

E-3

DEPARTMENT OF SPECIAL SERVICES  
Township of Union Public Schools  
M-E-M-O-R-A-N-D-U-M

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TO: Greg Tatum  
C: Julia Vicidomini, Diane Cappiello  
FROM: Kim Conti  
RE: Board Agenda  
DATE: April 28, 2020

Approve the No-Cost Time Extension of the contract previously board approved on July 16, 2019 with NJTIP at Rutgers to provide travel instruction (bus/train) per students' IEP's for the 2019-2020 school year. The document in the hands of each board member, would allow the contract to carry-over through December 15, 2020 at no cost to the district.





RUTGERS

Edward J. Bloustein School  
of Planning and Public Policy

NJTIP @ Rutgers – Travel Instruction  
Alan M. Voorhees Transportation Center  
Edward J. Bloustein School  
of Planning and Public Policy  
Rutgers University–New Brunswick  
33 Livingston Avenue  
New Brunswick, NJ 08901

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April 21, 2020

Kim Conti, Director of Special Services  
Union Township Board of Education  
2155 Morris Avenue  
Union, NJ 07083

**Re: Union Twp BOE/NJTIP @ Rutgers Travel Training - Request for No-Cost Time Extension**

Dear Ms. Conti,

I am writing to request a no-cost time extension for our travel training trips due to program interruptions and school closures caused by COVID 19.

NJTIP @ Rutgers would like to extend the current 2019-20 School Year contract until December 15, 2020 to allow us to complete trips in the new school year. During the next few months we are going to do video lessons as well.

To date we have completed 4 classes and 2 trips (Union Center & Union County College). We also provided a bus demonstration and planned for the trips scheduled for Spring 2020. We have created a video class to cover the trip to Target on Route 22 using the NJ Transit Bus and the Route 22 Safety Shuttle. We plan complete the remaining trips in Fall 2020 and continue with video lessons for the remainder of Spring 2020.

We are also planning to put together a **new** contract for **2020-21** (training for the new contract will be delivered in Spring 2021).

Please confirm your granting of a no-cost time extension from June 15, 2020 to December 15, 2020 by countersigning this letter on the line below. Once signed, please scan and email the letter back to me for further processing internally. If you have any questions or need further information, please do not hesitate to contact me. Thank you in advance for your attention to this matter.

We look forward to working with you on this submission, and project, if it is selected for funding. Please feel free to contact me with any questions. I can be reached at 848-932-2831.

Sincerely,

Karen J. Alexander

NJTIP @ Rutgers Managing Director

Concurrence: The undersigned accepts the revised work program, which began on August 15, 2019 and now will conclude December 15, 2020, with no change in budget of \$14,564. This is a fixed fee agreement that will be invoiced in full upon completion of the project.

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COUNTERSIGNED BY:

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Authorized Signature

Date

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Name

Title