed:			
• 4 On site days with a Primary Staff Developer	4	\$2,400	\$9,600
• 4 On site days with an Upper Grade Staff Developer	4	\$2,400	\$9,600
• 4 On site days with a Senior Middle School Staff Developer	4	\$2,600	\$10,400
TOTAL			\$29,600

*****Please review the contract attachment for important information regarding your institute.***

*****Please be advised that we must have this contract back and signed no later than April 1, 2017 or we will not be able to reserve the presenters to work with your district.***

Payment

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.

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.

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.

The Reading and Writing Project Network shall, to the maximum extent permitted by law, defend, indemnify and hold harmless the District, its officers, employees and agents from and against any and all suits, judgments, claims, damages, losses or expenses including but not limited to attorneys' fees and litigation costs arising out of or relating to the performance of Network's services.

This Agreement is subject to the approval of the Board of Education of the Port Jervis City School District.

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.

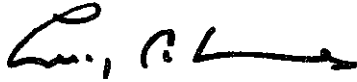
To help you prepare accurate purchase orders, **please note that payment should be made to:**

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

****1099 form is not necessary for an "S" corporation**

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 Port Jervis 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 _____