



Isabella Scocozza
Township of Union Public Schools
Director of Instruction and Funded Programs
(908)-851-6553

Approve Rutgers Center for Literacy Development to coordinate professional development trainings on March 6, 2023 for all K-4 teachers. The workshop will focus on Science of Reading topics. Amount \$550 to be paid using Title II funds Account Extension: 8434



RUTGERS
Graduate School of Education

Advancing Excellence and Equity in Education

Center for Literacy Development
Graduate School of Education
Rutgers University—New Brunswick
10 Seminary Place
New Brunswick, NJ 08901

rutgersliteracycenter.org/
p. 848-932-0762

January 5, 2023

Maureen Corbett
District Supervisor
Union Township Public School District
2369 Morris Avenue
Union, NJ 07083

Dear Maureen Corbett,

Thank you for choosing Rutgers, The State University's Center for Literacy Development for professional development service at Union Township Public School District.

Enclosed please find the contract for services and an invoice for the training. The contract outlines our agreement for fees and services.

If you have any inquiries or concerns, please contact us at (848) 932-0762 or email Kelly Clarida at kelly.clarida@gse.rutgers.edu.

Thank you,

Lesley M. Morrow
Lesley M. Morrow

Attachment

cc: K. Clarida
file



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Rutgers Center for Literacy Development

Contract for Services

This document certifies the Rutgers University (RU) will provide professional development services to Union Township Public School District as outlined below:

- To provide a Professional Development Services Webinar to K-4 teachers
- March 6, 2023 from 1:20 PM -3:00 PM

The agreed upon fee for services is **\$550.00 for the Webinar session (#) of service**. Payment covers the presenter fees, travel and RU fees. Please make check payable to **Rutgers, the State**

University and send to:

Rutgers Center for Literacy Development

10 Seminary Place

New Brunswick, NJ 08901

848-932-0762

Attn: Kelly Clarida

Please contact Kelly Clarida at kelly.clarida@gse.rutgers.edu if you wish to arrange additional on-site workshops; receive information regarding our services or questions regarding this contract.

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

Workshop Cancellation Policy:

1. Board approved Purchase Order is required before services begin.
2. This contract cannot be cancelled once the document is signed. If the district declines the services within this contract, the contractual agreement of **\$550.00** will continue to be billed despite forfeiture.
3. If a coach has to cancel due to unforeseen circumstances, the coach will be responsible for making up the missed day. Arrangements must be made directly with the coach.
4. In the event of inclement weather, the school should contact the coach directly.

Please sign and return this contract to Rutgers Graduate School of Education, 10 Seminary Place, New Brunswick, NJ 08901 or email it to kelly.clarida@gse.rutgers.edu

Lesley M. Morrow

1/5/23

Lesley Morrow, Ph.D Date
Graduate School of Education

(Print Name)
Chief School Administrator Date





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10 Seminary Lane
New Brunswick, NJ 08901

E-mail: kelly.clarida@gse.rutgers.edu

Phone: 848-932-0762

Invoice No. i.826
Invoice Date: January 5, 2023
PO #

Bill To:
Maureen Corbett
District Supervisor
Union Township Public School District
2369 Morris Avenue
Union, NJ 07083

Address:

E-mail: mcorbett@twpunionschools.org

Phone: 908-851-4425

Fax:

Description	Days	Amount
Professional Development Services Webinar on March 6, 2023 from 1:20 PM - 3 PM.	1	\$550.00/per day
		\$550.00
TOTAL -		\$550.00
	Invoice Subtotal	\$550.00
	TOTAL	\$550.00

Checks are made payable to **RUTGERS UNIVERSITY** and mailed to:

Purchase Order and this invoice should be sent to:
Rutgers Center for Literacy Development
10 Seminary Place
New Brunswick, NJ 08901
Attn: Kelly Clarida

Rutgers Center for Literacy Development
10 Seminary Place
New Brunswick, NJ 08901
Attn: Kelly Clarida

PLEASE INCLUDE THIS INVOICE WITH PAYMENT THANK YOU.

