



Building Partnerships for Tomorrow

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May 2, 2013

Mr. Manuel Vieira  
Union Board of Education  
2369 Morris Avenue  
Union, NJ 07083

Dear Mr. Vieira:

Enclosed please find two 2013-2014 Agreements for Professional Services between the Union Board of Education and the Union County Educational Services Commission.

Kindly have your Board President sign both copies of the Agreement, and you, as Board Secretary, attest the signature. Return both copies, along with a board resolution, to my office. A fully executed copy of the contract will be returned for your files.

Very truly yours,

Robert A. Behot, Ed.D.  
School Business Administrator/  
Board Secretary

RAB/mlm  
encs(2)

*The mission of Union County Educational Services Commission is to build partnerships  
and provide innovative educational solutions that support school districts and benefit all 21st century learners.*

**Union County Educational Services Commission**  
[www.ucesc.org](http://www.ucesc.org)

**AGREEMENT FOR PROFESSIONAL SERVICES  
SCHOOL YEAR 2013-2014**

**UNION COUNTY EDUCATIONAL SERVICES COMMISSION  
&  
BOARD OF EDUCATION OF Union**

This Agreement made and entered into this 1st day of July, 2013, effective as of July 1, 2013, by and between the **Board of Education of Union**, having administrative offices at 2369 Morris Avenue, Union, NJ 07083 (the "Board") and the **Union County Educational Services Commission**, with their principal place of business at 45 Cardinal Drive, Westfield, New Jersey, 07090 (the "Commission").

**WITNESSETH:**

**WHEREAS**, the Board has resources currently committed to child study teams during the 2013-2014 school year, which resources include, but are not limited to, child study team members; and

**WHEREAS**, the child study team members perform various functions, including but not limited to, the conduct of child study team evaluations, and

**WHEREAS**, the Board is in need of professional assistance in connection with the conducting of initial evaluations, reevaluations, and IEP meetings; and

**WHEREAS**, the Board wishes to engage the professional services of the Commission to render said services for the period from July 1, 2013 through June 30, 2014 (the "Work"); and

**WHEREAS**, the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq. does not require professional service contracts to be advertised for bid; and

**WHEREAS**, the Board and the Commission do hereby wish to enter into this Agreement for Professional Services (the "Contract"),

**NOW, THEREFORE**, the Board and the Commission mutually agree as follows:

1. **SCOPE OF SERVICES:** The Commission shall perform: (a) initial evaluations; (b) reevaluations; and (c) annual reviews. It is understood that the Commission's child study teams will operate under the direction of a designated individual within the Union Public Schools (the "Manager"). The Manager will determine who will schedule the eligibility conferences, evaluations and IEP conferences. The Manager will also supply the Commission's teams with the identifying information for the student to be evaluated, including necessary consent forms. The Commission's teams must consult the Manager prior to conducting any conferences so that a Union, child study team member may attend. The Commission's team may not make any recommendations for changes in classification or placement without first discussing them with the Manager.

The Commission's teams will include a classroom observation, and a report of parents' comments in their evaluations. The teams will provide a typed original and one copy of all reports and will use their own test materials. IEPs will be completed on the Board's form. Specialists' evaluations can either be arranged by: (a) the Manager, to be done by doctors under contract with the Board; or (b) by the Commission's teams, to be done by doctors appointed by the Commission for the fees set forth below. Evaluations, observations, and IEP conferences will be completed within 60 days of the Commission receiving, in writing, the name of the student to be evaluated.

2. **FEES:** The Board agrees to pay the Commission the following fees for the following services:

- A. Evaluations:
- |                |                            |
|----------------|----------------------------|
| Psychological  | \$340.00                   |
| Educational    | \$340.00                   |
| Social         | \$340.00                   |
| Neurological   | \$525.00                   |
| IEP Conference | \$ 75.00 per CST<br>member |
- B. Hourly Rate \$ 35.00  
(if member provides services beyond specified above, such as due process hearings, travel in and out of Union County, placements of evaluations, observations and IEP meetings.)

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date first written above.

Board of Education of Union

(SEAL)

ATTEST: \_\_\_\_\_  
Board Secretary      Date

By: \_\_\_\_\_  
Board President      Date

Union County Educational Services Commission

WITNESS: \_\_\_\_\_  
Board Secretary      Date

By: \_\_\_\_\_  
Board President      Date