

Port Jervis
SCHOOL DISTRICT

Enclosure No. 4

Michael Rydell
Assistant Superintendent for Instruction
9 Thompson Street
Port Jervis, New York 12771

Phone (845) 858-3177
Fax (845) 858-3265

TO: Ruth Zulich, Superintendent
Lorelei Case, ASB
Board of Education

FROM: Mike Rydell, ASI 

DATE: November 3, 2017

RE: Approve Reading and Writing Project Network

The attached contract is between the Columbia Teachers College Reading and Writing Project Network (RWP) and Port Jervis City School District. This contract covers 25 professional development days throughout the 2017-18 school year.

As in the past, the Writing Institute is designed for K-8 educators who are committed to turning classrooms into richly literate reading and writing workshops. During these days, 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.

Please approve Columbia Teachers College to provide the District Professional Development Services. The funds to support the services provided by The Reading and Writing Project Network, LLC are allocated by NYSED.

October 30, 2017

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

Dear Jared,

This letter describes the 2017-18 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.

For this school year, your district has agreed to purchase services totaling **\$65,000**. These services include:

	# of days	Cost per day	Subtotal
1. Professional Development and Site based coaching as detailed:			
<u>Anna S. Kuhl ES</u>			
• 5 on site days with a Grade 3-5 Staff Developer	5	\$2,600	\$13,000
• 5 on site days with a Grade 6 Staff Developer	5	\$2,600	\$13,000
<u>E Hamilton Bicentennial ES</u>			
• 5 on site days with a Primary Staff Developer	5	\$2,600	\$13,000
• 5 on site days with an Upper Grade Staff Developer	5	\$2,600	\$13,000
<u>Port Jervis Middle School</u>			
• 5 on site days with a Middle School Staff Developer	5	\$2,600	\$13,000
** All travel expenses included in above fees			
TOTAL			\$65,000

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.

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 i.e.: 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.

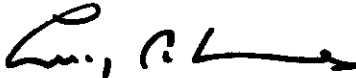
If there is a discrepancy between the specific details in this letter and your understanding of our agreement please email Kathleen Neville at kathy@readingandwritingproject.com.

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 year.

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 the Reading and Writing Project Network.

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

Signed by _____ Date _____