

March 1, 2021

Dr. Melvin Cortez and Veronica Guerrero  
Arlanza Elementary School  
5891 Rutland Ave  
Riverside, CA, 92503

Dear Dr. Cortez,

This letter sets forth the agreement between Arlanza Elementary School and Literacy Partners for professional development services to be rendered by Literacy Partners to Arlanza Elementary School as set forth in more detail hereinbelow. The specific arrangements outlined here were developed over the past weeks through conversations between Literacy Partners and District Personnel.

Your School has agreed to purchase, and hereby promises to pay for, services from Literacy Partners totaling \$ 12,000.00.

**Scope of Work:**

Two Custom Professional Development 60 minute sessions and Custom Virtual Reading Institute for Entire Staff.

**TOTAL: \$12,000.00**

**Service Dates:**

60 minute PD: April 9, 2021 @ 8:30 am-9:30 am

60 minute PD: May 21, 2021 @ 8:30 am-9:30 am

Custom Summer Institute in Reading: May 31st, June 1st, June 2nd, 2021

**Rescheduling**

The Service Dates are firm dates agreed upon by You and Literacy Partners. Request(s) to reschedule any of the dates made at least thirty (30) days in advance will be accommodated and rescheduled without penalty. Request(s) to reschedule any of the dates made less than thirty (30) days in advance will be considered for accommodation and rescheduled at the sole discretion of Literacy Partners and may include a rescheduling charge of one thousand dollars (\$1,000.00). You will not receive a refund for any request(s) to reschedule dates made less than thirty (30) days in advance that cannot be accommodated by Literacy Partners at Literacy Partner's sole discretion. Request(s) to reschedule any of the dates made less than seventy-two (72) hours in



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advance, will not be accommodated, will be considered cancelled, and no refund shall be provided for the cancelled date(s).

If the School's operations or Literacy Partners' ability to render services hereunder are materially interfered with by reason of fire, flood, earthquake, labor dispute, lockout, strike, accident, act of nature or public enemy, or by reason of any other similar event giving rise to a suspension or shutdown of the School's operations, the School hereby agrees to accept Literacy Partners' services through a live, virtual (i.e. web based) platform in the same school year for which the services have been paid. Literacy Partners shall waive all rescheduling fees in such an instance. However, days which are unused in the relevant school year shall be waived. In all events, the School shall continue to provide payment in accordance with the terms hereof.

### **Payment**

Literacy Partners sends billing statements on a monthly basis. Payment thereon shall be made by You within thirty (30) days of being invoiced. Literacy Partners reserves the right to add a 10% late fee to all unpaid invoices after thirty (30) days. Thereafter, unpaid invoices shall continue to accrue additional interest at a rate of ten percent (10%) per annum, which corresponds to a monthly periodic rate of 0.83% following sixty (60) days after the billing date.

If the information contained herein is correct and You are in agreement with the terms of same, please sign below and return to Literacy Partners at your earliest convenience. If there is a discrepancy between the specific details in this letter and your understanding of our agreement, please email me immediately.

We have a commitment to making this work productive & making a difference in your school district.

Sincerely,



Dahlia Dallal  
Founding Director  
Literacy Partners

The undersigned represents and warrants that they are duly authorized and have the legal capacity to execute and deliver this agreement. By executing below, the undersigned hereby agrees to be bound by the terms, provisions and conditions of this agreement as set forth hererinabove.



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Arlanza Elementary School

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_



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