


DEPARTMENT OF SPECIAL SERVICES
Township of Union Public Schools
M - E - M - O - R - A - N - D - U - M

TO: Pat Ditri
FROM: Kim Conti 
RE: Board Agenda Items
DATE: December 26, 2013

The Superintendent recommends, the committee concurs and I so move that the board approve Silvergate Prep, 10 Finderne Ave., Bridgewater, NJ 08807 to provide bedside instruction for district students on an "as needed" basis for the period December, 2013 through February, 2014 not to exceed \$5,500.00 in accordance with the information in the hands of each board member. (Acct # 7693 - 11-150-100-320-01-19)

SILVERGATE PREP

Homebound Instruction Agreement

Date: 9/25/13

To: Union Twp Schools

Attn: Special Services

From: Melissa Langford, Director

student will be receiving homebound instruction by a NJ certified teacher through Silvergate Prep's Livingston location.

Billing is \$50 per hour for a total of 10 hours per week.

At the end of each week, student work will be provided to the school. A weekly itemized bill detailing the instructional hours will be sent to the district finance department.

Educational Services, billing and payments will be handled through Silvergate Prep (New Jersey Approved Provider Code 35 6035 160). If there is additional information you require, please contact Melissa Langford. Thank you for your assistance.

School District:

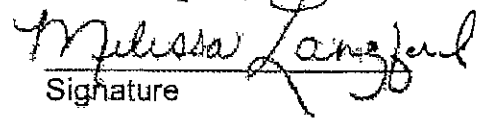
Signature

Name

Title

Date

Silvergate Prep:


Signature

Melissa Langford

Name

Director

Title

9/25/13

Date

10 FINDERNE AVENUE
3RD FLOOR
BRIDGEWATER NJ 08820

PHONE 908-526-8370 x 121
FAX 908-450-6219
EMAIL mlangford@silvergateprep.com
CELL 908-300-1597

SILVERGATE PREP

Billing:

Silvergate Prep will provide a weekly detailed invoice to the school district based on the school district's rules (hours approved per child, cost per hours, invoicing process, etc). Payment is expected within 30 days of receipt of invoice. Payments should be made payable to Silvergate Prep. Silvergate Prep pays each certified teacher directly.

Services Offered:

Students assigned to Silvergate Prep receive direct instruction by a NJ certified teacher.

Contract:

THERE IS NO REQUIRED MINIMUM CONTRACT WITH THE SCHOOL DISTRICT. Silvergate Prep will work with one student or 100 students. Since we do not require a minimum amount of hours, there are no risks to utilizing our program.

Contact:

Melissa Langford
Director
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