

## **INVOICE FOR 2024-2025 RETURNING MEMBERS**



### **Shared Services Agreement**

Paid membership permits inclusion of district representatives in CJ PRIDE meetings for the 2024-2025 school year, job fair participation, website recruitment tools and all other discounts from vendors affiliated with the consortium.

**\$450.00** for Returning Districts as of 2024-2025

**Please note that CJPRIDE will be transitioning to a new name. NJSTRIDE, New Jersey Statewide Recruitment of Diverse Educators. The tax id will remain the same at this time.**

***Make checks payable to:***

***West Windsor-Plainsboro Regional School District***

***Attn: Terri Gagliardo***

***321 Village Road East***

***West Windsor, NJ 08550***



**Central to Jersey Program for the Recruitment of Diverse Educators**

## **SHARED SERVICES AGREEMENT FOR 2024-2025**

**Please note that CJPRIDE will be transitioning to a new name, NJSTRIDE, New Jersey Statewide Recruitment of Diverse Educators.**

**THIS JOINT AGREEMENT IS BY AND BETWEEN PARTICIPATING “BOARDS OF EDUCATION” OR “PARTICIPATING BOARDS” AS LISTED IN EXHIBIT A. FUTURE PARTICIPATING DISTRICTS WILL BE ADDED TO THE MEMBERSHIP ROSTER UPON FINAL APPROVAL AND SUBMISSION OF REQUIRED MEMBERSHIP DOCUMENTS.**

**WHEREAS**, the participating boards of education that are parties to this agreement recognize the need to recruit highly-qualified educators for the 21<sup>st</sup> century, particularly educators who can add diversity to their respective faculties; and

**WHEREAS**, the participating boards of education share a common identity with their location in New Jersey; and

**WHEREAS**, the participating boards of education have determined that it is in their mutual interests to work cooperatively to attract and recruit diverse educators for teaching and administrative positions in their respective school districts; and

**WHEREAS**, the participating boards believe that renewing their relationship as a consortium of school districts to work together in this endeavor addresses their mutual goals of recruiting and retaining high quality and diverse faculties; and

**WHEREAS**, the participating boards of education have determined that they shall enter into a joint agreement for the provision and performance of goods and services related to these cooperative efforts as required by N.J.S.A. 18A:18A-11 et seq.,

### **NOW, THEREFORE, BE IT AGREED AS FOLLOWS:**

1. This agreement shall be binding upon each Participating Board of education on the date approved by any such board and shall expire on June 30, 2025.

2. The Participating Boards may, when engaged in the joint services covered under this agreement, shall use the name, "Central to Jersey Program for Recruitment of Diverse Educators ("CJ PRIDE") and shall be considered members of the CJ PRIDE Consortium. This agreement, however, shall not establish a legal entity separate from any participating board of education, nor any employer-employee or agency relationships between the participating boards.
3. Each Participating Board shall have a representative serve on a CJ PRIDE committee and contribute toward the goals of the consortium through committee participation.
4. The Participating Boards shall host a joint recruitment fair open to all prospective school district candidates and authorize the design, production, purchase and distribution of materials to promote this shared activity and other expenses necessary to carry out such an event. The recruitment event may take place in-person or be conducted virtually as the needs of the consortium are considered.
5. Participating Boards must notify the executive board of non-participation in the recruitment fair no later than two months prior to the scheduled date of the scheduled recruitment fair(s). Failure to do so may result in the Participating Board being required to reimburse the consortium for lost fees and costs associated with preparation for the district's reserved place at the event.
6. The Participating Boards authorize the design, production, purchase and distribution of staff recruitment materials in multiple media that (a) promote the joint work of the CJ PRIDE, (b) highlight the benefits of living and working in New Jersey, (c) promote careers in education (d) focus on the common strengths of the school districts and (e) provide information regarding each district. The Participating Boards may elect to host a website to serve such purposes as an alternative to these multiple materials.
7. The consortium may employ the services of a webmaster and administrative assistant to assist with the management of materials and dissemination of information to members and prospective members as well as prospective applicants. A stipend shall be paid bi-annually to the webmaster and administrative assistant as determined by the consortium.
8. Employees designated by the Superintendent of Schools of the Participating Boards shall be authorized to share information regarding a prospective candidate to duly designated employees of other participating boards provided written consent has been obtained from the candidate.
9. Employees designated by the superintendent of schools of the Participating Boards shall coordinate attendance at job fairs at universities, colleges and other venues and shall share information about recruited candidates to the extent permissible with duly designated representatives of other participating boards.
10. Employees designated by the superintendent of schools of the Participating Boards shall be available to attend meetings and functions related to the activities covered under this agreement. Regular attendance of Participating Boards is required.

11. All purchases made or contracts entered into pursuant to this agreement shall be in accordance with the bidding laws of the State of New Jersey and the applicable rules and regulations of the State Board of Education.
12. Except as otherwise stated herein, each of the Participating Boards, shall be responsible for \$450.00 during the term of this agreement for expenses incurred related to agreed upon joint services and joint purchases, which shall be payable within sixty (60) days of receipt of an invoice from West Windsor-Plainsboro Regional School District.
13. For Boards that are approved as additional Participating Boards for 2024-2025, the first year assessment shall pay a one-time initial fee of \$2,000, which shall be inclusive of the district's annual share of costs during its first year of participation.
14. The CJ PRIDE Administrative Assistant shall issue payments for all authorized expenses and provide documentation of such payments to each Participating Board.
15. For purposes of making decisions related to the joint purchases and services covered under this agreement, each Participating Board shall have one vote, which may be made in-person or by any other manner to which the parties may agree.
16. Each participating board shall be responsible for the wages and benefits of its employees and expenses incurred by its own employees. Such expenses include travel (N.J.A.C. 6A-23A:7et. seq.), telephone and facsimile charges and mail and/or other delivery charges unless approved in advance by a majority of representatives of the CJ PRIDE Executive Board.
17. Any controversies or disputes that shall arise among the parties shall be adjudicated in accordance with N.J.S.A. 18A:18A-14.
18. Each Participating Board shall maintain appropriate worker's compensation insurance coverage for any of its employees who may perform services pursuant to this agreement. Each Participating Board shall be liable for the acts and omissions of its own members, employees, officers and representatives.
19. Participation in CJ PRIDE shall be open to other New Jersey school districts subject to the terms and conditions agreed to by the representatives of the Participating Boards of education.
20. The representatives of the Participating Boards are authorized to establish rules and procedures governing the expansion of CJ PRIDE to include participating boards.

IN WITNESS WHEREOF, the participating board listed below set their hands and seals to this Agreement.

District: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Signatures:

\_\_\_\_\_  
**Board President**

\_\_\_\_\_  
**Board Secretary**

## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>West Windsor - Plainsboro Regional School District</b>	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ► _____	
<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>321 Village Road East</b>	<b>Requester's name and address (optional)</b>
<b>6</b> City, state, and ZIP code <b>West Windsor, NJ 08550</b>	
<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.


<b>Social security number</b>								
			-				-	
<b>or</b>								
<b>Employer identification number</b>								
2	2	-	1	8	9	3	7	3
								6

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ► 	Date ► <b>9/15/2022</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.