## Wellness Management Services

of Trinitas Regional Medical Center

## **Proposal Submission:**

### **Union High School Student Support Program**

Re: RFP posted May, 2017 Entitled:

"REQUEST FOR PROPOSAL TO PROVIDE PROFESSIONAL SERVICES THE AREA OF STUDENT SUPPORT FOR 2017-2018 SCHOOL YEAR"

Submitted by: Dr. Rodger Goddard

#### TOWNSHIP OF UNION BOARD OF EDUCATION

## REQUEST FOR PROPOSAL TO PROVIDE PROFESSIONAL SERVICES THE AREA OF STUDENT SUPPORT FOR 2017-2018 SCHOOL YEAR

The Township of Union Board of Education (the "Board") is seeking proposals for student support/guidance to improve the behavior and academic success of high school students. Individual and group counseling services and consultation with teachers, administrators, and parents as needed are required. Training of school counselors, school psychologist, and school social workers to turn-key program. The contractor shall provide any reports and/or updates to the Building Principal as requested. The provider shall be present/on staff for each day school is in session, commencing on September 1, 2017 and terminate on June 30, 2018.

The provider shall have a minimum ten (10) years clinical experience as a licensed clinical social worker or licensed psychologist and proven track record of implementing student success is required. All providers shall be NJ State licensed clinical social workers or psychologists or qualified interns who are directly supervised by an LCSW or Licensed Psychologist with a minimum of 10 years experience.

Proposals shall also contain: (a) Certification of Employee Information Report (AA); (b) New Jersey Business Registration Certificate; (c) W-9 and (d) Insurance certificate in the following form and minimum limits; Professional Liability \$1,000,000; Worker's Compensation \$500,000; and General Liability \$1,000,000. All insurance policies shall name the Township of Union Board of Education as additional insured and proof of said policy shall be provided on the standard Acord form.

Proposals must be in writing and must contain fixed rates for all services and fees for disbursements, if any. All fee proposals shall be fixed for one (1) year from the date of the award and may not change or be withdrawn except by the permission of the Board. Proposals shall be submitted no later than 11:00 a.m. on May 23, 2017. Proposals must contain a Curriculum Vitae or firm resume all who may be assigned to handle these matters. The award shall be made to a vendor whose response is most advantageous to the Board, price and other factors considered. All providers shall have a criminal background screening prior to assignment in the district. The Board of Education may cancel this Agreement upon thirty (30) days written notice to the other.

The Company shall sign a contract and statement that it shall indemnify, defend and hold the district harmless from any and all liabilities for any claims which may arise as a result of the engagement of the Company. No other charges are permitted; i.e. travel time, etc.

Proposals will be opened and read aloud in the Board of Education conference room at the Administration Building, 2369 Morris Avenue, Union, New Jersey on May 23, 2017. Your proposal must be received prior 11:00 a.m. on May 23, 2017. Two original proposals shall be submitted by regular or overnight mail, no email proposals allowed.

Any technical questions or assignment-related questions may be submitted to Kim Conti, Director of Special Services at (908) 851-4426 or Corey Lowery UHS Principal at (908) 851-6533.

## Wellness Management Services of Trinitas Regional Medical Center

## Providing Consultation and Training to Improve the Health of Individuals and Organizations

May 5, 2017

To:

Township of Union Board of Education, 2369 Morris Avenue Union, New Jersey 07083 Re: Proposal / Contract

Dear Union Township Board of Education,

Enclosed please find our proposal in response to the RFP posted for the 2017 to 2018 school year.

The attached proposal is being submitted for the RFP for bid to provide professional services in the area of student support for 2017 – 2018 school year. RFP specifically entitled: "Request for Proposal to Provide Professional Services The Area of Student Support for 2017-2018 School Year".

Attached to the proposal please also find a copy of a contract should we be awarded permission to deliver services. Alternately, your school could provide a contract for signing. Also enclosed as per the request in the RFP please find copies of: a) Trinitas Regional Medical Center's Certificate of Employee Information Report, b) our NJ Business Registration Certificate, c) W 9 and d) our Insurance Certificate and the resume / vitas of the people who will be delivering services. If awarded the contract as per the request in the FRP we would supply a statement that we shall indemnify, defend and hold the district harmless from any and all liabilities for any claims which may arise as a result of the engagement of the Company and/or please let this letter serve as such a statement.

Please notify me immediately at (973) 670-2070 if there is anything missing from our submission and/or you need any other materials at this date.

Thank you for your close consideration of our submission.

Sincerely,

Dr. Rodger Goddard Chief Psychologist

Director, Wellness Management Services

(973) 670-2070

rgoddard@trinitas.org

### WELLNESS MANAGEMENT SERVICES

### OF TRINITAS REGIONAL MEDICAL CENTER

## Proposal to Provide Professional Services in the Area of Student Support for 2017 – 2018 School Year

### I. Submission to Union Township Schools FRP Posted Summer, 2016

This proposal is submitted in response to Union Township Schools "The Request to Provide Professional Services – The Area of Student Support for 2017 – 2018 School Year".

### II. Background:

### The present proposal concerns the following issues:

- 1. Union High School for many years has been dealing with students who have intense problems that interfere with their academic achievement or the achievement of other students. These problems include (but are not limited to) students who are: learning challenged, under motivated, disruptive, aggressive, emotionally troubled, socially alienated, ADHD, classified, non classified, self harming, suicidal and/or rule breaking students. The social, emotional, behavioral and learning difficulties of these students put them at risk of failure or functioning below their academic potential.
- 2. Trinitas Regional Medical Center has provided Union High School with a Student Support Program and Drop In Center for the past school years 2009 2017 that has successfully helped these at risk students in need of direction, guidance, support, conflict resolution, anger management and individual skill building.
- 3. The Board of Education of the Township of Union is seeking proposals for the continued provision of these services to provide ongoing support to high school students in need of guidance to assist in their academic success.

## III. Proposal: Provision of Professional Services to the Union High School for Student Support – A UHS Student Support Program

It is proposed that a clinical team consisting of a NJ licensed psychologist (over 28 years licensed in the state of NJ) and a Ph.D. licensed psychologist from Trinitas Regional Medical Center Department of Behavior Health and Psychiatry continue to provide student support, skill building counseling, intervention, teacher guidance, administrator consultation, program development, parent support, conflict resolution and psycho-educational group instruction services to help any Union High School students in need, to improve their academic and personal success.

### IV. Background and Credentials of the Trinitas Consultation Team:

Dr. Rodger Goddard has served as Chief Psychologist and Director of Psychology Internship Training at Trinitas Hospital for the past 28 years. Dr. Goddard created and directs Wellness Management Services, a consultation and training program for improving the success of schools and corporations. Dr. Goddard has overseen the programs and work of psychologists in the hospital and school programs for the past 28 years. Dr. Goddard has provided training, consultation and direct services to over 300 schools in Northern New Jersey in the past 28 years. Dr. Goddard has specific knowledge and experience in the needs of Union Township Schools having provided extensive training and services to the district over the past 9 years. Dr. Goddard would be overseeing, directing, supervising and coordinating the work of the Trinitas psychologist stationed full time at Union High School for the carrying out of services provided to students, teachers and administrators at the school (see attached resume). Dr. Goddard has extensive experience in the evaluation and treatment of adolescents having worked as Chief Psychologist at Trinitas Regional Medical Center over the past 28 year. Dr. Goddard has been licensed as a psychologist in the state of NJ for over 28 years.

Dr. Jamie Stillwell, a licensed psychologist, has extensive training and experience in the treatment of adolescent social, emotional, academic and psychiatric disorders and problems. She has worked for the past four years as the primary clinician directing and conducting the student support services at Union High School (see attached resume).

### V. Program Objectives

Student Achievement & Success Skill Building: The objective of the program would be to provide student support through the delivery of direct services, and to assist Union High School staff to: 1) improve the academic, behavioral, social and communication functioning and success skills of UHS students in need, 2) maintain at risk, emotionally troubled and/or disruptive students in Union High School classes, and, 3) help students to receive their education in the least restrictive environment possible without resorting to more intensive intervention or unnecessary or inappropriate suspensions or restrictive placement. The program would specifically help many students to build and use learning, academic, emotion control, behavior, social, academic, anger management, conflict resolution, and school success skills.

Staff, Teacher & Guidance Counselor Support & Consultation: The program would also help to: 1) improve the student guidance skills of Union High School teachers, 2) assist Union High School administrators in dealing with at risk, disruptive and emotionally troubled students and setting up and maintaining effective policies, procedures, interventions and structures to support these students in the classroom, and, 3) assist high school guidance counselors in providing counseling and student support services to help at risk HS students.

### VI. Program Summary Information From the 2016 – 2017 School Year

The UHS Student Support Program provided by Trinitas has helped students to improve their academic and personal success skills for several years. Please see attached summary of program results, activities and services provided during the past year by Trinitas Staff to UHS students, staff and parents in the section entitled: Executive Summary: "Results and Activities of the Student Support Program School Year 2016 – 2017 as of Third Quarter, 2017".

### VII. Proposed Program Services and Benefits:

In the 2017 to 2018 school year, Trinitas Regional Medical Center proposes the continuation of the Student Support Program services. These services would include:

- 1) Individual Student Psycho Educational Skill Building Instruction and Counseling:
  Direct services to guide UHS students in building their academic, learning, behavior, social, emotional, communication and personal success skills. These services to be delivered in both individual and group sessions / modalities.
- 2) Student Supportive Counseling Services: Provide direct services to students having difficulties with academics, motivation, learning, anger, emotional turmoil, self harm, conduct, social, grief and loss and other issues that interfere with their academic and personal success. These sessions to be delivered in both individual and group modalities.
- 3) Provide At Risk Student Consultation to Help Teachers Manage At Risk Students in the Classroom: Provide ongoing guidance, direction and consultation to teachers and school staff concerning strategies for helping individual at risk students to succeed in the classroom.
- 4) <u>Alternatives to Suspension and Expulsion Intervention:</u> Help teachers and administrators to provide aggressive and disruptive students with alternative ways to guide students who provoke other students and teachers. Help decrease the potential for serial suspension without improvement of disruptive and associal student behavior.
- 5) Anger Management and Conflict Resolution Training and Skill Building: In similarity to the previous years the program would target providing anger management skill training and conflict resolution interventions to Union High School students.
- 6) <u>Teacher Instruction:</u> Assist in training teachers in verbal de-escalation, conflict resolution, effective classroom management, diffusion of student disruption and positive behavioral guidance skills.
- 7) Administration Consultation to Prevent and Reduce Student Disruption: Consult with administrators and teachers to implement policies and procedures to prevent and avoid student disruption and the eroding of classroom instruction time.
- 8) Parent Support Services: Provide parent support services to engage parents as partners in improving the behavior, communication and academic achievement of UHS at risk students.
- 9) Training of School Counselors, Psychologists and Social Workers: The Student Support Program will help to train and guide school staff in program services and the use of effective interventions with students in need of support services (e.g., co leading of groups, ongoing consultation with the above mentioned school staff to improve intervention and support

service effectiveness, instruct school staff in turn key techniques and methods to help improve the academic and behavioral success of at risk students...).

### VIII. Consultation Services, Program Format and Potential Component Areas:

**Program Scope:** The program would be provided to all Union High School students, teachers, guidance staff, administrators and parents in need of services during the school year 2017 – 2018.

<u>Program Components:</u> The program would consist of implementing some or all of the following elements dependent on the exact needs of staff, teachers, administrators and students. The program is flexible and, therefore, the exact components to be implemented would be based on which services are determined to be the most effective in improving the success of the at risk UHS students in need of services.

<u>Drop In Support Center:</u> Maintenance of the Student Support Center where students can make appointments or drop in for individual and group support sessions. The Center would have an atmosphere conducive to confidentiality, self disclosure and support. Student support services would still be contingent on obtaining notarized parent consent.

<u>Individual Guidance and Counseling Services:</u> Individual student psycho educational skill building counseling sessions would be offered to students in need.

Skill Building Group Services: Depending on the needs of students and the school students would be able to attend psycho-educational skill building groups on different topic areas (e.g., school success, peer relations, anger / conflict management, anxiety control, coping skill improvement...). Teachers could refer students to the groups that correspond to a student's need (e.g., Anger Management, Conflict Resolution Skill Building Group, Behavior Improvement, Positive Communication...). The groups can cover different topics to help at risk students cope with personal difficulties and emotional needs. Group skill instruction sessions may include conflict resolution, positive communication, meditation / self calming training, positive eating and nutrition, the danger of drugs, time management skills, etc.

Administration, Teacher & Staff Consultation: Consultation with administration, special services, guidance, nursing, teachers and crisis interventionist staff on strategies for handing individual student problems and creating policy and procedures for controlling and helping at risk students.

<u>Conflict Resolution Intervention:</u> Conflict management services (e.g., assessment, referral and follow up of students having conduct, conflict, school refusal, aggressive behavior and other non life threatening yet disruptive to others or the school environment problems).

Parent Coaching and Counseling: Individual parent counseling and coaching sessions.

Assessment and Referral Services: Assessment of students referred to the Student Support Drop Center and help in guiding these students toward appropriate services when needed.

<u>Teacher Disruptive Student Classroom Management Skill Building Instruction and Consultation:</u> Provide guidance to teachers in the use of effective classroom and disruptive student management skills.

<u>Alternatives to Suspension Services:</u> The Support Program provides aid to help students in danger of repeated suspensions to learn the skills necessary to avoid fights, problems and trouble and improve their communication and academic success skills.

Guidance Counselor and UHS Staff Training in Providing Student Support Services: Helping and training UHS staff in strengthening services to help the high number of at risk students succeed in the high school.

<u>Component Flexibility:</u> The exact type and number of the above services provided (e.g., groups, individual services, consultations, parent coaching...) and the exact participants (e.g., at risk students, teachers, staff, administrators, parents...) would be dependent on the needs of the students, high school, teachers, guidance staff, the principal, vice principals and Special Services.

### IX. Consultation and Training Program Title:

The Union High School Student Support Program

### X. Program Time Frame:

The program would be delivered for the Union Township school year 2017 – 2018.

## XI. Cost for Counseling and Clinical Services to be Provided by Trinitas Hospital Wellness Management Services Staff

Wellness Management Services would provide student counseling, teacher consultation, guidance counselor support, administrator consultation, program facilitation, training and the other services outlined above. All consultant preparation time, materials development, transportation time, telephone contacts, incidental meetings, copying, paper use and materials development are included in the pricing below. Services would be billed on a monthly basis throughout the 10 month school year. The total program cost would be \$82,000. On site services would include teacher, staff, administrator, parent coaching, family therapy and student counseling. Off site services would include materials development, staff program planning sessions, telephone parent coaching, telephone contacts, facilitator transportation time, administration activities and so on. A breakdown of fees based on services to be provided by Wellness Management Consultants follows:

Services or Items to be Provided:	Staff to Provide Service:	Number of Hours per week)	Extension for the school year
Senior Consultation & Services: On site program guidance and consultation activities, school staff & teacher consultation and training, student intervention and counseling and other program activities as per list above, and off site services including staff supervision, program materials development, program administration, etc. (e.g., staff telephone consultation, training materials development, student skill building handouts, teacher instruction materials).	Dr. Rodger Goddard	2 hours / week	\$4,000
Clinician Consultation & Services: On site provision of student counseling and support services, school staff consultation and training, student intervention and program involvement activities and limited off site program activities (e.g., parent and staff telephone consultation, training materials development, student skill building handouts, teacher instruction manuals).	Trinitas licensed Psychologist	37.5 hours per week	\$76,000
Clerical and administrative costs: (e.g., typing, telephone calling, billing, program assistance services, copying time)			\$2,000
Materials costs: (e.g., handouts, manuals, computer usage, curriculum materials, copying costs)			Included in above
Transportation and commuting time cost			Included in above
Total:			82,000

### WELLNESS MANAGEMENT SERVICES

Trinitas Regional Medical Center - Department of Behavioral Health and Psychiatry

### **CONTRACT:**

### AGREEMENT FOR STUDENT SUPPORT SERVICES

**Opening:** 

This agreement, made this 18th day of May, 2017 Between

Wellness Management Services
of Trinitas Regional Medical Center
Department of Behavioral Health and Psychiatry
655 East Jersey Street
Elizabeth, New Jersey 07206
Tax ID #: 22 360 1678

and

Union Township Public Schools 1000 Caldwell Ave. Union, New Jersey 07083

Scope of the Work / Conditions:

It is agreed that Wellness Management Services will provide the following:

**Program Title:** 

The Union High School Student Support Program

**Program Services:** 

Provide student counseling, skill building, individual and group counseling, assessment, psycho educational presentations, individual and group parent guidance and teacher, staff and administrative support and guidance at Union High School during the school year September, 2017 to June, 2018.

Program Objectives:

To improve the academic, social, learning and behavioral skills of at risk Union High School students. To provide support and guidance to High School students identified as having personal, behavioral and/or emotional difficulties.

### Description of Specific Program Services to be Delivered:

<u>Drop In Support Center:</u> Maintenance of the Student Support Center where students can make appointments or drop in for individual and group support sessions — The Center would have an atmosphere conducive to confidentiality, self disclosure and support.

Individual Psycho Educational Skill Building and Counseling: Individual

ongoing student skill building and counseling sessions.

Conflict Intervention: Management of student conflict.

Group Support Sessions: Weekly support groups covering different topics to help at risk students cope with personal difficulties and emotional needs (e.g., anger management, loss and bereavement, overcoming anxiety and stress, building positive coping and success skills...).

Presentational Skill Building Instruction Presentations: Student Presentations to be given in classes or in the Student Support Center. Presentation content would be based on student and school needs (e.g., Teenage health issues, Planning for your future, Good Friends — Bad Friends; how to know the difference, Dealing with relationship Problems, Dealing with Difficult Emotions, Conflict Resolutions Skills...).

<u>Parent Counseling and Coaching:</u> Individual parent support sessions to help parents improve their children's academic, personal and school success.

Assessment and Referral Services Aid school staff in identifying and evaluating student difficulties and providing effective support services to help overcome at risk student problems.

Administration, Teacher & Staff Consultation: Consultation with administration, special services, guidance, nursing, teachers, security and crisis interventionist staff on strategies for handing individual student problems and creating policy and procedures for controlling and helping at risk students.

The exact type and number of the above services provided (e.g., groups, individual, presentations, consultations) and the exact participants (e.g., at risk students, teachers, staff, administrators) would be dependent on the needs of the students, teachers, the principal, vice principals, Special Service staff and the high school.

### **Program Staff:**

1 full time psychologist (i.e., 37.5 hours per week for program and administrative activities) will provide services for Union High School. Additional 2 hours / week services and program guidance, supervision, monitoring and administration to be provided by Dr. Rodger Goddard as detailed in the included proposal.



### **Program Location:**

Most services to be delivered on site at Union High School in Union, N.J.. Some support and administrative services to be delivered off site (e.g., staff supervision, parent guidance, communication services via telephone, e-mail and Internet, materials development...).

### **Program Time Period / Term:**

The school year commencing in September, 2017 and ending in June, 2018.

### **Termination Agreement:**

The program can be cancelled at any time by any of the signed participants / parties to the contract with a 30 day notice.

### **Program Participants:**

At risk students, high school teachers, school staff and parents at Union High School.

#### Cost:

\$ 82,000 for the school year including all services, materials, materials development and transportation costs.

### **Payment Terms:**

Total payment to be divided up into 10 equal monthly payments, payable 14 days after the end of the previous month's services.

### Signed:

For Wellness Management Service	s of Trinitas Regional Medical Center	r:
Rodger Goddard, Ph.D.		
Director, Wellness Manag	gement Services	
Muller	(Signed)	
5/20/17	(Date)	

For	Union	Township	Schools	President	Board	of Education
-----	-------	----------	---------	-----------	-------	--------------

	_ (Name)
•	_ (Title)
	_ (Signed)
	(Date)

Certification

OF EMPLOYEE INFORMATION REPORT

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-MAY-2016 15-MAY-2019 effect for the period of

TRINITAS REGIONAL MEDICAL 225 WILLIAMSON STREET NJ

ELIZABETH

FORD M. SCUDDER Acting State Treasurer



## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:

TRINITAS REGIONAL MEDICAL CENTER

Trade Name:

Address:

225 WILLIAMSON ST

ELIZABETH, NJ 07202-3625

Certificate Number:

0087027

Effective Date:

October 12, 2000

Date of Issuance:

July 11, 2016

For Office Use Only:

20160711154322648

### Form W-9

(Rev. December 2014)
Department of the Treasure
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

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

Interna	il Revenue Service				* 61111			auo	n				seni	to th	e IF	RS.		
	1 Name (as shown	оп уош Ілсоп	ie lax return). Na	me is required on U	his line	c do not lesve thi	p lion blunic			<u>.</u>								
	truntas vedioi	nai Medical	i Center	•		, 1101 10E 10 E	is the Didin,											
ં બં	2 Business name/disregarded entity name, if different from shove																	
3 Check engrentiate box for family																		
ğ	3 Check appropriate box for faderal lex classification; check only one of the following seven boxes:  4 Exemptions (codes apply only in leading to the following seven boxes)																	
	La individual and in the properties of the company of the control												19 (00)	des app	y oni	y lo		
individual/sole proprietor or Corporation Scorporation Pertnership Trust/estate single-member Lt.  Limited liability company. Enter the tex classification (C=C corporation, S=S corporation, P=partnership) Note, For a single-member Lt. that is disregarded, do not oheck Lt.C; check line appropriate box in the line above for the tex classification of the single-member owner.  Other (see instructions) Note (see ins											ON PRO	16 3):		389				
£ 50	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=parinership) >											t paye	9 COD	e (If eny)	_			
발동	ine tex classific	or a single-member LLC that is disregarded, do not check LLC; check fire appropriate box in the line above for code fit as											om F#	TCA rep	ortin	g .		
15 2	TT ORIS: (See 1USD)	ucuons) 🟲		Merii	ral C	antar Endado	٠.			•		ii any)			•			
長	To Dither (see instructions) Medical Center 501c(3)  6 Address (number, street, and apt. or suite no.)									D NCCOUT	accounts multilaiond putaide the U.S.)							
<u>a</u>	225 Williamson Street										638 (O	ptions	ı)					
See	Elizabeth, NJ 0	<b>72</b> 07												-				
. [	7 List account numb	er(s) hare (opt	ional)															
				•												<del>-</del>		
Part		r Identifi	cation Num	ber (TIN)		<del></del>	<del></del>				_		<u>.</u>					
Enter y	our TIN in the ennr	opriote hav	The Tible and I	I	he ne	me obton on the	d b1d	16.	-7-1					<del></del> .		·		
backup	withholding, For in	rdividuals, th	ls is generally	your social secur	ily nu	mber (SSN). He	ne i to avold owever for s	100	30191	Secur	ly nu	mber	<del>-</del>					
enilijes	it alien, sole proprie , it is your employe page 3.	MOC, OF Dister Picientificativ	gerded entity, s	ree the Part I Inst	tructio	ons on page 3,	For other			1 1	_		1			f ]		
	page 3.	. incittitiontic	भारतम्बद्धानम् (८११४	). II you do not n	eve a	number, see h	low to gat a	L	<u> </u>		L	ᆚ_	] [		<u> </u>			
Note. I	ithe account is in r ses on whose numb	nore then on	e name see th	e instructions for	r lima n			or I										
guldelir	es on whose numb	per to enter.		· manifold to	i att tea	ranu me chart	on page 4 fo	r 🚝	ubroż	erice	ntilie:	atlont 1	on number					
						• •		2	2	-	3 6	0	1	6 7	В			
Part	l Certifica	tion				·			<u></u>		1	1.	Ш		•			
Under p	enalties of perjury,	certify that		<del>-</del>				— <u> </u>										
1. The	number shown on t	ihis form is r	ny correct taxo	aver Identification	n nuc	sher for Lam sur	-141 f											
Servi no lo	not subject to back ce (IRS) that I am s nger subject to back	ubject to backup withhol	akup withholdir ding; and	ng as a result of ;	om ba a fallu	ica to report all	ing, or (b) I ha interest or di	ave not vidends	beer s, or i	notil (c) the	led b IRS	y the has n	interr otifie	vefi isr it em b	enue sat l	am		
8. Jam	a U.S. citizen or oti	ner U.S. ners	on (delinad be	المعالة مصا														
4. The F	ATCA code(s) ente	red on this fo	ron lif and indi	orthorthat I am														
because	ation instructions, you have falled to paid, acquisition or	report all inti	arest and divid	ends on voor tax	/e Des	n notified by th	ne IRS that yo	ou are c	urrei	ntiy sı	bjec	t to b	ackur	withh	oldin	ıg		
mterest i	daid, accuration or	· shardonmo	at all and the			in the local entity	เอ แสกรสนินกา	re' Reit	1 Z UK	oes ni	ICE JO	DIV. F	OF MIN	апапбы				
generally Instructio	, payments other t one on page 8,	hæn interest i	and dividends,	you are not requ	ilred to	c sign the certi	fication, but	you mu	st on	ovide	uu ar Vour	range Corre	imeni set Tir	(IHA), V Sept	and Ho			
Sign	I.	70 100				. <u></u>					,	,	J. 1,1	4, CGG	u)e			
Here	Signature of U.S. person >	/1.11//W	4 <i>1</i> /					1_	~ <	7 –1	_							
		Door Car	11			<u>-</u>	Dale≻	. (	<i>\(\varphi\)</i>	1 -1	<u> </u>							
	al Instructio		•			* Form 1098 (n	ome morigage	Interest	1. 109	8-E (s	tideni	loso	Intere	di tone	~	_		
Bection re	ferences are to the ini	ernal Revenue	Code unless oth	erwise noted.		tendon)	_				,	.,	1100100	ryj Iusu	-1			
uture da	velopments. Informal on enacied after we n	han about down	al		n	<ul> <li>Form 1099-C (canceled debt)</li> <li>Form 1099-A (acquisition or abandonment of secured property)</li> </ul>												
		Nesse the st 7	www.irs.pov/fu8.			Han Form W	tacquisition or	ADADIO:	unen	Lofae	cured	prope	xty)		•			
	e of Form.					bioxige Aper co	-9 only if you a prect TIN.	e a u,5.	pers	on fine	luding	a res	ident a	alien), to				
in individual or entity (Form W-9 requester) who is required to the an information						If you do not return Form W-9 to the requester with a Till you winds to												
which may be your social socially your correct taxpayer identification number (TIN) to backup withholding, See W							ter 19 Da	akúp	ry#hinc	lding:	on p	ggs 2,		44)06	•			
						By signing the filled-out form, you:												
out of other amount manufacture, to report on an information return the amount paid to								aro W	alting !	for a nu	nber							
Some table but are not subject to backup withholding, or																		
3. Claim execution from heaten within the standard of the stan										ייפית למות	ee H							
Form 1/90. Alice fording the action stocks or modula junos:							YOUT E	docab	le share	of								
Form 1091	9-8 (stock or motival f	ind adeced	rzes, awards, or (	gross proceeds)		withholding tax	on foreign perti	ners¹ sha	un or Ne of	olfect	uss is Velv c	net su sanna:	i toeldi ni hets	to the come o	mel			
Form 1098-8 (stock or mutual fund sales and certain other transactions by Form 1098-8 (proceeds from real estate transactions)  Withholding tax on foreign partners' share of effectively connected income, tokers)  4. Carlify that FATCA code(s) entered on this form (if any) inclinating that exampt from the FATCA reporting, is correct. See What is FATCA reporting.									B									
Form 1099	3-S (procesds from re	aneri espice la	actions)			page 2 for further	TOTAL SECOND	ing, la ca	mecl	. Ses I	Vhat I	s FAT	JA rej	orting?	on	-		
Form 1098	3-K (merchant card an	id third party n	etwork transactio	one)														



### CERTIFICATE OF LIABILITY INSURANCE

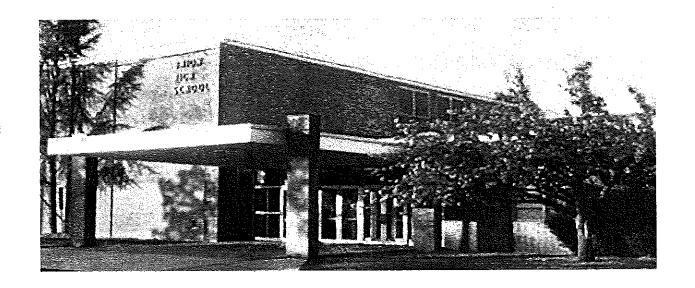
DATE (MM/DD/YYYY) 07/14/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

PORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to une terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

ALSOUTH STREET MORRISTOWN, N. 107800-6644  ADMISSO_1647  A	PRO	DUCE						,	CONTA NAME:	CT				· · · · · · · · · · · · · · · · · · ·		
MORRESTOWN, LIL GYBED-6464  LIRSUNGER 1: MORRESTOWN MORRE	Ì		MARSH USA, INC. 445 SOUTH STREET	ť					PHONE	. 5-4).		FAX				
SURGES -16-17  NOURSES -16-17	MORRISTOWN, NJ 07960-6454								(A/C, No. Ext): (A/C, No):							
MESURER   Processor   Mesurer   Me	ł								ADDRE							
INSURED S.  INSURE	10064916-17													· · · · · · · · · · · · · · · · · · ·		
DESCRIPTION NUMBER C.  RESURED 1.  RESURED	_										isuraice compa	119		42226		
Elzabels, NJ. 07377    MSURER D   MSURER D   MSURER S					Center						<del></del>			<del> </del>		
COVERAGES  CERTIFICATE NUMBER: NVC-005154129 06  REVISION NUMBER: NVC-005154129 06  RE				Į.					INSURI	RC:						
COVERAGES  CERTIFICATE NUMBER: WY-Coolfish129 06 REVISION NUMBER;3  THIS IS TO CERTIFY THAT THE POLICISE OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY PERTAIN, THE INSURANCE AFFORCED BY THE INSURANCE A	1								INSURI	ERD:						
COVERAGES  CERTIFICATE NUMBER:  NYCO0154129-07  REVISION NUMBER:9  THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED MANEED ADDRESS OF THE POLICY PERIOD NOTOMITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH FOR THE TOWN THE PROPERTY OF WITH PROPERTY OF WHICH THIS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LISTES SHOWN MAY HAVE BEEN REQUIRED BY THE POLICIES DESCRIBED HERREIN IS SUBJECT TO ALL THE TERMS.  A X COMMERCIAL GENERAL LIABILITY  CICAINS-MADE X OCCUP OF THE POLICIES. LISTES SHOWN MAY HAVE BEEN REQUIRED BY PART OF THE POLICIES SECRETIFY TO THE POLICIES SHOWN MAY HAVE BEEN REQUIRED BY PART OF THE POLICIES SECRETIFY TO THE POLICIES SHOWN MAY HAVE BEEN REQUIRED BY PART OF THE POLICIES SECRETIFY TO WHICH THIS SECRETIFY TO THE POLICIES SECRETIFY TO WHICH THIS SECRETIFY TO WHICH THIS SECRETIFY TO THE POLICIES SECRETIFY TO WHICH THIS SECRETIFY TO WHICH THI					*				INSURE	RE:						
THIS IS TO CERTIFY THAT THE POLICIES DE INSURANCE LETTED BELOW HAVE BEEN EQUIDED TO THE MEDITED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY BEING NO CONDITION OF ANY COUNTRACT ON CHAPTER TO HIGH THE RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORCED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PADI CLAIMS.  A COMMERCIAL GREET LABILITY CHOOSES AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PADI CLAIMS.  A COMMERCIAL GREET LABILITY CHOOSES AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PADI CLAIMS.  A COMMERCIAL GREET LABILITY CHOOSES AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PADI CLAIMS.  AND COMMERCIAL GREET LABILITY CHOOSES AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PADI CLAIMS.  A COMMERCIAL GREET LABILITY CHOOSES AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PADI CLAIMS.  A COMMERCIAL CLAIMS AND CONDITIONS OF SUCH POLICIES AND CONDITIONS OF SUCH POLICIES. BY SUCH PART OF SU	<u></u>															
INCLUSIONS AND CONDITIONS OF SUCH POLICES. LIMITS SHOWN MAY FAVE BEEN REDUCED BY PIET DICTURES DISCRIBERIN IS SUBJECT TO ALL THE TERMS.  RECORDING AND CONDITIONS OF SUCH POLICES. LIMITS SHOWN MAY FAVE BEEN REDUCED BY PIET DICTURES DISCRIBERIN IS SUBJECT TO ALL THE TERMS.  A X COMMERCIAL GENERAL LIABILITY  A COMMERCIAL GENERAL LIABILITY  CHOOCOUGH BY PAID CLAIMS.  COUNTY INMERCIAL GENERAL LIABILITY  CHOOCOUGH BY PAID CLAIMS.  CHOOCOUGH BY PAID CLAIMS	-											REVISION NUMBER:9				
DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REQUIDED BY AND CALAMS.  TYPE OF INSURANCE  A X COMMERCIAL EMBRITY  A X COMMERCIAL EMBRITY  CLAIMS-MADE X CGCUR  CLAIMS-MADE X CGCUR  CLAIMS-MADE X CGCUR  CREYL AGGRECATE LIMIT APPLIES PER  X POLICY   10C	i i	IDIC/	ATED CERTIFY I	HA	I THE POLICIES	OF FOLUI	INSUI REME	RANCE LISTED BELOW HA	VE BEE	N ISSUED TO	THE INSURE	D NAMED ABOVE FOR T	HE PO	LICY PERIOD		
TYPE OF INBURANCE ROLLED BY POLICY NUMBER (MODIFICATION OF THE ABOVE DESCRIBED POLICY IN INFO Modified in Annual Aggregate 1 (AUTONOMO POPERATION OF OPERATIONS / LIGHTS) AND ACTION OF OPERATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS) ACCORDING TO THE ABOVE DESCRIBED POLICY IN INFO Modified in Annual Aggregate 3 (AUTONOMO POPERATION OF OPERATIONS / LIGHTS) ACCORDING TO THE ABOVE DESCRIBED POLICY IN INFO Modified in Annual Aggregate 3 (AUTONOMO POPERATION OF OPERATIONS / LIGHTS) ACCORDING SINGLE LIGHT (MODIFICATION OF OPERATIONS / LIGHTS) ACCORDING SINGLE LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS) ACCORDING SINGLE LIGHT (MODIFICATION OF OPERATIONS / LIGHTS) ACCORDING SINGLE LIGHT (MODIFICATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS) ACCORDING SINGLE LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS) ACCORDING SINGLE LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS) ACCORDING SINGLE LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS) ACCORDING SINGLE LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS) ACCORDING SINGLE LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS) ACCORDING SINGLE LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATIONS / LIGHTS (MODIFICATION OF OPERATION OF OPERAT		⊄K H	FIGATE MAY BE	: 10	SUED OR MAY	PER	IAIN.	THE INSURANCE AFFORD	EN BY	THE POLICIE	ら しにらいりにに	NUCCES OF STREET	CT TO	WHICH THIS		
A X COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE X OCCUR  CENTLA AGGREGATE LIMIT APPLIES PER: X POLICY REOT LOC OTHER:  ANY AUTO ALLOWING AUTOS AUTOS HIRED AUTOS HIRED AUTOS AUTOS HIRED AUTOS DEB RETENTIONS AUTOS	ᆫᄃ	VOL	JSIONS AND CO	NDI.	TIONS OF SUCH	PULI	CIES.	LIMITS SHOWN MAY HAVE	BEEN I	REDUCED BY	PAID CLAIMS.		<i>-</i>	THE TEXNO,		
CHOODSD31 GEOGRAPH LIABILITY  CHOODSD31 GEOGRAPH GENERAL LIABILITY  CLAIMS-MADE X OCCUR  GENL AGGREGATE LIMIT APPLIES PER: X POLICY COMPLETED LOC OTHER: ANY AUTO ALLOWING SCHEDULED ALTONOBIL LIABILITY ANY AUTO ALLOWING SCHEDULED ALTONOBIC LIABILITY AND ARE LIABILITY AND	LTR		TYPE OF IN	ISUF	RANCE	INSD	SUBR	POLICY NUMBER		POLICY EFF	POLICY EXP	LIMIT	3			
CERTIFICATE HOLDER  CANCELLATION  CANCELLATI	A	Х	COMMERCIAL GEI	NER	AL LIABILITY			CH00000031						1 000 000		
MED EXP (Any one person) \$ 10,000 PERSONAL & ADD INJURY \$ 1,000,000 PERSONAL & ADD INJURY PERSON \$ 1,000,000 PERSONAL & ADD INJURY PERSONAL		l l	CLAIMS-MADI	Εſ	X. OCCUR	1						DAMAGE TO RENTED	<u> </u>			
GENT. AGGREGATE LIMIT APPLIES PER:  X POLICY PRO LOC  OTHER:  AUTOMOBILE LIABILITY  ANY AUTO  ALL OWNED  AUTOS  HIRED AUTOS  AUT				_	···	ĺ				]						
GENTLAGGREGATE UMIT APPLIES PER:    POLICY										]						
POLICY   PRO-   LOC   PROPIED   S   1,000,000		GEN	N' AGGREGATE LIM	ITT A	DDI IES DED:			,						<del></del>		
OTHER:  AUTOMOBILE LIABILITY  ALL OWNED  AUTOS  AUT							İ									
AUTOMOBILE LIABILITY  ANY AUTO ANY AUTO AUTOS AU				<b>71</b>	1.00							PRODUCTS - COMP/OP AGG	<del></del>	1,000,000		
ANY AUTO ALL OWNED AUTOS	<del> </del>	AUT	···	,			-					COMBINED SINGLE LIMIT				
ALLOWNED AUTOS AUTOS NON-OWNED STATUTE			I									(Ea accident)				
HIRED AUTOS AUTOS AUTOS AUTOS AUTOS AUTOS AUTOS AUTOS SCRIBED POLICIES BE CANCELLED BEFORE TOWNShip of Union Board of Education is an Additional Insured with respect to professional services in the area of student support for the 2016-2017 school year.    AUTOS   PROPERTY DAMAGE   \$		,—		- 1	SCHEDULED		١.					BODILY INJURY (Per person)	\$			
HIRED AUTOS		$\vdash$	AUTOS		AUTOS		'				1		\$			
UMBRELLA LIAB   OCCUR   EACH OCCURRENCE   \$   AGGREGATE   \$   AGGREGATE   \$   AGGREGATE   \$   AGGREGATE   \$   AGGREGATE   \$   AND REPREVAYED STATUM	}		HIRED AUTOS		AUTOS								\$			
EXCESS LIAB CLAIMS-MADE  DED RETENTIONS WORKERS COMPENSATION AND EMPLOYERS LIABBILTY ANY PROPRIET CORPARTINER/PEXECUTIVE OFFICE/PROMEMBER EXCLUEDD? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below  A Hospital Professional Liability  Liability  CERTIFICATE HOLDER  CANCELLATION  CERTIFICATE HOLDER  CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE Township of Union Board of Education 2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN						ļ	<u> </u>				i		\$			
EXCESS LIAB CLAIMS-MADE  DED PETENTIONS \$  WORKERS COMPENSATION \$  AND EMPLOYER' LIABILITY ANY PROPRIET ONLY PROPRIET ONLY PROPRET ONLY PROPRIET ONLY PROPRI			UMBRELLA LIAB		OCCUR		1					EACH OCCURRENCE	\$			
WORKERS COMPENSATION WORKERS COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTINER/EXECUTIVE OFFICE/RIMEMBER EXCLUDED? (Mandstory in Nt) If yes, describe under DESCRIPTION OF OPERATIONS below  A Hospital Professional Liability  CH00000031  CH00000031  O6/09/2016  O6/09/2017  Each Medical Incident Annual Aggregate 3,000,000  DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Union Board of Education is an Additional insured with respect to professional services in the area of student support for the 2016-2017 school year.  CERTIFICATE HOLDER  Township of Union Board of Education 2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN			EXCESS LIAB		CLAIMS-MADE			,				AGGREGATE				
WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTINER/EXECUTIVE N N/A ANY PROPRIETOR/PARTINER/EXECUTIVE N N/A ANY PROPRIETOR/PARTINER/EXECUTIVE N N/A Hospital Professional Liability  CH00000031  CH000000031  CH000000031  CH000000031  CH00000000000000000000000000000000000	L		DED RETEN	NTIO	N \$											
A Hospital Professional Liability  DESCRIPTION OF OPERATIONS / Location is an Additional Insured with respect to professional services in the area of student support for the 2016-2017 school year.  CERTIFICATE HOLDER  Township of Union Board of Education 2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN	1				,							PER OTH-				
CERTIFICATE HOLDER   CANCELLATION		ANY	PROPRIETOR/PARTI	NER	EXECUTIVE CO.	l	ĺ						•			
A Hospital Professional Liability  CH00000031  CH000000031  CH00000000000000000000000000000000000		(Man	idatory in NH)		۳. ـــا	N/A										
A Hospifal Professional CH0000031 06/09/2016 06/09/2017 Each Medical Incident 1,000,000 Annual Aggregate 3,000,000  DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Union Board of Education is an Additional Insured with respect to professional services in the area of student support for the 2016-2017 school year.  CERTIFICATE HOLDER  Township of Union Board of Education 2309 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN		If yes	s, describe under CRIPTION OF OPER.	ΔΤΙΟ	INS below								<b>3</b>	·		
Liability  DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Union Board of Education is an Additional Insured with respect to professional services in the area of student support for the 2016-2017 school year.  CERTIFICATE HOLDER  Township of Union Board of Education 2369 Morris Avenue Union Board of Education SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN	Α			1110	7770 50000			CH0000034	<del></del>	AC IODIANAC	06/00/2017		\$	4 808 808		
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 161, Additional Remarks Schedule, may be attached if more space is required) Union Board of Education is an Additional Insured with respect to professional services in the area of student support for the 2016-2017 school year.  CERTIFICATE HOLDER  CANCELLATION  Township of Union Board of Education 2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN		l .'				1		0110000000		00/03/2010				1,000,000		
Union Board of Education is an Additional Insured with respect to professional services in the area of student support for the 2016-2017 school year.  CERTIFICATE HOLDER  CANCELLATION  Township of Union Board of Education 2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN		LIMD	my .									Annual Aggregate	,	3,000,000		
Union Board of Education is an Additional Insured with respect to professional services in the area of student support for the 2016-2017 school year.  CERTIFICATE HOLDER  Township of Union Board of Education 2369 Morris Aprule  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN	DES	CRIPT	ION OF OPERATION	S / I	OCATIONS / VEHIC	F9 //	LOSE	1 181 Additional Damarka Sahadu	da massib			. N				
CERTIFICATE HOLDER  CANCELLATION  Township of Union Board of Education 2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN	Union	ı Boar	d of Education is an A	\dditi	onal Insured with res	pect to	profes	sional services in the area of studer	ke, may d it sunnort	for the 2016-2017	e space is requir 'echnol voer	ed)				
Township of Union Board of Education  2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN							F	oracle solvinose in the along of stador	повром	101 110 2010 2011	acribol year.					
Township of Union Board of Education  2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN																
Township of Union Board of Education  2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN												,				
Township of Union Board of Education  2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN																
Township of Union Board of Education  2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN																
Township of Union Board of Education  2369 Morris Avenue  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN														. •		
2369 Morris Avenue  THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN	CE	RTIF	ICATE HOLDE	R					CANO	ELLATION						
2369 Morris Avenue  THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN		т.	overbie of l'Islan Des		, \$ F 4 6											
INC. ALL OZOGO				ara o	T Education				SHO	ULD ANY OF T	HE ABOVE DE	ESCRIBED POLICIES BE CA	ANCEL	LED BEFORE		
A ANNONDARIOE WITH THE PULIET PROVISIONS.									THE	EXPIRATION	DATE THE	REOF, NOTICE WILL E	BE DE	LIVERED IN		
			•						AUG	CINDWIACE AND	III INE PULIG	1 FROVISIONS.				
AUTHORIZED REPRESENTATIVE	4								AUTHO	RIZED REPRESEN	TATIVE					
of Marsh USA Inc.			•					-			-1/31774					
į, l			1						Cathy \	/anOrden	/	allbours DIL	en 1-			
			1						Cathy	∕anOrden	0	alhouse of then	ada.	٠		

# Executive Summary: Results and Activities of the Student Support Program School Year 2016 – 2017 as of Third Quarter, 2017



Report Prepared and Submitted by:

Dr. Rodger Goddard, Program Director and Dr. Jamie Stillwell, Program Psychologist

## **Executive Summary Contents**

Behavior / School and Class Conduct Results:	p. 3
Academic Results	p <b>.</b> 6
Previous / Last Year's Students Improvement Results	p. 8
Program Student Statistics	p. 9
Program Services and Activities 2016 – 2017	p. 10
Teacher, School Staff Survey / Feedback Results	p. 13
Comments and Quotes from Teachers and School Staff from the Survey	p. 16

## Report on the Union High School Student Support Program Results at the End of the Third Marking Period School Year 2016 - 2017

The Union HS Student Support Program quantifies and reports on its results at the end of the school year. The end of the school year provides a good point to assess the effectiveness of program. The present report, however, is a "snapshot" of how students involved in the program are progressing before ending their school year. This present report provides an assessment of students at the completion of the third marking period. The enroute program results show marked improvement in a variety of indicators for students receiving program support. The report shows that the behavior, conduct, academics and school functioning of students improved significantly by the third quarter marking period after their involvement in the program. (Several students receiving program support were not included in the data as they either did not receive program support for more than a session or two and/or were experiencing suicidal or severe emotional / family stress in which the target improvement goals involved decreasing the risk of suicide or self harm and not academic or behavioral improvement.)

An analysis of students using the Student Support Program in the school year 2016 to 2017 reveals reductions across the board in all areas of behavior and conduct in the important areas recorded by the school as key indicators of school functioning, and an improvement in academic performance, at the time of this report (i.e., third quarter marking period).

### **Threat or Violence:**

First and Second Quarter Average Versus Third Quarter:

There was an **80 % reduction of threat or violence** in the third quarter by students in the program compared with the average number of incidents of threat and violence in the  $1^{st}$  and  $2^{nd}$  quarter (i.e.,  $1^{st}$  and  $2^{nd}$  quarter added together then divided by 2 to determine the average in those quarters).

First Quarter Versus Third Quarter:

There was a **75** % **reduction of threat or violence** in the third quarter by students in the program compared with the first quarter.

### **Social Problems / Disruptions:**

First and Second Quarter Average Versus Third Quarter:

There was a **37** % reduction of Social Problems / Disruptions in the third quarter by students in the program compared with the <u>average</u> number of incidents in the  $1^{st}$  and  $2^{nd}$  quarter (i.e.,  $1^{st}$  and  $2^{nd}$  quarter added together then divided by 2 to determine the average in those quarters).

First Versus Third Quarter:

There was a **50 % reduction of Social Problems / Disruptions** in the third quarter by students in the program compared with the first quarter.

### **Class Problems:**

First and Second Quarter Average Versus Third Quarter:

There was a **34 % reduction of Class Problems** in the third quarter by students in the program compared with the <u>average</u> number of incidents in the 1<sup>st</sup> and 2<sup>nd</sup> quarter (i.e., 1<sup>st</sup> and 2<sup>nd</sup> quarter added together then divided by 2 to determine the average in those quarters). This statistic involves only a very limited number of incidences in this category by students involved in the program.

First Versus Third Quarter:

There were only 2 Class Problems Reported in the first quarter and 2 Class Problems reported in the third quarter by students in the program, and, therefore, there was a 0 % reduction of Class Problems, based on the differences between the first and third quarter, yet only involving an extremely limited number of infractions (i.e., 2).

### **Cheating / Theft:**

First and Second Quarter Average Versus Third Quarter:

Only one incident of Cheating / Theft was reported in the first quarter involving only 1 student. Concerning this 1 student he showed a **100 % reduction of Cheating / Theft Problems** in the third quarter after being in the program. There were no incidents perpetuated by students in the program in the third quarter.

First Versus Third Quarter:

There were no incidences of Cheating / Theft by students in the program in the first or third quarter. The student involved in this issue was not in the program in the first quarter of the year and as noted above was found to not have any further incidents after being in the program for 1 quarter of the year after the time of the incident.

### **Substance Use:**

First and Second Quarter Average Versus Third Quarter:

There was a **50** % reduction of Substance Use Incidents in the third quarter by students in the program compared with the <u>average</u> number of incidents in the  $1^{st}$  and  $2^{nd}$  quarter (i.e.,  $1^{st}$  and  $2^{nd}$  quarter added together then divided by 2 to determine the average in those quarters).

First Versus Third Quarter:

There was a **67 % reduction of Substance Use Incidents** in the third quarter by students in the program compared with the first quarter.

### **Lateness Problems:**

First and Second Quarter Average Versus Third Quarter:

There was a **30 % reduction of Lateness Problems** in the third quarter by students in the program compared with the <u>average</u> number of incidents in the  $1^{st}$  and  $2^{nd}$  quarter (i.e.,  $1^{st}$  and  $2^{nd}$  quarter added together then divided by 2 to determine the average in those quarters).

First Versus Third Quarter:

There was a **25 % reduction of Lateness Problems** in the third quarter by students in the program compared with the first quarter.

### **Failure to Report & Cutting Class:**

First and Second Quarter Average Versus Third Quarter:

There was a **45** % reduction in Failure to Report & Cutting Class in the third quarter by students in the program compared with the <u>average</u> number of incidents in the 1<sup>st</sup> and 2<sup>nd</sup> quarter (i.e., 1<sup>st</sup> and 2<sup>nd</sup> quarter added together then divided by 2 to determine the average in those quarters).

First Versus Third Quarter:

There was a **59** % **reduction of Failure to Report & Cutting Class** in the third quarter by students in the program compared with the first quarter.

## **Academic Improvement Results**

### **Math Academic Improvement:**

First and Second Quarter Average Versus Third Quarter:

**53** % of students in the program Improved in their Mathematics Grade in the third quarter compared with the <u>average</u> grade of these students in the 1<sup>st</sup> and 2<sup>nd</sup> quarter (i.e., 1<sup>st</sup> and 2<sup>nd</sup> quarter added together then divided by 2 to determine the average in those quarters and then compared to the third quarter grades).

16 % of students in the program maintained their Mathematics Grade

**31% of students in the program went down in their Mathematics Grade** in the third quarter compared with the performance of these students in the 1<sup>st</sup> and 2<sup>nd</sup> quarter (i.e., 1<sup>st</sup> and 2<sup>nd</sup> quarter added together then divided by 2 to determine the average in those quarters and then compared to the third quarter grades).

### <u>Language Art – English Academic Improvement:</u>

First and Second Quarter Average Versus Third Quarter:

**52**% of students in the program Improved in their Language Art — English\_Grade in the third quarter compared with the <u>average</u> grade of these students in the  $1^{st}$  and  $2^{nd}$  quarter (i.e.,  $1^{st}$  and  $2^{nd}$  quarter added together then divided by 2 to determine the average in those quarters and then compared to the third quarter grades).

16 % of students in the program maintained their Language Arts Grade

**32**% of students in the program went down in their Language Art — English\_Grade in the third quarter compared with the performance of these students in the 1<sup>st</sup> and 2<sup>nd</sup> quarter (i.e., 1<sup>st</sup> and 2<sup>nd</sup> quarter added together then divided by 2 to determine the average in those quarters and then compared to the third quarter grades).

### Science Improvement:

First and Second Quarter Average Versus Third Quarter:

**41%** of students in the program Improved in their Science\_Grade in the third quarter compared with the <u>average</u> grade of these students in the  $1^{st}$  and  $2^{nd}$  quarter (i.e.,  $1^{st}$  and  $2^{nd}$  quarter added together then divided by 2 to determine the average in those quarters and then compared to the third quarter grades).

25 % of students in the program maintained their Science Grade

34 % of students in the program went down in their Science\_Grade in the third quarter compared with the performance of these students in the  $1^{st}$  and  $2^{nd}$  quarter (i.e.,  $1^{st}$  and  $2^{nd}$  quarter added together then divided by 2 to determine the average in those quarters and then compared to the third quarter grades).

### **History Grade Improvement:**

First and Second Quarter Average Versus Third Quarter:

55 % of students in the program improved in their History in the third quarter compared with the <u>average</u> grade of these students in the 1<sup>st</sup> and 2<sup>nd</sup> quarter (i.e., 1<sup>st</sup> and 2<sup>nd</sup> quarter added together then divided by 2 to determine the average in those quarters and then compared to the third quarter grades).

### 24 % of students in the program maintained their Mathematics Grade

**21**% of students in the program went down in their History\_Grade in the third quarter compared with the performance of these students in the 1<sup>st</sup> and 2<sup>nd</sup> quarter (i.e., 1<sup>st</sup> and 2<sup>nd</sup> quarter added together then divided by 2 to determine the average in those quarters and then compared to the third quarter grades).

Note: in the analysis of the academic improvements several students were not included in the assessment as they may have only had 1 or and extremely limited number of sessions with the program and/or had serious (e.g., suicidal) issues which made academic improvement issues irrelevant to their getting services (e.g., student safety took precedence).

### **Previous Year's Students:**

### Last Year Students Continue to Benefit from Program Involvement

There are 10 current students who participated in the Student Support Program last year and felt that they did not need the support this year because they are doing significantly better and maintaining improved functioning in the school.

There were 22 students that continued from the previous school year into the current school year. Grades and Conduct Reports for these students from the 2015-2016 school year were compared to the 2016-2017 school to observe changes and trends beyond the current school year. The comparisons only included the first 3 quarters of each year.

87% of the 22 students maintain or improved their overall grades from the 15-16 year to the 16-17 year

- 9 students significantly improved their English grades
- 5 students significantly improved their Math grades
- 10 students significantly improved their Science grades
- 1 student significantly improved their History grade
- 1 student significantly declined in their English grade
- 2 students significantly declined in their Math grades
- 2 students significantly declined in their Science grades
- 2 students significantly declined in their History grades

The total number of disciplinary actions for these students significantly decreased from the 15-16 year to the 16-17 year

- Number of threats/violence remained the same
- Number of social problems decreased by 42%
- Number of class problems decreased by 66%
- Number of substance issues increased (though it should be noted that there were 0 substance issues
   for these student in the 15-16 school year)
- Number of failure to report remained the same
- Number of lateness decreased by 50%

## **Program Student Statistics**

- So far there have been approximately **89 students that have received** services after providing a consent form during the 2015-2016 school year. Of these 89, 7 have left the school and 3 have declined services after a few sessions. In addition, there have been approximately 10 students who sought help or were referred that were unable to be seen because consent from parents was never received.
- On average, 35-45 sessions with students are conducted in a typical week. Students are not necessarily seen throughout the year. Students are referred throughout the year and some students feel that no longer need the support at a point during the year because they have overcome their struggles. Other students may need more services and have entered hospitalization or day programs for part of the year. Approximately 9 students have entered a program and been put on home instruction. Students typically resume support when/if they return to school.
- The frequency of individual student sessions is extremely variable ranging from once
  per day to once per month or possibly just as an as-needed basis. For students who need
  checked-in on multiple times a week, coordination and communication with the
  guidance counselor has been conducted.
- Approximately 5 to 15 parents are spoken to each week and 15 to 25 teachers are
  consulted with each week. Administrators, counselors, special service staff, nurses
  and teachers are consulted with on a daily basis.
- Reasons for referral have been extremely varied. Many students have had multiple stressors in more than one area of their life. Counseling focus is generally provided for the primary difficulty that brought a student to the program as well as the goal for which the student is most motivated.
- Approximately 12 of the students referred significantly struggle with academic and/or school motivation problems. Approximately 15 of program students were referred for conduct problems and/or difficulty controlling their anger. Anxiety or depression were the primary reasons for referral with approximately 25 students. Approximately 17 students were struggling with depression. Approximately 23 students were or are struggling with suicidal or self-harm ideation. While many students also struggle with peer or romantic relationships, 8 students have this as their primary problem. In addition, approximately 15 of the 64 students were referred for intense family stress and/or family conflict including dealing with a recent family death or illness or financial struggles. Family conflict issues have often involved arguing, threatening, oppositional or antagonizing behaviors on the part of parent or child. There were approximately 8 students who were referred for another reason or had an additional significant issue that does not fall into these categories. Many of the students seen in the program have dysfunction in at least two of these areas.

### 11 Support Program Results and Activities Third Quarter 2017

### 3. Staff Consultation

- Consultation has been provided to teachers, administrators and guidance counselors to
  coordinate referrals, promote student goal achievement, provide appropriate referrals to
  outside mental health personnel and aid in problem solving student crisis. Close work
  with the school Vice Principals, Guidance Counselors, and occasionally the Child Study
  Team has taken place for receiving of referrals and sharing information.
- Consultation was provided to teachers, guidance counselors and administrators to collaborate on plans to assist students in meeting their key goals to promote success in school.
- Classroom management, handling of students with emotional difficulties, and improving student motivation consultations have been discussed with teachers.
   Mediation and facilitation of communication between student and teacher is conducted when necessary or requested.
- Classroom observations and interventions have been used to gather behavioral information to target the student goals relevant to individual students and to advise teachers on effective interactions with students. Teachers received consultation concerning the use of effective interventions to improve student motivation and behavior and to minimize disruption to the rest of the class. Assist with handling student disruptions by removing the student from the situation and then following up with the teacher later on.
- Feedback regarding the students' demeanor and participation in class is obtained from teachers.
- Check-ins were conducted at the beginning of the school year with teachers to remind them of the method of having students obtain services which involves getting signed, notarized parent permission for their child's receipt of services.
- Psychology teachers invited the Student Support Counselor to do a presentation on the field of psychology and her experience in graduate school and entering the field.

### 4. Parent Training

- Family face to face and telephone consultation meetings have been conducted with the students and parents to strengthen communication and problem solving skills and to collaborate with parents to promote their child's school success.
- Following the family session, consultation sessions and student progress updates were conducted via telephone with parent(s). Updates are increased when parents inquire.
- Parent training sessions have been offered to educate parents about adolescence, communication, building motivation in their children and other relevant issues and several parents take advantage of this by coming into the school or talking over the phone.

### 12 Support Program Results and Activities Third Quarter 2017

### 5. Linking students to community resources

- Information was provided to parents regarding counseling services and outside support resources for students and parents.
- The program aided school staff and special services personnel in the task of facilitating referrals to outside mental health facilities such as psychiatrists, inpatient treatment programs, outpatient treatment, partial hospitalization and drug rehabilitation programs. In addition, the program refers students to the special services crisis team for evaluation when a student is at risk or in crisis.
- Communication with community mental health workers (e.g., psychiatrists, therapists...) who treat students was conducted to collaborate on treatment and help school staff regarding the most important issues and effective interventions with referred students.
- Consultation, communication and referral of students to FACT and DCPP when needed.

### 6. Crisis Management

- Provide consultation and/or support in managing and resolving a crisis situation.
- Urgent issues consisted of, but were not limited to, explosive students, emotional
  distress, conflict between students, HIB issues, family issues, self-harm behaviors,
  disruptive classroom behaviors, and recent evaluations due to suicidal ideation.
- Drop in counseling and consultation was provided as part of the program to address
  urgent issues that emerge unexpectedly throughout the school day. Often Counselors or
  Teachers request support in talking to a student or refer students and accompany them
  to my office. Immediate parent contact takes place to get notarized parent permission
  for seeing students.

### 7. Psychoeducational Interventions

- Conducted Freshman Skill Building presentations throughout the school year. This
  consisted of gathering freshman from their physical education or health class once a
  month in the auditorium and teaching a therapeutic skill. Handouts with practice sheets
  were distributed and students were encouraged to return a completed practice sheet in
  exchange for a chance to win a prize. Topics included Emotional Coping, Conflict
  Resolution, Emotional Awareness, Emotional Control through Opposite Action,
  Communication, and Goals & Values.
- Was asked to conduct two separate professional development presentations for the faculty and staff. The first was on Dealing with Crisis in Schools and the second presentation was on Burn-out and Self-Care.

# Faculty / Staff Survey Results Reporting on the Effectiveness of the Student Support Program 2016 - 2017

To evaluate the effectiveness and perception of value of the Student Support Program, we surveyed the faculty and staff at Union High School regarding their experience and opinion of the Program and the Student Support Counselor. We asked them to honestly rate their level of agreement with each of the following statements. Most teachers signed their names to their surveys making verification of their responses easy. Below the answers are the percentages of those surveyed that answered each.

Teachers responded to the survey with the following rating scale:

Not Applicable

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

### **Results:**

- I have received consultation or guidance from the Student Support Program.
   90 % of the teachers surveyed received consultation from the program
- 2. The consultation I received was helpful and effective towards one or more students.
  - 92 % of the teachers surveyed who answered this question had a positive response concerning the helpfulness and effectiveness of the program consultation they received. There were no negative responses from teachers concerning the helpfulness and effectiveness of the program (Strongly Agree 68% Agree 24% Neutral 8%).
- 3. The Student Support Counselor has consistently been willing to help.
  - 97 % of the teachers surveyed who answered this question had a positive response concerning the support counselor's willingness to help. There were no negative responses from teachers concerning the support counselor's willingness to help (Strongly Agree 78% Agree 19% Neutral 3%).
- 4. I have seen a positive effect on students' emotional functioning due to the Program.
  - 94 % of the teachers surveyed who answered this question had a positive response concerning the positive effect on students' emotional functioning due to the program support. There were no negative responses from teachers concerning the program's effect on students' emotional functioning (Strongly Agree 57% Agree 37% Neutral 6%).

- 5. I have seen a positive effect on students' behavioral functioning due to the Program.
  - 88 % of the teachers surveyed who answered this question had a positive response concerning the positive effect on students' behavioral functioning due to the program support. There were no negative responses from teachers concerning the program's effect on students' behavioral functioning (Strongly Agree 47 % Agree 41% Neutral 12%).
- 6. I have seen a positive effect on students' academic functioning due to the Program.

77 % of the teachers surveyed who answered this question had a positive response concerning the positive effect on students' academic functioning due to the program support. There were no negative responses from teachers concerning the program's effect on students' academic functioning (Strongly Agree 30% Agree 47% Neutral 23%).

- 7. The Student Support Program coordinates well with other departments in the school.
  - 93 % of the teachers surveyed who answered this question had a positive response concerning the program's coordination with other departments in the school. There were no negative responses from teachers concerning program's coordination with other departments in the school (Strongly Agree 45% Agree 48% Neutral 7%).
- 8. The Student Support Counselor handles crisis and difficult situations effectively.

96 % of the teachers surveyed who answered this question had a positive response concerning the Support Counselor's handing of crisis and difficult situations effectively. There were no negative responses from teachers concerning the program's effect on students' emotional functioning (Strongly Agree 56% Agree 40% Neutral 4%).

- 9. I believe the Student Support Program directly benefits the school's functioning.
  - 91 % of the teachers surveyed who answered this question had a positive response concerning the positive effect on students' emotional functioning due to the program support. There were no negative responses from teachers concerning Support Counselor's handing of crisis and difficult situations effectively (Strongly Agree 67% Agree 24% Neutral 9%).
- 10. I believe this Program adds a unique value to the school environment.

88 % of the teachers surveyed who answered this question had a positive response concerning the program adding a unique value to the school environment. There were no negative responses from teachers concerning the program adding a unique value to the school environment (Strongly Agree 64% Agree 24% Neutral 12%).

## 11. The Student Support Program reduces the amount or time of disruptions in the school.

86 % of the teachers surveyed who answered this question had a positive response concerning the program's aiding in the reduction of time and amount of disruptions in the school. There were no negative responses from teachers concerning the program's aiding in the reduction of time and amount of disruptions in the school (Strongly Agree 46% Agree 40% Neutral 14%).

## 12. There were one or more students that I believe were significantly helped by the Program.

97 % of the teachers surveyed who answered this question had a positive response concerning their view that one or more students were significantly helped by the program. There were no negative responses from teachers concerning the program's not being a significant effect on one or more students (Strongly Agree 64 % Agree 33% Neutral 3%).

### Summary:

It can clearly be seen that all of the faculty/staff that participated in the survey believe that the program has significantly helped students receiving services, reduced student problems in the classroom, improved student behavior and academic success, contributed to the school environment and helped the teachers.

The majority of the faculty/staff surveyed appear to strongly believe that the Student Support Program is helpful, effective, and valuable to the school environment and the students, faculty, staff, and administration. Only an extremely small portion of the faculty/staff felt neutral about some of the effectiveness of the program. Clearly the program appears to be helping teachers instruct, help, guide and improve the at risk, troubled and disruptive students in their classrooms.

## Teacher and Staff Comments and Quotes from the Survey

"The Student Support Counselor works with many students at UHS she also volunteers her time at extracurricular activities for the school which shows all the students that she cares about all of them not just the ones that go to her for support."

"Although I have not had as many students involved this year as last, I've spoken to students who say this program continues to help them in numerous ways."

"Having a clinician on-site positively enhances the school environment and provides a valuable resource to our students and their families."

"The student support counselor is the lifeline of UHS many of the students who need the SSC are from unhealthy environment and they need that specialized kind of one-on-one affection that only in SSC can provide."

"Dr. Stillwell is fantastic with students. Students could use help in managing when is a good time to seek counseling."

"Dr. Stillwell is a must have in our building! The staff and student rely on her tremendously!"

"Dr. Stillwell is amazing and invaluable!"

"Excellent program. We are lucky to have such a program."

"Dr. Stillwell is always willing to help in any way she can. She is firm, but compassionate with all students."