



549 Breckenridge Street, Upper
Buffalo, NY 14222
202.210.1610
emily.chiariello@gmail.com

Consultant Letter of Agreement

This agreement (the “**Agreement**”) is made effective for all purposes in all respects as of October 6, 2020 by and between Chiariello Consulting, LLC dba Education for the Good (henceforth “**Chiariello Consulting**”), whose principal offices are located at 549 Breckenridge Street, Buffalo, NY 14222 and Ipswich Public Schools (henceforth the “**Client**”), whose principal offices are located at 1 Lord Square, Ipswich, MA 01938. In consideration of the mutual undertakings contained herein it is agreed by and between the parties hereto as follows:

1) Obligations and Responsibilities: Chiariello Consulting shall perform the services (the “**Services**”) that are described here: **Professional development and technical support- Anti-bias Curriculum Development and Implementation**. Services may be more fully described on Appendix A, attached hereto and made a part hereof (the “**Scope of Work**”).

2) Fees: In connection with the performance of the Services described herein, the Client agrees to pay Chiariello Consulting **\$6,600.00** the agreed upon fees set forth on the attached Scope of Work (Appendix A) and Invoice (Appendix B). Fees shall be paid by the Client within **30 DAYS of the date of invoice**.

3) Term of the Agreement: This Agreement will commence on **October 6, 2020** and shall terminate on **May 31, 2021** with completion of the Services as described in the Scope of Work.

4) Late Payment Penalty: Chiariello Consulting reserves the right to impose an interest charge equal to 2% per month on any fees or invoiced reimbursable expenses that remain unpaid after 30 days.

In the event the Client fails to remit payment as specified, Education for the Good shall have the right to immediately terminate this Agreement with no further obligation and retain any monies already paid.

5) Additional Information/Change in Scope: In order for Chiariello Consulting to perform services for the Client in an effective and efficient manner, the Client agrees to:

- Provide all information and documentation that Chiariello Consulting may request or that may otherwise be useful in connection with the performance of Services
- Immediately advise Chiariello Consulting of any changes to the Client’s operations or other information that may require a change in

the scope or particulars of the services. Any such changes shall be agreed to by both parties in writing.

6) Choice of Law: All disputes arising under Agreement shall be governed by New York Law.

7) Termination: This Agreement will continue until completion of the services, unless terminated earlier by either party upon 5 DAYS advance written notice. Should either party terminate this Agreement prior to the end of the term, the Client will pay to Chiariello Consulting the unpaid portion of fees for services that were performed, plus all unpaid reimbursable expenses within 30 DAYS.

Should Client cancel or withdraw from Agreement for any reason, the Client is responsible for 60% of payment to Chiariello Consulting for services not performed but included in the scope of this Agreement.

Notwithstanding the previous paragraph, if either Party materially breaches any term of this Agreement, and such breach is not cured within 5 DAYS of receiving written notification, Chiariello Consulting reserves the right to end the project immediately.

8) Independent Contractor Status: The Client understands that you are engaging Chiariello Consulting as an independent contractor. This Agreement is not intended to create any partnership, joint venture, co-ownership, agency, or employment relationship between the Client and Chiariello Consulting. Unless Chiariello Consulting specifically agrees to, in writing, Chiariello Consulting will not act as an agent or make commitments on the behalf of Chiariello Consulting.

9) Miscellaneous: This Agreement shall only be amended upon the written approval of both parties. Neither Party is permitted to assign its rights, duties, or obligations under this Agreement to any other party without prior written consent from the other Party.

This Agreement constitutes the entire Agreement between Chiariello Consulting and the Client with respect to the performance of the Services set forth above. This Agreement supersedes any previous Agreements between these Parties relating to the performance of these services.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first written above.

I have read the foregoing Agreement and concur that it accurately and completely represents the terms and conditions of Chiariello Consulting's engagement by the Client provide expert consulting services.



ACCEPTED BY:

Emily Chiariello
Emily Chiariello, Chiariello Consulting LLC

October 6, 2020
Date

Client Name

Date

Client Organization

Date

Client Signature

Date

APPENDIX A: SCOPE OF WORK

To: Tracy Wagner, Director of Teaching and Learning, Ipswich Public Schools

From: Emily Chiariello, Chiariello Consulting

Date: October 6, 2020

Re: Professional Development- Anti-bias Curriculum Development and Implementation

Overview

This memo outlines a collaboration between Emily Chiariello of Chiariello Consulting and Ipswich Public Schools. What follows are the proposed details of a SY2020-2021 effort, including information related to goals, scheduling and cost.

Description

Chiariello Consulting will facilitate a three-part professional development series with a cohort of educators (COMPASS) on the subject of anti-bias curriculum development and implementation. In Parts I and II, we will utilize the *Teaching Tolerance Anti-bias Framework and Social Justice Standards (SJS)* as a central resource, taking a deep dive into learning about the framework's domains, anchor standards and grade level outcomes. Part III of the effort will focus on implementation, connecting the Social Justice Standards to Understanding by Design and other established curriculum design models. In addition, up to four hours of coaching and technical support will be provided via Zoom meetings.

Schedule

Part One: Wednesday, October 28th, 2-4 PM

- Introductory module (30 min): Introduction to Teaching Tolerance
- Foundational module (90 min): Unpacking the Identity and Diversity Domains

Part Two: Wednesday, November 18th, 2-4 PM

- Introductory module (30 min): Equity Design and Education for the Good
- Foundational module (90 min): Unpacking the Justice and Action Domains

Part Three: Wednesday, March 3rd, 1-4 PM

- Topical module (90 min): Anti-bias Curricular Inquiry and Re-Visioning and Implementing the Social Justice Standards
- Breakout and practice lab (90 min): Integrating the Social Justice Standards @ Ipswich

Coaching and Technical Support

- 3 hours of meeting time w/ TW & EC (Dec/Jan, Feb/Mar, April/May)
- 1.5 hour wrap-up/goal setting meeting to move into summer curriculum writing planning with TW (date TBD/May?)

Considerations and Questions

- May 4, 2021 no longer works for me; need to reschedule; TBD
- Zoom links to be sent by EC, unless otherwise decided
- 1-2 coaching calls to precede our March meeting for planning

- Address for shipment of TT materials
- Invoicing procedures

Cost

Service/Support	Description	Invoice Date	Fee
Anti-bias Curriculum Development: Part I	<i>Unpacking the Identity and Diversity Domains</i>	10/28/2020	\$1,500
Anti-bias Curriculum Development: Part II	<i>Unpacking the Justice and Action Domains</i>	11/18/2020	\$1,500
Anti-bias Curriculum Development: Part III	<i>Anti-bias Curricular Inquiry and Re-Visioning</i>	3/3/2021	\$3,000
Coaching Sessions	4 hours (3 w/ TW + 1 in May w/ team)	10/6/2020	\$600
TOTAL			\$6,600

APPENDIX B: INVOICE

TO: Tracy Wagner
 Director of Teaching and Learning
 Ipswich Public Schools
 1 Lord Square
 Ipswich, MA 01938

RE: Invoice 1 of 4 (Technical Support)

Description of work	<ul style="list-style-type: none"> • Technical support • Coaching sessions • 4 hours
Payment Amount	\$600
Payable to	Emily Chiariello, Chiariello Consulting, LLC
Send payment to	549 Breckenridge Street Buffalo, NY 14222

Emily Chiariello

Emily Chiariello
(SIGNATURE)

October 6, 2020
(DATE)