



WESTFIELD BOARD OF EDUCATION

A Tradition of Excellence

302 Elm Street \* Westfield \* New Jersey \* 07090  
908-789-4414

[www.westfieldnj.k12.org](http://www.westfieldnj.k12.org)

Michael Bielen  
Kent Diamond  
Brendan Galligan

June 12, 2018  
Attachment #7

Margaret Dolan, Ed.D.  
Superintendent

Gretchan Ohlig, President  
Margaret Oster, Vice President  
Lynn Benner

Dana Sullivan  
Business Administrator/Board Secretary

Robert Garrison  
Charles Ostroff  
Amy Root

**NONPUBLIC  
PUBLIC LAW 1977 CHAPTERS 192-193 AGREEMENT  
2018-2019**

This AGREEMENT made the 12th day of June 2018, by and between the **BOARD OF EDUCATION OF Westfield** in the County of Union, New Jersey (hereinafter the "Board"); and the **UNION COUNTY EDUCATIONAL SERVICES COMMISSION** (hereinafter the "Commission"), located at 45 Cardinal Drive, Westfield, NJ 07090

WITNESSETH:

In the consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Education Program.** The Board agrees to purchase the auxiliary and handicapped services pursuant to P.L. 1977, Chapters 192-193 from the Commission.

The Commission agrees to provide the auxiliary and handicapped services to those eligible students identified in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education and the policies of the Board of Directors of the Commission.

The auxiliary and handicapped services to be provided are limited to P.L. 192 Compensatory Education, English-As-A-Second Language, Transportation and Maintenance, Home Instruction. P.L.193 Supplementary Instruction, Speech Correction and Examination and Classification for eligible pupils.

The Commission will provide the following:

- a) Pupil Identification Process
- b) Child Study and Speech Pupil Evaluation
- c) Development of required service plans (Speech-Language, Supplementary Instruction, ISIP)
- d) Instructional Equipment, Facilities and Specialized Instruction Supplies and Materials.
- e) Staff Development, Observation and Evaluation(s) per law.
- f) Supervision and Administration required for the implementation of services and programs.

The Commission shall complete all State required reports including the nonpublic auxiliary and handicapped report and provide data for project completion reports for the review of the Board.

The Board shall require that schools forward all State mandated reports, forms and pupil applications directly to the Commission offices.

2. **Term.** This Service Agreement shall be in effect from the date of adoption by the Board until June 30, 2019, unless terminated sooner as provided herein.

3. **Payment of State Aid.** The Board, as consideration for the education program, shall transmit State Aid payments to the Commission based on monthly billing statements for services to eligible students.

The Board agrees to pay monthly based on the funding sheets of the State Department of Education and actual services rendered. Billing shall commence in September and shall continue for nine (9) successive months. The Commission shall adjust the monthly billing statements to reflect approved additional funding and actual state aid for that month. The Commission shall at no time bill more than the approved State Aid.

The annual billing charge for each eligible pupil provided services in compensatory education, speech, English as a Second Language, shall be based on approved State Aid figures and listed on Schedule A of

this Agreement when provided by the Department of Education.

Eligible student and service verification shall be provided to the Board by computer printout included as part of the monthly billing and project completions report information. 407-1's will be sent with the project completion report at the end of the year.

The Commission shall refund State Aid received from districts in excess of that permitted to be expended based on service request received to districts by June 30th of each year.

The Commission shall provide quality and effective instructional programs and services, interfacing with nonpublic school personnel, parents and guardians, and the local school district to insure effective articulation.

4. **School Year.** The Commission, in its sole discretion, shall fix the school calendar for the school year, and it is understood by the Board that the Commission's school year and school calendar may not coincide with the school year of calendar of the Board. A copy of the Commission's school calendar shall be furnished to the Board by the Commission on or before September 1<sup>st</sup> of the school year. The Commission reserves the right, in its sole discretion, to cancel or otherwise alter the scheduling of any classes due to inclement weather or other reasons.

Student instructional services shall be scheduled for:

- a) A minimum of thirty (30) minutes per week of compensatory education.
- b) A minimum of thirty (30) minutes per week of E.S.L. instruction.
- c) A minimum of thirty (30) minutes per week of speech instruction.
- d) A minimum of thirty (30) minutes per week of supplementary instruction.

5. **District Authorizations**

The Board authorizes parents or nonpublic schools to submit student applications directly to the Commission.

The Board authorizes the Commission to verify eligibility and complete the disposition section of the student application

The Board authorizes the Commission Superintendent to sign the disposition section of the student application.

The Board authorizes the Commission to maintain electronic files and to make those files available to district personnel as needed via a secure password.

The Board authorizes the Commission to list the Director of Nonpublic School Services as the contact person on services plan instead of the District's Director of Special Services.

The Board authorizes the nonpublic schools to hold student assessment results and/or other educational documentation (standardized test results, portfolio, etc) and will make this information available to districts, the Commission, or NJDOE when requested.

6. **Staff.** The Commission shall employ all staff required to provide the educational programs and services identified in this agreement. The Commission shall ensure that all staff have the appropriate certifications and are employed in accordance with all rules and regulations of the New Jersey Department of Education.

7. **Facilities.** The Commission shall provide instructional trailers or mobile classrooms as needed. Whenever possible, instruction will take place in the nonpublic school.

8. **Records.** The Commission shall maintain all student records and shall provide the names of students and new student applications to the Board with the monthly billing statements. The Commission shall also make said records available to the Board in electronic media whenever possible.
9. **Administration.** The Commission shall provide all administrative staff required to manage and evaluate the staff and services provided. The Commission shall ensure that all administrative staff are properly certified and employed in accordance with all rules and regulations of the New Jersey Department of Education.
10. **Application Documents and Procedure.** Enrollment in the education programs is based upon State eligibility requirements.
11. **Insurance.**
  - A. The Commission, at its sole cost and expense, shall provide and maintain at all times during the term of this Agreement, general public liability insurance and property damage insurance, naming the Board as an additional insured against claims arising out of the education program, and shall keep on deposit a certificate or other evidence that such insurance is in full force and effect and that all premiums have been paid. Such insurance shall be maintained with insurance companies qualified to do business in the State of New Jersey, and shall provide coverage of at least \$100,000.00 for property damage \$300,000.00 for the injury or death of one person, and \$1,000,000.00 for injuries and death arising from one accident. The above policies for public liability and property damage insurance shall include contingent liability and contingent damage insurance protecting the Commission and the Board against claims arising from the operations of all independent contractors.
  - B. The party to this Agreement which shall be responsible for the furnishing of pupil transportation shall require each vendor providing transportation to provide and maintain, at the vendor's sole cost and expense, at all times during the term of this Agreement, automobile and public liability insurance, naming the Commission and the Board as additional insured against claims arising out of the use of all automobiles or other motor vehicles for the transportation of pupils for the special education classes, and the party to this Agreement responsible for the furnishing of such transportation shall keep on deposit with the other party a certificate of insurance or other evidence that such insurance is in full force and effect and that all premiums have been paid therefore. Such insurance shall be maintained with insurance companies qualified to do business in the State of New Jersey and shall provide coverage of at least \$100,000.00 for property damage, \$300,000.00 for the injury or death of one person, and \$1,000,000.00 for injuries and death arising from one accident.
12. **Independent Contractor.** The Board is not an agent of the Commission. The Board shall have no authority to bind the Commission by any representation, warranty or agreement, unless specifically authorized in writing by the Commission. The Commission is an independent contractor under this agreement, and no employee, officer or director of the Board shall have the authority to bind the Commission by any representation, warranty or agreement unless specifically authorized in writing by the Commission and Board employees shall not be deemed or treated as employees or agents of the Commission.
13. **Indemnification.** The Board shall defend, indemnify, protect and save and keep harmless the Commission, its successors and assigns, from and against all losses, damages, injuries, claims, demands and expenses, including legal expenses, caused by or arising out of the education program, the classification or placement of each pupil, including but not limited to claims by the New Jersey State Department of Education, pupils enrolled in the special education classes, or the parents of such pupils.
14. **Default.** The failure of the Board to cure or remedy a default, within ten (10) days after written notice of the default has been given, shall be deemed an uncured default. This Agreement may, at the option of the Commission, be terminated upon the occurrence of any uncured default or in the event the Board becomes insolvent or bankrupt, makes an assignment for the benefit of creditors, a trustee or receiver is appointed for the Board, or if bankruptcy, reorganization, arrangement, insolvency or liquidation proceedings are instituted by or against the Board.

- 15. **Compliance with Governmental Laws.** Each party hereto, in the performance of this Agreement, shall comply with all applicable governmental laws, rules and regulations.
- 16. **Execution of Documents.** The parties agree to execute this and any other documents that may be necessary to affect the intent and purpose of this Agreement.
- 17. **New Jersey Law.** This Agreement shall be governed by the laws of the State of New Jersey and shall be construed in accordance therewith.

This contract is further subject to the rules and regulations of the State of New Jersey as to programming and services provided. The Commission shall not be liable for delays or termination of services by reason of actions by the State of New Jersey or the State Department of Education, which results from the withdrawal of funding, facility state approval, or lack thereof.

- 18. **No Waiver.** No provision hereof may be waived except by an agreement in writing signed by the waiving party. The waiver of any term or provision shall not be construed or deemed to be an estoppel or waiver in the future of any such term or provision, but the same shall continue in full force and effect.
- 19. **Benefit.** This agreement shall bind the parties hereto, their successors and assigns.
- 20. **Notices.** Any notice required or permitted to be given under this Agreement shall be sufficient if in writing, and if served personally or sent by registered or certified mail, return receipt requested, to a party at the addressed set forth below. Notice by mail shall be deemed given when deposited at a United State Post Office with postage prepaid thereon, addressed as follows:

Union County Educational Services Commission  
 45 Cardinal Drive  
 Westfield, New Jersey 07090  
 Attn: Business Administrator

- 21. **Entire Agreement.** This document represents the entire Agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral.
- 22. **Amendments.** No amendments or additions to this Agreement shall be binding unless in writing and signed by the parties hereto.
- 23. **Severability.** The provisions of the Agreement shall be deemed to be severable. If any provision herein is adjudged to be invalid or unenforceable, by a court of competent jurisdiction or by operation of any applicable law, such provision shall be deemed amended to conform to law, and it shall not effect the validity of any other provision herein, but such other provision shall remain in full force and effect.

**ACCEPTED AND APPROVED:**

Westfield Board of Education  
 (Please Print Board of Education Name)

**UNION COUNTY EDUCATIONAL  
 SERVICES COMMISSION**

\_\_\_\_\_  
 Gretchan Ohlig , Board President Date

\_\_\_\_\_  
 Helen Kirsch, Board President Date

\_\_\_\_\_  
 Dana Sullivan , Board Secretary Date

\_\_\_\_\_  
 Robert A. Behot, Ed. D, Board Secretary Date

**UNION COUNTY  
EDUCATIONAL SERVICES COMMISSION**

**SCHEDULE A**

**PUBLIC LAW 1977 CHAPTERS 192-193  
2018-2019**

**Per Pupil Costs:**

Compensatory Education	\$
ESL	\$
Examination/Classification	\$
Annual Examination/Classification	\$
Corrective Speech	\$
Supplemental Instruction	\$
Home Instruction	\$
Program Cost/State Aid	%
Administration	%

**\*\*Allocations will be sent when information is released in July.**

