



SUMMIT SPEECH SCHOOL

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7/15/2025

Union County Educational Services Commission
899 Mountain Avenue
Springfield, NJ 07081

Re: Emmanuel Sanchez

Dear Sir/Madam:

The purpose of this letter is to set forth the agreement between Summit Speech School (the "School") and **Union County Educational Services Commission** (the "District") to contract for Itinerant Teacher services for **Emmanuel Sanchez**: A teacher of the deaf will provide assessment of auditory skill development, technical support for equipment use, auditory verbal therapeutic techniques to maximize use of audition, instructional strategies and resources, pre and post teaching of vocabulary and content for **Emmanuel Sanchez** according to the following schedule: **SEPTEMBER 2025 - JUNE 2026: 4 consults per year. These services may be provided remotely, depending on New Jersey state guidelines.** Additional sessions for specialized testing and/or assessment of classroom acoustics under the direction of an Educational Audiologist will be billed as necessary and separate from the above sessions.

The hourly rate for our Itinerant Teacher of the Deaf program for the 2025-2026 school year is: \$225.00 per hour. Each service will be charged for a minimum of 1 hour (direct service time and additional related tasks which may include but not be limited to – communication with teacher and/or case manager, note taking, preparation work, equipment checks, etc.). If an Itinerant Teacher of the Deaf is not notified of a child's absence in advance of their arrival at the school, whether the child is out due to illness or other reason (field trip, assembly etc.), Summit Speech School will allow one unnotified absence and will notify the case manager. All future absences without prior notification to the Itinerant Teacher of the Deaf will be charged for the hour. It is the district's responsibility to inform the Itinerant Teacher of the Deaf of the student's absence in enough time to allow the Itinerant Teacher of the Deaf not to travel to the school if in-person instruction is in effect. These procedures will be in place whether a session is in-person or remote.

- The school will provide the Teacher of the Deaf access to WiFi connection.
- A full schedule for the child and a current IEP MUST be provided to the teacher of the deaf by the end of the **first** week of school. If not provided, services may not be available.
- Direct services will begin by the third full week of school. A teacher in-service should be provided within the first three weeks of school.
- **Prior to the start of services, it is the district's responsibility to provide all information, procedures, keys, etc. regarding building level emergency drills.**
- **It is the district's responsibility to locate a quiet place for work.**
- Service sessions will be billed for a minimum of one hour.
- The child's schedule may necessitate a revision of the number of hours of service indicated on the IEP. If services cannot be provided as indicated, a team meeting should be held ASAP. In schools with rotating schedules (A/B weeks, 6-day cycles, etc) services can only be provided on a set weekly schedule since other students in other locations are serviced by the same teacher of the deaf.
- Textbooks (online or hard copy), class novels, materials, access to Google classroom and other online resources must be provided when necessary.

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- Teachers of the deaf are assigned by geographical area. It is not possible for schools or parents to choose or change a specific teacher.
- All reports will be sent to case managers for distribution to parents.
- If a child's equipment is in need of repair, it is the responsibility of the case manager to send it out for repair under the guidance of and with the facilitation of the teacher of the deaf.
- The school will assign someone to coordinate information to the teacher of the deaf, i.e. school closings, special events, child absence, field trips, class or school changes to virtual learning, etc. This person should be in the school building where services are provided.
- There are no guaranteed make-up sessions for student/teacher absences, assemblies, field trips, class parties, however, if there are excessive absences by either the student or teacher Summit Speech School's Itinerant Program will work with the district to make up some of the missed sessions.
- The Itinerant Teacher(s) assigned to the student(s) in your building are only able to troubleshoot equipment and/or consult on the students that have been contracted with as it would be a liability to assist those that are not. If the district requires any additional troubleshooting and/or consulting, contact the Coordinator of the Itinerant program to schedule.
- For direct services students, one session per year will be utilized for IEP planning purposes.

The School, at its own expense, agrees to provide and keep in full force and effect during the term of this Agreement, the following insurance policies:

- A. Workers' Compensation Insurance in compliance with the laws of the state of New Jersey
- B. Employers' Liability Insurance covering its employees with limits of:
 - i. \$500,000 Each Accident
 - ii. \$500,000 Disease - Each Employee
 - iii. \$500,000 Disease - Policy Limit
- C. General Liability limits of \$1,000,000 per occurrence / \$3,000,000 Aggregate
- D. Educators' Legal Liability limits of \$1,000,000 per Claim / \$2,000,000 Aggregate
- E. Umbrella / Excess Liability Limits of \$1,000,000

The Itinerant Teacher(s) providing services to the District under this agreement will adhere to your District Policies provided a copy of all such policies is made available to the School. All Itinerant Teachers have undergone a Criminal History Background check prior to being hired by the School. The District will provide the Teacher of the Deaf access to WiFi connection to provide students with applications as a teaching tool.

The parties acknowledge and agree that the School devotes considerable time and resources to hiring, training, and supporting its teaching staff, including its Itinerant Teachers. To protect these legitimate protectable interests, the District agrees both during the term of this Agreement and for two years thereafter, not to directly or indirectly solicit, attempt to solicit, contact, call upon, hire or engage or assist any third party in soliciting, attempting to solicit, contacting, calling upon, hiring or engaging any employee or independent contractor of the School, to encourage such employee or independent contractor to terminate his or her employment or contractor relationship with the School, or to interfere in any other way with the School's relationships with its employees or independent contractors.

Please sign and return one copy of this letter to indicate the District's agreement to the foregoing contractual terms.

The School will bill the District on a monthly basis. Please send vouchers as soon as possible to facilitate the billing process.

Sincerely,

Raymond Dorso

Raymond Dorso
Executive Director
Commission

Director of Special Services
Union County Educational Services