


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

TO: Pat Ditri

FROM: Jason Killian 

RE: Board Agenda

DATE: 10/3/2011

The committee recommends and I so move that the board approve Gary Anderson, Certified Trainer for the Union County Educational Services Commission, to present Non-Violent Crisis Intervention Training November 8, 9 & 14, 2011 for 21 district personnel at the rate of \$70 per participant not to exceed \$1,470.00 from account: 7075-11-000-219-320-02-19.



Building Partnerships for Tomorrow

45 Cardinal Drive
Westfield New Jersey 07090
Phone: 908-233-9317
Fax: 908-233-7432
Transportation Fax: 908-518-1669

William N. Presutti
Superintendent
wpresutti@ucesc.org

Robert A. Behot, Ed.D.
Business Administrator/
Board Secretary
rbehot@ucesc.org

William C. Schaarschmidt
Transportation Coordinator
wschaarschmidt@ucesc.org

Garry W. Grimsley
Director of Vocational Education
and Special Projects
ggrimsley@ucesc.org

September 28, 2011

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

Dear Mr. Vieira:

I am writing to you about the following:

Crisis Prevention Institute (CPI) Training
Presented by Gary Anderson, Certified Trainer
\$70.00 per participant x 21 = \$1,470.00
November 8, 9 and 14, 2011

Training will take place in Union and Gary will need the following:

Set-up: Tables and chairs

An area large enough to perform physical activities (we will break into two lines about 5 feet apart)

A carpeted room is preferred. If not available, gym mats placed on the floor

A LCD projector and a screen for the PowerPoint presentation

Two contracts are attached. Do not hesitate to contact me with any questions at 908-233-9317 x243.

Very truly yours,

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

cc: ✓ Jason Killian, Director of Special Services-Union Twp.
Gary Anderson
William Presutti, Superintendent

RAB/mlm
encs(4)

CRISIS PREVENTION INSTITUTE TRAINING

THIS AGREEMENT entered into this twenty-sixth day of September 2011, between the Union County Educational Services Commission and the Union Township Board of Education, County of Union, State of New Jersey.

1. Said district agrees that the authorized representative(s) of Union County Educational Services Commission shall provide Crisis Prevention Institute Training to Union Township Board of Education employees, etc.

2. The terms of the Agreement shall be in effect for November 8, 9 and 14, 2011 for twelve hours of instruction time.

BILLING AND PAYMENT

Union Township School District agrees to pay Union County Educational Services Commission the rate of \$70 per participant x 21 participants for a total of \$1,470. All billing will be forwarded to said district when completed. The Union County Educational Services Commission will complete all district invoices and required materials.

SERVICES

The Union County Educational Services Commission employs a certified Crisis Prevention Instructor to participants from Union Township Public School District.

1. The Union Township Public School District will contact and assign all staff required to receive such training services in accordance with all district timelines and procedures.
2. Said district will determine the amount of time services will be provided in accordance with district policy and procedure.
3. The Crisis Prevention Instructor will be responsible for submitting the attendance to the district Supervisor of Special Services upon the completion of the assignment and participants will receive a certificate of completion.

The Union County Educational Services Commission will assist the districts in meeting all state required guidelines, policies and procedures regarding Union Township Crisis Prevention Institute Training.

IN WITNESS WHEREOF, the Union Township Board of Education, in the County of Union, and the authorized representative(s) of Union County Educational Services Commission have, by resolution, directed that their respective presidents and secretaries must affix to this Agreement, a certified copy of the board resolution approving said Agreement.

UNION TOWNSHIP BOARD OF EDUCATION

Attest:

Secretary

Date

President

Date

UNION COUNTY EDUCATIONAL SERVICES COMMISSION

Attest:

Secretary

Date

President

Date



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: UNION COUNTY EDUCATIONAL SERVICES

Trade Name:

Address: 45 CARDINAL DRIVE
WESTFIELD, NJ 07090

Certificate Number: 1089766

Date of Issuance: April 12, 2006

For Office Use Only:

20060412144036552

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific instructions on page 2.	Name (as shown on your income tax return) Union County Educational Services Commission	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input checked="" type="checkbox"/> Exempt payee <input checked="" type="checkbox"/> Other (see instructions) ▶ School	
	Address (number, street, and apt. or suite no.) 45 Cardinal Drive	
	City, state, and ZIP code Westfield, NJ 07090	
	List account number(s) here (optional)	
		Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number 22 1869573

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶ 9/26/11
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,