

6-30



**DEPARTMENT OF SPECIAL SERVICES  
TOWNSHIP OF UNION PUBLIC SCHOOLS  
M-E-M-O-R-A-N-D-U-M**

---

**TO: Greg Tatum  
C: Diane Cappiello  
Julia Vicidomini**

**From: Kim Conti** 

**Re: Board Agenda Item**

**Date: June 6, 2017**

**Please place the following on the board agenda:**

**Approve Planning for Adult Life/The ARC of New Jersey Inc., 985 Livingston Avenue, North Brunswick, New Jersey 08092 to provide "Making Action Plans for Life (MAPS) Club" transitional educational classes for students for the 2017 ESY program and 2017-2018 school year at no cost to the district.**



**The Arc.**  
of New Jersey

*Achieve with us.*

Robert Hage, President  
Thomas Baffuto, Executive  
Director

985 Livingston Avenue  
North Brunswick, NJ 08902  
T 732.246.2525  
F 732.214.1834  
www.arcnj.org

---

## Agreement for Services

The Township of Union School District, 2369 Morris Avenue, Union, NJ 07083, agrees to host *Planning for Adult Life*, 985 Livingston Ave, North Brunswick, NJ 08902, for transitional educational classes for students within The Township of Union School District for the (2017/ESY).

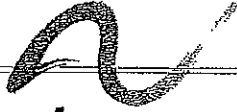
### PURPOSE

The purpose of this program is to teach skills related to seven (7) core areas (Transition Planning/Visioning, Health/Behavioral Health, Housing, Legal/Financial, Social, Self-Direction, and Post-Secondary Education /Employment) This program will utilize a comprehensive curriculum as well as using employment sites tours available in the community to assist the students enrolled within The Township of Union School District in developing a realistic picture of career opportunities and the skills necessary to attain employment in various fields. The outcomes of participation in the program will provide students with the experience, practice, and understanding the importance of creating a plan/vision for their life after they leave school. *Planning for Adult Life* includes step by step timelines, guides and other resources to assist students in making decisions on where they want to work, where they want to live, who they want to be socially, what legal decisions will they have to make, how to manage their finances, how to have a healthy lifestyle.

Through the use of video modeling, and interactive activities presented in a fun way, students will have a chance to practice necessary life skills that will prepare them to live the most independent life possible. *Planning for Adult Life* staff, in constant partnership and collaboration with the staff of The Township of Union School District, will provide training, assistance, and counsel to the students in aforementioned core areas.

The program has six goals for the students:

1. Students will develop appropriate and effective transition plans that address their specific needs to successfully transition to adult life
  2. Students and families will be able to effectively navigate service systems and access benefits and supports in all core areas.
  3. Students and families will effectively engage with and access support and service systems
  4. Students and their families will make appropriate futures planning decisions
  5. Students will plan for post-secondary goals that include employment
-



**The Arc.**  
of New Jersey

*Achieve with us.*

Robert Hage, President  
Thomas Baffuto, Executive  
Director

985 Livingston Avenue  
North Brunswick, NJ 08902  
T 732.246.2525  
F 732.214.1834  
www.arcnj.org

---

## Agreement for Services

The Township of Union School District, 2369 Morris Avenue, Union, NJ 07083, agrees to host *Planning for Adult Life*, 985 Livingston Ave, North Brunswick, NJ 08902, for transitional educational classes for students within The Township of Union School District for the (2017/ESY).

### *PURPOSE*

The purpose of this program is to teach skills related to seven (7) core areas (Transition Planning/Visioning, Health/Behavioral Health, Housing, Legal/Financial, Social, Self-Direction, and Post-Secondary Education /Employment) This program will utilize a comprehensive curriculum as well as using employment sites tours available in the community to assist the students enrolled within **The Township of Union School District** in developing a realistic picture of career opportunities and the skills necessary to attain employment in various fields. The outcomes of participation in the program will provide students with the experience, practice, and understanding the importance of creating a plan/vision for their life after they leave school. *Planning for Adult Life* includes step by step timelines, guides and other resources to assist students in making decisions on where they want to work, where they want to live, who they want to be socially, what legal decisions will they have to make, how to manage their finances, how to have a healthy lifestyle.

Through the use of video modeling, and interactive activities presented in a fun way, students will have a chance to practice necessary life skills that will prepare them to live the most independent life possible. *Planning for Adult Life* staff, in constant partnership and collaboration with the staff of **The Township of Union School District**, will provide training, assistance, and counsel to the students in aforementioned core areas.

The program has six goals for the students:

1. Students will develop appropriate and effective transition plans that address their specific needs to successfully transition to adult life
  2. Students and families will be able to effectively navigate service systems and access benefits and supports in all core areas.
  3. Students and families will effectively engage with and access support and service systems
  4. Students and their families will make appropriate futures planning decisions
  5. Students will plan for post-secondary goals that include employment
-

~~Making Action Plans for Life (MAPs) Club~~ MAPs Club will actively engage students in learning about the world of employment, including career exploration, job search strategies, the application and interview process, pre-employment and orientation, employer expectations, the social side of employment, communication skills, etc. Students will meet bi-monthly in a small group setting and may engage in small group activities, peer to peer discussions, formal presentations, or individual activities.

### PROGRAM CONTENT

- Activities will take place in a classroom provided by the school with the emphasis on job skills requirements. Students and families participating in this program must have a clear understanding of this.
- *Planning for Adult Life* will prepare and forward to the School on a monthly basis a report detailing the actual hours used, the progress and/or needs of each student, significant developments or barriers.
- A Township of Union School District staff member will always be in attendance.

### ADMINISTRATION

The contact person for this agreement at The Township of Union School District is Sarah McCulloh; her telephone number is 908-851-4431. The contact person for this agreement for *Planning for Adult Life* is Caroline McLaughlin, Transition Navigator. Her telephone number is (732) 354-9374. Upon request Planning For Adult Life staff will provide finger printing records.

No additions or deletions to any part of this contract can be made without the consent and authorization of the Director of *Planning for Adult Life* or other authorized agent or designee on behalf of *Planning for Adult Life* and the Director of Special Services at The Township of Union School District or another authorized agent or designee on behalf of The Township of Union School District.

This program will be offered free of charge through *Planning for Adult Life* a program conducted and developed in partnership with The Arc of New Jersey with funding from the New Jersey Division of Developmental Disabilities.

  
Jerisa Chiumbu-Maseko  
Director

*Planning for Adult Life*

Date

6/6/17

\_\_\_\_\_  
Kim Conti  
Director of Special Services  
The Township of Union School District

\_\_\_\_\_  
Date

~~Making Action Plans for Life (MAPs) Club~~ MAPs Club will actively engage students in learning about the world of employment, including career exploration, job search strategies, the application and interview process, pre-employment and orientation, employer expectations, the social side of employment, communication skills, etc. Students will meet bi-monthly in a small group setting and may engage in small group activities, peer to peer discussions, formal presentations, or individual activities.

### PROGRAM CONTENT

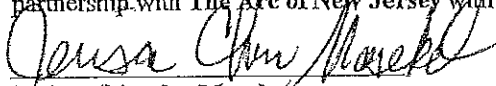
- Activities will take place in a classroom provided by the school with the emphasis on job skills requirements. Students and families participating in this program must have a clear understanding of this.
- *Planning for Adult Life* will prepare and forward to the School on a monthly basis a report detailing the actual hours used, the progress and/or needs of each student, significant developments or barriers.
- A Township of Union School District staff member will always be in attendance.

### ADMINISTRATION

The contact person for this agreement at The Township of Union School District is Sarah McCulloh; her telephone number is 908-851-4431. The contact person for this agreement for *Planning for Adult Life* is Caroline McLaughlin, Transition Navigator. Her telephone number is (732) 354-9374. Upon request Planning For Adult Life staff will provide finger printing records.

No additions or deletions to any part of this contract can be made without the consent and authorization of the Director of *Planning for Adult Life* or other authorized agent or designee on behalf of *Planning for Adult Life* and the Director of Special Services at The Township of Union School District or another authorized agent or designee on behalf of The Township of Union School District.

This program will be offered free of charge through *Planning for Adult Life* a program conducted and developed in partnership with The Arc of New Jersey with funding from the New Jersey Division of Developmental Disabilities.

  
Jerisa Chiumbu-Maseko  
Director  
*Planning for Adult Life*

\_\_\_\_\_  
Date 6/6/17

\_\_\_\_\_  
Kim Conti  
Director of Special Services  
The Township of Union School District

\_\_\_\_\_  
Date



*Achieve with us.*

Robert Hage, President  
Thomas Baffuto, Executive  
Director  
985 Livingston Avenue  
North Brunswick, NJ 08902  
T 732.246.2525  
F 732.214.1834  
www.arcnj.org

---

## Agreement for Services

The Township of Union School District, 2369 Morris Avenue, Union, NJ 07083, agrees to host *Planning for Adult Life*, 985 Livingston Ave, North Brunswick, NJ 08902, for transitional educational classes for students within The Township of Union School District for the (2017-2018) school year.

### *PURPOSE*

The purpose of this program is to teach skills related to seven (7) core areas (Transition Planning/Visioning, Health/Behavioral Health, Housing, Legal/Financial, Social, Self-Direction, and Post-Secondary Education /Employment) This program will utilize a comprehensive curriculum as well as using employment sites tours available in the community to assist the students enrolled within **The Township of Union School District** in developing a realistic picture of career opportunities and the skills necessary to attain employment in various fields. The outcomes of participation in the program will provide students with the experience, practice, and understanding the importance of creating a plan/vision for their life after they leave school. *Planning for Adult Life* includes step by step timelines, guides and other resources to assist students in making decisions on where they want to work, where they want to live, who they want to be socially, what legal decisions will they have to make, how to manage their finances, how to have a healthy lifestyle. The students will have an opportunity to visit a real job situation that will allow them to determine their own preferences about where they would like to work. This experience also gives them an opportunity to make informed decisions about present and future vocational goals.

Through the use of video modeling, and interactive activities presented in a fun way, students will have a chance to practice necessary life skills that will prepare them to live the most independent life possible. *Planning for Adult Life* staff, in constant partnership and collaboration with the staff of **The Township of Union School District**, will provide training, assistance, and counsel to the students in aforementioned core areas.

The program has six goals for the students:

1. Students will develop appropriate and effective transition plans that address their specific needs to successfully transition to adult life
  2. Students and families will be able to effectively navigate service systems and access benefits and supports in all core areas.
  3. Students and families will effectively engage with and access support and service systems
  4. Students and their families will make appropriate futures planning decisions
  5. Students will plan for post-secondary goals that include employment
  6. Students will develop skills to assist them in forming positive social relationships and networks outside of school
-



*Achieve with us.*

Robert Hage, President  
Thomas Baffuto, Executive  
Director  
985 Livingston Avenue  
North Brunswick, NJ 08902  
T 732.246.2525  
F 732.214.1834  
www.arcnj.org

---

## Agreement for Services

The Township of Union School District, 2369 Morris Avenue, Union, NJ 07083, agrees to host *Planning for Adult Life*, 985 Livingston Ave, North Brunswick, NJ 08902, for transitional educational classes for students within The Township of Union School District for the (2017-2018) school year.

### PURPOSE

The purpose of this program is to teach skills related to seven (7) core areas (Transition Planning/Visioning, Health/Behavioral Health, Housing, Legal/Financial, Social, Self-Direction, and Post-Secondary Education /Employment) This program will utilize a comprehensive curriculum as well as using employment sites tours available in the community to assist the students enrolled within **The Township of Union School District** in developing a realistic picture of career opportunities and the skills necessary to attain employment in various fields. The outcomes of participation in the program will provide students with the experience, practice, and understanding the importance of creating a plan/vision for their life after they leave school. *Planning for Adult Life* includes step by step timelines, guides and other resources to assist students in making decisions on where they want to work, where they want to live, who they want to be socially, what legal decisions will they have to make, how to manage their finances, how to have a healthy lifestyle. The students will have an opportunity to visit a real job situation that will allow them to determine their own preferences about where they would like to work. This experience also gives them an opportunity to make informed decisions about present and future vocational goals.

Through the use of video modeling, and interactive activities presented in a fun way, students will have a chance to practice necessary life skills that will prepare them to live the most independent life possible. *Planning for Adult Life* staff, in constant partnership and collaboration with the staff of **The Township of Union School District**, will provide training, assistance, and counsel to the students in aforementioned core areas.

The program has six goals for the students:

1. Students will develop appropriate and effective transition plans that address their specific needs to successfully transition to adult life
  2. Students and families will be able to effectively navigate service systems and access benefits and supports in all core areas.
  3. Students and families will effectively engage with and access support and service systems
  4. Students and their families will make appropriate futures planning decisions
  5. Students will plan for post-secondary goals that include employment
  6. Students will develop skills to assist them in forming positive social relationships and networks outside of school
-

**Making Action Plans for Life (MAPs) Club** - MAPs Club will actively engage students in learning about the world of employment, including career exploration, job search strategies, the application and interview process, pre-employment and orientation, employer expectations, the social side of employment, communication skills, etc. Students will meet bi-monthly in a small group setting and may engage in small group activities, peer to peer discussions, formal presentations, or individual activities. The students in MAPs Club will have the opportunity to participate in community exchange site tours. Area employers will host half-day information and insight visits for a maximum of 8-12 students at a time. Students will be given an opportunity to discuss their observations at the next MAPs club meeting.

***PROGRAM CONTENT***

- Activities will take place in a classroom provided by the school and in places of business within the community with the emphasis on job skills requirements. Students and families participating in this program must have a clear understanding of this. The schedule of site visits will be in agreement with school officials who, at their discretion, may change, postpone, or curtail any scheduled visit.
- *Planning for Adult Life* will develop a minimum of 3 community employment sites to be visited by each club participating in the program. Within each quarter, students will visit each site for up to 3 hours each visit.
- *Planning for Adult Life* will prepare and forward to the School on a monthly basis a report detailing the actual hours used, the progress and/or needs of each student, significant developments or barriers, and an overview of each job site experience.
- The School will designate the students who participate each quarter. Students will rotate job sites at intervals determined to by the school and *Planning for Adult Life* staff. Each group of students will not exceed 12 students per group. A **Township of Union School District** staff member will always be in attendance, whether the groups are held both in-or-out of district?

***TRANSPORTATION***

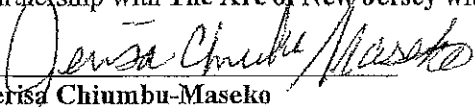
It will be the responsibility of **The Township of Union School District** to provide a vehicle and driver to transport the students to and from the community exchange tour sites.

***ADMINISTRATION***

The contact person for this agreement at **The Township of Union School District** is Sarah McCulloh; her telephone number is 908-851-4431. The contact person for this agreement for *Planning for Adult Life* is Caroline McLaughlin, Transition Navigator. Her telephone number is (732) 354-9374. Upon request *Planning For Adult Life* staff will provide finger printing records.

No additions or deletions to any part of this contract can be made without the consent and authorization of the Director of *Planning for Adult Life* or other authorized agent or designee on behalf of *Planning for Adult Life* and the Director of Special Services at **The Township of Union School District** or another authorized agent or designee on behalf of **The Township of Union School District**.

This program will be offered free of charge through *Planning for Adult Life* a program conducted and developed in partnership with **The Arc of New Jersey** with funding from the **New Jersey Division of Developmental Disabilities**.

  
\_\_\_\_\_  
Jerisa Chiumbu-Maseko

Director  
*Planning for Adult Life*

Date

4/27/17

\_\_\_\_\_  
Kim Conti  
Director of Special Services  
**The Township of Union School District**

Date



**Making Action Plans for Life (MAPs) Club** - MAPs Club will actively engage students in learning about the world of employment, including career exploration, job search strategies, the application and interview process, pre-employment and orientation, employer expectations, the social side of employment, communication skills, etc. Students will meet bi-monthly in a small group setting and may engage in small group activities, peer to peer discussions, formal presentations, or individual activities. The students in MAPs Club will have the opportunity to participate in community exchange site tours. Area employers will host half-day information and insight visits for a maximum of 8-12 students at a time. Students will be given an opportunity to discuss their observations at the next MAPs club meeting.

***PROGRAM CONTENT***

- Activities will take place in a classroom provided by the school and in places of business within the community with the emphasis on job skills requirements. Students and families participating in this program must have a clear understanding of this. The schedule of site visits will be in agreement with school officials who, at their discretion, may change, postpone, or curtail any scheduled visit.
- *Planning for Adult Life* will develop a minimum of 3 community employment sites to be visited by each club participating in the program. Within each quarter, students will visit each site for up to 3 hours each visit.
- *Planning for Adult Life* will prepare and forward to the School on a monthly basis a report detailing the actual hours used, the progress and/or needs of each student, significant developments or barriers, and an overview of each job site experience.
- The School will designate the students who participate each quarter. Students will rotate job sites at intervals determined to by the school and *Planning for Adult Life* staff. Each group of students will not exceed 12 students per group. A Township of Union School District staff member will always be in attendance, whether the groups are held both in-or-out of district?

***TRANSPORTATION***

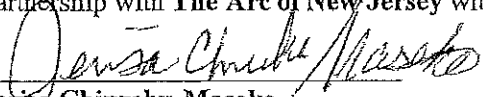
It will be the responsibility of The Township of Union School District to provide a vehicle and driver to transport the students to and from the community exchange tour sites.

***ADMINISTRATION***

The contact person for this agreement at The Township of Union School District is Sarah McCulloh; her telephone number is 908-851-4431. The contact person for this agreement for *Planning for Adult Life* is Caroline McLaughlin, Transition Navigator. Her telephone number is (732) 354-9374. Upon request Planning For Adult Life staff will provide finger printing records.

No additions or deletions to any part of this contract can be made without the consent and authorization of the Director of *Planning for Adult Life* or other authorized agent or designee on behalf of *Planning for Adult Life* and the Director of Special Services at The Township of Union School District or another authorized agent or designee on behalf of The Township of Union School District.

This program will be offered free of charge through *Planning for Adult Life* a program conducted and developed in partnership with The Arc of New Jersey with funding from the New Jersey Division of Developmental Disabilities.

  
\_\_\_\_\_  
Jerisa Chiumbu-Maseko

Director  
*Planning for Adult Life*

Date

4/27/17

\_\_\_\_\_  
Kim Conti  
Director of Special Services  
The Township of Union School District

Date