

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 *KC*
RE: Board Agenda
DATE: 8/23/2011

The committee recommends and I so move that the board approve Education Inc., 2 Main Street, Unit 2, Plymouth, Mass. to provide bedside instruction for district students on an "as needed" basis for the period September 1, 2011-June 30, 2012 at the hourly rate of \$49 per hour, from account 7693-11-150-100-320-01-19 in the amount not to exceed \$10,000.00 and in accordance with the information in the hands of each board member.



HOSPITAL TEACHING DIVISION

John K. Munies • PH 508 394 8170 • FX 508 394 0650 • jkmunies@educationinc.us • www.educationinc.us

REQUEST FOR AUTHORIZATION

ADMISSION DATE: 2011-2012 School Year
TO: Kimberly Conti
TEACHING FOR: Union Public School District Students
LOCATION: All Hospitals
TEACHING: Hrs/wk: 5-10 or as authorized
Hourly Rate: \$49.00
File Number: <ID>

SCHOOL OFFICER SIGNATURE: _____

PLEASE RETURN THIS PAGE ONLY AFTER SIGNING

Dear Kimberly,

We appreciate the opportunity to outline the home and hospital educational services offered by Education, Inc. We have been providing educational services since 1995 and serve many school systems and hospitals in Connecticut, Illinois, Maine, Maryland, Massachusetts, New York, New Jersey, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Virginia, and Washington, DC. We assist students who need to stay academically current with their peers during illness, disability or disciplinary action.

For most children, our services are paid for by the student's home school district. In very rare circumstances, we contract directly with the family at a negotiated hourly rate. When we work within residential health facilities, we do turn away any child interested in learning regardless of the district's willingness to reimburse us.

Services offered:

- Teacher:** Our teachers provide one-on-one or small group instruction. A major advantage of our program is that students can be assigned multiple teachers who are experts in specific subject areas. For example, when your child needs a math or chemistry teacher, we arrange for staff with the appropriate experience and skills.
- **Administrative Time:** Our Teacher's Supervisor, Administrator, Director and Bookkeeper spend this time supporting the teacher's instruction by coordinating schoolwork, attending meetings, speaking with family members or hospital personnel, and assuring proper billing and payment for teaching. Education, Inc. consolidates all of these activities into a single 33% surcharge on teaching hours. All of the following activities are included in the billing breakdown.
- **Teaching Supervisor:** The Teacher's Supervisor is the first level of contact, developing an individual plan for each student and continuously coordinating with the school system staff (teachers, special education, etc.), teachers, and family members throughout the teaching process. This time allows the teachers to focus on lesson delivery during assigned hours instead of tracking down material from the student's school of record.
 - **Administrator:** Work done by the Administrator such as tracking session reports and payroll issues is included in Administrative Time. This ensures the school systems are receiving the support they pay for.

- **Director:** The Director often spends hours solving problems, especially for difficult student situations. The Director is available to attend team meetings, set up all new students, acclimate the students' parents or guardians to the teaching process, or coordinate the teaching program.

Bookkeeper: This time is used coordinating all of the Direct Teaching Hours and Total Hours billed to ensure that school systems are provided all hours assigned to students and tracking all payments from schools. The Bookkeeper is available full-time to work with school personnel

Frequently asked questions:

Who are our teachers? Education, Inc. hires *only* proven, qualified teachers. They come from diverse backgrounds including active and retired teachers, guidance counselors, coaches, and many experts in different fields of study. All of our personnel must pass a criminal and sexual offender background checks (CORI/SORI) before qualifying for teaching assignments. We actively recruit teachers with multiple qualifications and broad availability to make sure we can serve all students.

How we are paid? Education, Inc. performs our work under an agreement with each school district for home and hospital teaching. Our staff submits paperwork needed under the school system's requirements for classroom presence. Since we must pay our teachers whether or not a student shows up for an appointment, we require at least a 24-hour notification to reschedule a session. We pay each teacher directly and there is no minimum hour requirement per student. For each hour spent with the student in the classroom, we also bill the district 20 minutes for preparation and administrative time. Students receive the same number of classroom hours they would receive from their home district's Teacher's, but are taught by our teachers who also work with the facility's therapeutic staff to maximize your child's rapid return to health.

As you can see, the benefits of using our hospital and home Teaching program are:

- Highly qualified teachers presenting subjects in which they are skilled,
- Better communication among all parties,
- A close connection between educational and therapeutic staff, and
- Increased student performance and satisfaction.

We look forward to providing the same services to your child as we have delivered to over 50,000 students over the past 14 years.

Sincerely,



John K. Munies



Vendor 384495

Taxpayer Identification# 043-479-136/000

03/21/07

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609) 292-1730.

I wish you continued success in your business endeavors.

Sincerely,

James J. Frutkins

James J. Frutkins
Acting Director
New Jersey Division of Revenue



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N.J. 08646-0252

TAXPAYER NAME:
EDUCATION, INC.

ADDRESS:
16 MAIN ST EXT SUITE #5
PLYMOUTH MA 02360-3364

EFFECTIVE DATE:
08/19/04

TRADE NAME:

SEQUENCE NUMBER:
1081357

ISSUANCE DATE:
03/21/07

James J. Frutkins
Acting Director
New Jersey Division of Revenue

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.