

**MEMORANDUM OF UNDERSTANDING  
AGREEMENT FOR SERVICES  
ESSENTIAL PARTNERS AND NEWBURYPORT PUBLIC SCHOOLS ("AGREEMENT")**

**MAY 12, 2021  
NEWBURYPORT PUBLIC SCHOOLS**

Dear Angela,

Essential Partners ("EP") will provide consulting services to Newburyport Public Schools (the "Client"). EP will design and deliver the following between May 10 - May 21, 2021 (the "Services"):

<b>Project Task</b>	<b>Cost</b>
<b>Planning and Collaboration:</b> Meeting with the social studies department to find the best program that meets the department's immediate needs	<b>\$300</b>
<b>Workshop Delivery:</b> 3 hour workshop with materials	<b>\$1800</b>
<b>Total:</b>	<b>\$2100</b>

In consideration of performance of the Services, the Client will pay \$2,100 (the "Compensation"). The Client will further reimburse EP for out-of-pocket expenses as/if outlined in the approved proposal.

**Balance Due:** The Client agrees to pay \$2,100 within fifteen (15) days of signing this Agreement. The remaining balance (if any) will be billed upon completion of the Services and the Client will pay EP the amounts indicated within thirty (30) days after EP renders the final invoice.

Client agrees to pay the Compensation provided in Paragraph One. All invoices for fees and expenses charged by Essential Partners pursuant to this Agreement shall be due and payable upon receipt. Interest shall accrue at the lower rate of three percent (3%) percent per annum or the maximum rate permitted by law on all overdue balances. Balances shall be deemed overdue if not paid within thirty (30) days of the invoice date ("Overdue Balances"). All payments on Overdue Balances shall be applied first to overdue interest and then to the principal balance owed. Client agrees that allowing an Overdue Balance to exist constitutes a Material Breach of this Agreement.

**Confidentiality:** Neither party shall use or disclose confidential information which it learns about the other in furtherance of this Agreement and as a result of the engagement hereunder, except as such use or disclosure may be required for EP to



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**FEBRUARY 25, 2021**

**NEWBURYPORT PUBLIC SCHOOLS**

Dear Angela,

Essential Partners ("EP") will provide coaching and support to Newburyport Public Schools (the "Client"). Specifically, EP will design and deliver the following between June 1, 2021 and December 1, 2021 (the "Services"):

<b>Project Task</b>	<b>Cost</b>
Summer Intensive Course Participation <ul style="list-style-type: none"> <li>One person (Dialogue Coordinator from Rupert Nock Middle School)</li> </ul>	<b>\$2,500.00</b>
Summer Dialogic Classroom Training for Teachers: <ul style="list-style-type: none"> <li>16 hrs. x 16 teachers</li> <li>Including 4 hrs of additional support in the fall (e.g. coaching/office hours) ending December 1st.</li> </ul>	<b>\$8,500.00</b>
Ongoing coaching, mentoring and support of Dialogue Coordinators (6 hrs)	<b>\$1,500.00</b>
<b>Total</b>	<b>\$12,500</b>

In consideration of performance of the Services, the Client will pay \$12,500 (the "Compensation"). The Client will further reimburse EP for out-of-pocket expenses as/lf outlined in the approved proposal.

**Balance Due:** The Client agrees to pay EP \$2,500 of the total contract amount within thirty (30) days of signing this Agreement. Second installment of \$5,000 will be due by June 1st, 2021 and final \$5,000 will be due within thirty (30) days of completion of the Services.

Client agrees to pay the Compensation provided in Paragraph One. All invoices for fees and expenses charged by Essential Partners pursuant to this Agreement shall be due and payable upon receipt. Interest shall accrue at the lower rate of three percent (3%) percent per annum or the maximum rate permitted by law on all overdue balances. Balances shall be deemed

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**JANUARY 14, 2021**

**NEWBURYPORT PUBLIC SCHOOLS SCHOOL**

Dear Angela,

Essential Partners ("EP") will provide coaching and support to Newburyport Public Schools (the "Client"). Specifically, EP will design and deliver the following between January 1, 2021 and May 31, 2021 (the "Services"):

<b>Project Task</b>	<b>Cost</b>
Two 90-minute webinars for teachers	<b>\$1,500</b>
20 hours of coaching and support	<b>\$5,000</b>
Compiling, analyzing and reporting on data from Just Mercy	<b>\$1,000</b>
<b>Total</b>	<b>\$7,500</b>

In consideration of performance of the Services, the Client will pay \$7,500 (the "Compensation"). The Client will further reimburse EP for out-of-pocket expenses as outlined in the approved proposal.

**Balance Due:** The Client agrees to pay EP 50% of the total contract amount within fifteen (15) days of signing this Agreement. The remaining balance will be billed upon completion of the Services and the Client will pay EP the amounts indicated within thirty (30) days after EP renders the final invoice.

Client agrees to pay the Compensation provided in Paragraph One. All invoices for fees and expenses charged by Essential Partners pursuant to this Agreement shall be due and payable upon receipt. Interest shall accrue at the lower rate of three percent (3%) percent per annum or



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**JULY 31, 2020**

Newburyport Public Schools

Dear Angela,

Essential Partners ("EP") will provide design, facilitation and support of summer intensive to the Newburyport School (the "Client"). EP will design and deliver the following between August 3<sup>rd</sup>, 2020 and December 31<sup>st</sup>, 2020 (the "Services").

Summer Intensive: 16 hrs. x 16 teachers	\$6,000
Fall support: Cohort check-ins, coaching/office hours	\$2,000
Evaluation and Assessment.	\$2,000
Dialogue books (16)	\$640

In consideration of performance of the Services, the Client will pay \$10,640 (the "Compensation"). The Client will further reimburse EP for out-of-pocket expenses as outlined in the approved proposal.

**Balance Due:** The Client agrees to pay EP total contract amount within fifteen (15) days of signing this Agreement.

Client agrees to pay the Compensation provided in Paragraph One. All invoices for fees and expenses charged by Essential Partners pursuant to this Agreement shall be due and payable upon receipt. Interest shall accrue at the lower rate of three percent (3%) percent per annum or the maximum rate permitted by law on all overdue balances. Balances shall be deemed overdue if not paid within thirty (30) days of the invoice date ("Overdue Balances"). All payments on Overdue Balances shall be applied first to overdue interest and then to the principal balance owed. Client agrees that allowing an Overdue Balance to exist constitutes a Material Breach of this Agreement.

**Confidentiality:** Neither party shall use or disclose confidential information which it learns about the other in furtherance of this Agreement and as a result of the engagement hereunder, except as such use or disclosure may be required for EP to perform its duties hereunder. "Confidential Information" shall not include information independently developed by its recipient, information publicly disclosed by its owner, information received from a third party who is not in breach of obligations of confidence, or information disclosed pursuant to court or government order.