



Rutgers Graduate School of Education
10 Seminary Place
New Brunswick, NJ 08901

Lesley.morrow@gse.rutgers.edu

August 8, 2017

Vincent Rettino
Hannah Caldwell Elementary School
1120 Commerce Ave.
Union, NJ 07083

Dear Mr. Vincent Rettino,

Thank you for choosing Rutgers, the State University's Center for Literacy Development for professional development services in the Union Public Schools during the 2017-2018 school year.

Enclosed please find a contract for services. The contract outlines our agreement for fees and services.

Thanks again for choosing Rutgers. If you have any inquiries or concerns, please contact us directly at Lesley.morrow@gse.rutgers.edu.

Thank you,

Lesley M. Morrow

Lesley M. Morrow, Ph.D.
Distinguished Professor of Literacy
Director, Center for Literacy Development

Lisa Mullin, Ed.M.
Associate Director, Center for Literacy Development

Bileen Nelson
Administrative Coordinator, Center for Literacy Development



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Contract for Services

This document certifies the Rutgers University (RU) will provide professional development services to the Union Public Schools as follows...

Dates: September 6th 2017 and 1 TBD day
Location: Union Public Schools
Time: TBD

The agreed upon fee for services is \$2200.00. This payment covers the presenter fees, travel and RU fees. Please make checks payable to Rutgers, the State University and send to:

Rutgers Center for Literacy Development
10 Seminary Place
New Brunswick, NJ 08901
848-932-0762, Eileen Nelson

To arrange additional workshops on-site, for additional information regarding our services or this contract, please contact Eileen.nelson@gse.rutgers.edu.

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

Workshop Cancellation Policy:

1. If a district/organization needs to cancel a workshop, please provide us with at least five (5) business days notice.
2. In the case of inclement weather, please contact Eileen Nelson directly at Eileen.nelson@gse.rutgers.edu.
3. Should a presenter need to cancel a workshop due to unforeseen circumstances, RU will provide a substitute presenter. If a substitute is unable to provide services, RU will provide you with at least five (5) business days notice.

Please sign and return this contract via email to Eileen.nelson@gse.rutgers.edu or The Rutgers Graduate School of Education, 10 Seminary Place, New Brunswick, NJ 08901

Lesley Morrow, Ph.D
Graduate School of Education

Date

U.F. B. O'S 8/9/17

Chief School Administrator

Date



Rutgers Graduate School of Education
 10 Seminary Place
 New Brunswick, NJ 08901

**Rutgers Center for Literacy Development
 Invoice**

Rutgers Graduate School of Education

Invoice No. i454

Invoice Date: August 8, 2017

Rutgers Center for Literacy Development

Bill To: Vincent Rettino
 Hannah Caldwell Elementary
 School

10 Seminary Lane

Union, NJ 07083

New Brunswick, NJ 08901

E-mail: vrettino@twpunionschools.org

Eileen.nelson@gse.rutgers.edu

Phone: 908-206-6100

848.932.0762

Fax:

Description	Units	Cost Per Unit	Amount
Professional Development Quote			
4 hour presentation on September 6 th 2017	1	\$1000.00	\$1000.00
1 full day of PD	1	\$1200.00	\$1200.00
TOTAL -			\$2200.00

Invoice Subtotal \$2200.00

TOTAL \$2200.00