

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

TO: Pat Ditri
From: Kim Conti 
Re: Board Agenda Item
Date: March 1, 2012

The committee recommends and I so move that the Board approve Amy Susan Jacobs to present a 2 hour Suicide Awareness training program for the staff on April 11, 2012 , from 3:20 PM – 5:20 PM at Union High School at the rate of \$200 per hour, not to exceed \$400. (11-000-219-320-02-19)



Behavioral Research and Training Institute
Traumatic Loss Coalitions for Youth

151 Centennial Avenue, Piscataway, NJ 08854
732-235-2810

February 22, 2012

Donna Wozniak
Union Township School District

Dear Ms Wozniak:

This letter will confirm the presentation of our 2-hour suicide awareness training program for educators to the Union Township School District on April 11, 2012, from 3:20 – 5:20 PM, at Union High School.

Amy Jacob, LCSW will provide the training and her bio has been included for your information. Please contact her directly to confirm training date, location and directions. The fee for the program is \$400 payable directly to the trainer.

The Union Township School District is requested to provide the following:

- An LCD Projector, computer that accepts a jump drive, screen, and a DVD player
- Duplication of PowerPoint presentation handouts for all attendees (attached)
- Duplication & distribution of Professional Development Certificate to attendees (attached)
- Duplication & distribution of the Evaluation Form to be completed and given to the trainer
- Typed/printed sign-in sheet with names and corresponding signatures verifying attendance; we will need a copy of this attendance sheet after the training.**
- Direct fee payment to the trainer

Thank you for your interest in our Suicide Awareness Program for educators. Please let us know if you have any concerns or if we can be of further assistance.

Best Regards,

Donna Amundson, LCSW, Program Manager
Traumatic Loss Coalitions for Youth