

April 5, 2019

Alison Hawley  
River Forest Public Schools  
7776 West Lake Street  
River Forest, IL 60305

Dear Alison,

This letter describes the Summer 2019 contract between Reading Writing Project Network, LLC and River Forest Public Schools 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, \$24,000. These services include:

	#	Cost	Subtotal
Homegrown Summer Reading Institute Grades K-5 August 19-22, 2019			
1. Professional Development and Site-Based coaching as detailed:			
• 4 On-site days with a Primary Staff Developer	4	\$2,900	\$11,600
• 4 On-site days with a Senior Upper-Grade Staff Developer	4	\$3,100	\$12,400

\*\* All travel expenses are included in the above fees. \*\*

**TOTAL** \$24,000

If you have less or more than 15-25 participants in a section, please contact us for possible solutions.

Please sign and return this contract by **May 3<sup>rd</sup>, 2019**. It's important that the contract is returned in a timely manner. Staff developers reserve these days for your school/district. If this is a problem, please contact us for assistance.

#### Payment

You will receive an invoice after the institute is completed. Payment is due upon receipt, unless other arrangements have been made.

#### Audio and Video Recording

We respectfully request that there is no audio or video recording of any portion of this conference.

#### Cancellations

If for any reason you need to cancel this contract, we will make every attempt to replace this institute. However, if we are unable to replace it, our cancellations fees are as follows:

- You will be charged for any non-refundable expenses (air, hotel).
- We will work together to reschedule the visit when 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. These fees also apply to the cancellation of institute sections (presenters).

If the information in this letter is correct, please sign and return it to Kathy Neville at [kathy@readingandwritingproject.com](mailto:kathy@readingandwritingproject.com). If there is a discrepancy between the specific details in this letter and your understanding of our agreement, please email Kathy Neville or call her at 917-484-1482.

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

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

A 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 Writing Project Network Contract

This Agreement dated on this \_\_\_\_ day of \_\_\_\_\_ by and between River Forest Public Schools and Reading Writing Project Network, LLC

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

Signed by \_\_\_\_\_ Date \_\_\_\_\_