

# RELAY/GSE

GRADUATE SCHOOL of EDUCATION

Relay Graduate School of Education

25 Broadway 3rd Floor

New York, NY 10004

212-228-1888

[www.relay.edu](http://www.relay.edu)

**Invoice #:** 36001401  
**Date:** 08/13/2024  
**Due Date:** 09/12/2024  
**Company:** Warren County Schools  
**Contact:** Marticia Vaughan  
**Billing Address:** 109 Cousin Lucy's Lane

*Questions? Contact the Finance  
Department at [finance@relay.edu](mailto:finance@relay.edu)*

Item	Description	Quantity	Unit Price	Amount
1	Onsite and Virtual Coaching. Onsite: 12 days/year; up to six trips, 2-3 days in length not to exceed a total of 12 days. Virtual: 40 hours/year to be distributed across Warren County team. Principal Supervisors and Principals	1.00	98,585.00	98,585.00

**Comments:**

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**Total Due: \$98,585.00**

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Payment via wire or ACH is preferred. Please include the invoice number in the payment memo.

Alternatively, checks may be made payable to:  
Remittance address:

Account: 877208710  
Routing: 021000021  
Bank: JPMorgan Chase

Relay Graduate School of Education  
Attn: Finance Department  
25 Broadway 3rd Floor  
New York, NY 10004

## CONFIDENTIAL WORK PRODUCT – DO NOT DISTRIBUTE

**RELAY/GSE**  
GRADUATE SCHOOL of EDUCATIONWarren County Schools and Relay Graduate School of Education  
**Memorandum of Understanding — Academic Year 2024–2025**

This Memorandum of Understanding (“MOU”) entered into by and between Warren County Schools(the “Client”) and Relay Graduate School of Education (“Relay”) establishes the terms of collaboration between both entities. Hereafter, each entity may be referred to as a “Party” and collectively as the “Parties”.

The Client and Relay propose to enter into a collaboration whereby Relay will enroll, engage, and support a mutually agreed upon number of school leaders from the Client in Relay’s Customized Coaching and Training (CCT) services. These activities will occur during Academic Year 2024–2025.

This MOU outlines the scope of work and delineates the roles and responsibilities of each Party. This MOU becomes effective upon signature by the last of the Parties to sign (the “Effective Date”), thereby fully executing the MOU, and shall continue through **June 30, 2025**, unless extended by mutual written agreement of the Parties or terminated earlier in accordance with the terms herein.

**I. Ongoing Training and Support Services**

Relay commits to providing support to the leader(s) and participating schools listed below. Subject to Relay’s resource availability, leaders outside of the Scope of Work below may be included in support services when agreed to by Relay and the Client point of contact. The inclusion of additional leaders outside of the participating schools listed requires written confirmation from Relay to the Client before those leaders may be included in services. Such inclusion may lead to additional costs—both direct, such as consultant fees, and indirect, such as increased staffing. Any such costs will be communicated to the Client, who must provide written approval via email or other predetermined method.

**Service Fees:**

Services	Price
<b>Onviste and Virtual Coaching</b> <ul style="list-style-type: none"><li>● Onsite: 12 days/year<ul style="list-style-type: none"><li>○ Up to six trips, 2-3 days in length not to exceed a total of 12 days</li></ul></li><li>● Virtual: 40 hours/ year to be distributed across Warren County team</li><li>● Principal Supervisor and Principals</li></ul>	\$98,585
<b>Total: \$98,585</b>	

**Conditions for Success**