

**AGREEMENT FOR TRANSITION SERVICES
SCHOOL YEAR 2019-20**

**UNION COUNTY EDUCATIONAL SERVICES COMMISSION
&
ELIZABETH BOARD OF EDUCATION**

This Agreement made and entered into this **2nd** day of **August, 2019** effective as of **September 1, 2019** by and between the **Elizabeth Board of Education**, having administrative offices at 500 North Broad Street, Elizabeth, NJ 07208 (the "Board") and the **Union County Educational Services Commission**, with their principal place of business at 45 Cardinal Drive, Westfield, New Jersey, 07090 (the "Commission").

WITNESSETH:

WHEREAS, the Board is in need of professional assistance in connection with the conducting of transition services; and

WHEREAS, the Board wishes to engage the transition services of the Commission to render said services for the period from **September 1, 2019 through June 30, 2020** (the "Work"); and

WHEREAS, the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq. does not require transition service contracts to be advertised for bid; and

WHEREAS, the Board and the Commission do hereby wish to enter into this Agreement for Transition Services (the "Contract"),

NOW, THEREFORE, the Board and the Commission mutually agree as follows:

- 1. SCOPE OF SERVICES:** Union County Educational Services Commission's Transition Services Department will provide the following services to Elizabeth Public Schools:
 - A. UCESC's SLE Coordinator will consult with the Elizabeth Public Schools' special services team to identify students who are appropriate for participation in this program and to create a schedule that is mutually agreeable upon by both parties.
 - B. UCESC staff will review all applicable records (i.e. IEP, evaluations, assessments and other relevant information) to understand their present levels of functioning and performance and needed supports.
 - C. SLE Coordinator and field support staff will attend an initial introductory meeting with the selected students and parents (if requested).
 - D. UCESC will provide transportation from the school to any internship site(s) and back to school. There may be several different internship site locations during the school year.

- E. UCESC will furnish a trained paraprofessional to provide support and direction at the internship site(s) as well as during transportation to and from the internship site(s).
- F. The Paraprofessional will be able to work with 1 or 2 students per day. The number of students serviced each day will be mutually agreed upon before the program begins, and will be based on student needs and in some cases limits set by internship sites on the number of interns allowed at one time. Students participating in the program shall be at least 16 years of age. UCESC reserves the right, on notice to the designated Elizabeth district contact, to terminate the participation of any student whose behavior, including but not limited to lack of regular attendance, prevents the student from benefiting from the program.
- G. In the event of a Paraprofessional absence, UCESC will make every attempt to provide coverage with a substitute job coach. In some cases, a substitute staff person may not be available, and in these cases, the designated Elizabeth district contact will be notified that no services will be provided for that session.
- H. The SLE Coordinator will develop and maintain relationships with internship sites including maintaining regular contact with sites, securing employer participation agreements, and providing sites with certificates of liability insurance from UCESC.
- I. The SLE Coordinator will supervise and inspect internship site(s) where students are placed at least once every ten days; and provide instructional guidance and feedback to the paraprofessional staff.
- J. The SLE Coordinator will provide quarterly interim progress reports to one designated Elizabeth district contact.
- K. The SLE Coordinator will notify the designated Elizabeth district contact of any internship site closings and will notify the internship sites in the case of a student absence.
- L. Start and end dates of services will be mutually agreed upon between UCESC and the designated Elizabeth district contact. UCESC will not provide any services on dates when UCESC is closed in accordance with the UCESC 2019-20 District Calendar. If other non-service dates are deemed necessary, such dates will be mutually agreed upon between UCESC and the designated Elizabeth district contact. A copy of the UCESC district calendar will be provided to the designated Elizabeth district contact as soon as it is available pending board of director approval.

2. **FEES:** The Board agrees to pay the Commission the following fees for the services:

A. The cost of services for the 2019-200 school year is as follows:

Trained Field Staff

- \$21,400 per staff person (4 hours per day; 162 days per year)

Transportation

- \$32,400 per vehicle (\$200/day;162 days per year)

SLE Site Setup & Ongoing Supervision

- \$2,200 for SLE site setup (22 hours @ \$100/hour)
- \$19,800 for ongoing SLE supervision (198 hours @ \$100/hour)

Proposed Costs for SY 2019-20

Trained field staff (4) - \$85,600

Transportation (2) - \$64,800

SLE Site Setup & Ongoing SLE Supervision - \$22,000

B. The total contact cost for the school year 2019-20 is **\$172,400**

C. The school year will be that established by the Union County Educational Services Commission. This fee shall be payable monthly commencing on the 30th day of each month for which services have already been rendered for said month or any part thereof. Annual tuition fees shall be prorated commencing with the calendar month of enrollment.

D. In the event the Board requests additional hours in excess of those set forth in section C above, an addendum to the contract will be necessary.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date first written above.

ELIZABETH BOARD OF EDUCATION

(SEAL)

ATTEST: _____

By: _____

Board Secretary Date

Board President Date

UNION COUNTY EDUCATIONAL SERVICES COMMISSION

ATTEST: _____
Board Secretary Date

By: _____
Board President Date