Memorandum of Understanding between
New Jersey City University and Hillside Public Schools

The Parties to this Memorandum of Understanding (the "MOU") are: New Jersey City University, having a place of business at 2039 Kennedy Boulevard, Jersey City, New Jersey (hereafter called, "NJCU"), and Hillside Public Schools having a place of business at 145 Hillside Avenue, Hillside, NJ (hereafter called the "HPS").

NJCU and HPS (each a "Party" and collectively, the "Parties") mutually agree to operate under this MOU, as follows:

I. Service

NJCU is to provide STEM Certificate for Continuing Education Units (CEUs) to ~50 HPS Teachers.

Delivery: Online Asynchronous
When: Fall 2022

Session 1: 7 weeks: Oct. 24- Dec. 14 / Online (Blackboard) 25 max per section.

EDTC 645- STEM Foundations: Rethink Learning
This integrated interdisciplinary course challenges students to rethink learning by integrating innovative STEM practices and tools and providing hands-on and relevant learning experiences. Students will engage with comprehensive STEM tools to support pedagogical applications in all areas of the curriculum and in all grade levels.

EDTC 621- Leading Curriculum Change Using the Internet
This course develops students' capacity to create and lead school-wide STEM efforts to foster student success using internet-based tools and applications. Students will learn and practice strategies for using the internet to analyze data, determine learner needs, and generate curriculum and policies to support faculty and learner success.

Session 2: 7 weeks Jan. 3 - Feb. 17 / Online (Blackboard) 25 max per section

EDTC 625- Integrating STEM across the Curriculum
Students will learn how to apply a variety of technologies in systemic approaches to STEM curriculum design and implementation. They explore leadership and supervisory approaches to the redesign of instruction through emerging and online technologies in alignment to standards that address technology integration and professional development.

EDTC 642- Curriculum Design: STEM Authoring Tools
In this course, students will explore a variety of multimedia creation tools. Students will conduct a comprehensive survey of STEM authoring tools and create projects applying design elements. Throughout the course, students will reflect upon the capabilities of STEM authoring tools that are available to instructional multimedia designers.

II. Compensation

HPS will pay NJCU $300 per student per course, totaling $1200 per student for the STEM Certificate. HPS expects a minimum of 25 teachers and maximum of 50 teachers to enroll in these courses and has budgeted a maximum $60,000 for NJCU to satisfy this initiative.
HPS will pay an additional $149 per student to Eduscape for the Photon Robot and training.

III. Eligibility

Admission: A BA from an accredited institute is required to enroll for the STEM Certificate and formal admission into the MA in EDTech (Educational Technology (M. A.) | New Jersey City University (njcu.edu)) is required for Graduate Credit Conversion

Graduate Credit Conversion: Only those students who successfully complete the STEM Certificate may be eligible for this credit conversion opportunity.
For an additional fee, NJCU's Office of Education Technology will allow eligible students to convert their STEM Certification to FOUR three (3) credit Graduate Courses bearing the same catalog name. Each course must meet a minimum passing grade of "B/3.0" based on a standard 4.0 scale.

IV. General Terms

a. Time Period: The term of this MOU is for a period of eight months, commencing on October 1, 2022, and may be extended upon written mutual agreement by authorized representatives of the Parties.
b. Evaluation Process: The Parties will jointly review their performance under this MOU to ensure that the Collaboration is fulfilling its Purpose as set forth above and to make any necessary revisions, as mutually agreed to in writing by the Parties. The Parties will share information with each other as necessary for each party to perform their obligations under this MOU, effectively evaluate the Collaboration, and provide required reporting information.
c. Termination/ Emergency Suspension or Cancellation: Either Party may terminate this MOU upon providing 30 days written notice to the other party.

d. Notice: All notices which are required or permitted hereunder shall be in writing and delivered to the Contact Person identified above by one of the following methods: (I) personal delivery; (2) registered or certified mail, postage prepaid, return receipt requested; (3) nationally recognized overnight courier; or (4) email. Any such notice shall be deemed to have been given: (a) when delivered, if personally delivered or sent by facsimile on a business day (or if delivered or sent on a non-business day, then on the next business day); (b) on the business day after dispatch, if sent by nationally-recognized overnight courier; or (c) on the fifth (5th) business day following the date of mailing, if sent by registered or certified mail.

V. Representations, Warranties and Covenants

a. Each Party represents and warrants to the other Party that it: Has performed and shall perform appropriate background checks on its personnel performing services related to this MOU.
b. Shall not use any personnel to perform services related to this MOU until after an appropriate background check has been satisfactorily completed; and has complied with all applicable federal, state, and or local laws, including, without limitation, all current governmental regulatory requirements concerning background checks on its personnel.
c. Has and shall comply with all applicable state and federal laws, policies and regulations which prohibit discrimination in employment and in the provision of educational services.
d. Has and shall comply with the requirements of the Family Educational Rights and
e. Privacy Act ("FERPA") for maintaining the confidentiality of student education records.

VI. Other Binding Laws

a. The parties understand that New Jersey City University must abide by the policies of the New Jersey City University Board of Trustees and the laws of the State of New Jersey in the implementation of this agreement and in agreements which may be entered in furtherance of the intentions described in this agreement.

VII. Responsible Contact Persons

a. Each Party will appoint a person to serve as the official "Contact Person" for the other Party and act as the project coordinator to ensure that the objectives of the Collaboration are carried out. This does not preclude each Party from assigning other staff members or associates to work on the Collaboration on its behalf.

The Contact Person for NJCU is:

Dr. Laura Zieger
Chairperson and Professor
2039 Kennedy Boulevard
Jersey City, NJ 07305
lzieger@njcu.edu

The Contact Person for HPS is:

Lisa Corona
Supervisor of Science
Hillside Public School
908-352-7664 ext 8226

IN WITNESSES WHEREOF, the Parties have caused this MOU to be executed by their duly representatives

NJCU, New Jersey City University

_____

Tamara Jhashi, Ph.D.
Provost and Senior Vice President
New Jersey City University

_____

Date

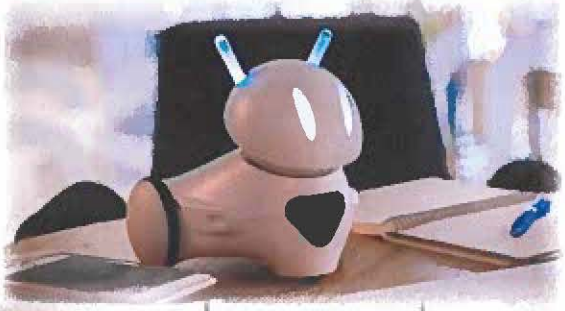
HSD, Hillside School District

_____

Erskine R. Glover
Superintendent of Schools
Hillside Public Schools

_____

Date



NJCU

NEW JERSEY CITY UNIVERSITY

Earn a Certificate in STEM

in just 15 weeks!

Get started today

New Jersey City University is now offering a STEM certificate program for K-12 educators.

- Online Facilitated Program
- Designed specifically for K-12 educators
- Includes hands-on, virtual STEM Foundations lab provided by NJCU
- Receive your own Photon coding robot

NJCU

NEW JERSEY CITY UNIVERSITY

Cohorts Now Forming!

Visit https://tinyurl.com/NJCUSTEMCert

Contact us for more information

edtech@njcu.edu | 201-200-3078

WHO SHOULD ATTEND?

Library Media Specialists, STEM Coordinators, Special Education Teachers, and all PreK-12 Teachers .

WHY SHOULD YOU ATTEND?

- Learn how to integrate STEM into curricula
- Discover "Best-in-Class" resources
- Engage in hands-on activities
- Learn why coding matters
- Explore strategies for district adoption
- Plan effective makerspaces

EDTC 645 Syllabus

Course Description:
This integrated, interdisciplinary course challenges students to rethink learning by integrating innovative STEM practices and tools and providing hands-on and relevant learning experiences. Students will engage with comprehensive STEM tools to support pedagogical applications in all areas of the curriculum and in all grade levels.

Objectives:
By the end of this course, students will be able to

- Explain the learning theories and professional standards that support the STEM approach and best practices
- Differentiate when to use STEM practices to design authentic and rigorous learning experiences that develop and strengthen cognitive skills
- Design meaningful learning experiences using various planning models: Backwards Design, TPACK and the Universal Design for Learning Framework
- Evaluate student learning data to inform STEM instruction
- Determine routines, norms, and attitudes necessary to successfully and seamlessly integrate STEM into learning experiences
- Describe differentiation and design multiple resources to make learning more accessible to all learners

NJCU

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Course Requirements

- Class Participation/Weekly Tasks 20%
- Lab Log 20%
- STEM Learning Experience which includes
  - UN Sustainability Activity (5%)
  - Accessibility Activity (5%)
  - Habits of Mind Strategies Activity (5%)
  - Response to STEM Learning Action Plan Activity (5%)
  - Final STEM Learning Experience Submission (30%) 50%
- Video Reflection 10%

NJCU

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Three Remaining Courses

EDTC 621-Leading Curriculum Change Using the Internet
This course develops students' capacity to create and lead school-wide STEM efforts to foster student success using internet-based tools and applications. Students will learn and practice strategies for using the internet to analyze data, determine learner needs, and generate curriculum and policies to support faculty and learner success.

EDTC 625- Integrating STEM across the Curriculum
Students will learn how to apply a variety of technologies in systemic approaches to STEM curriculum design and implementation. They explore leadership and supervisory approaches to the redesign of instruction through emerging and online technologies in alignment to standards that address technology integration and professional development.

EDTC 642- Curriculum Design: STEM Authoring Tools
In this course, students will explore a variety of multimedia creation tools. Students will conduct a comprehensive survey of STEM authoring tools and create projects applying design elements. Throughout the course, students will reflect upon the capabilities of STEM authoring tools that are available to instructional multimedia designers.

NJCU

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Thank you!

lzieger@njcu.edu

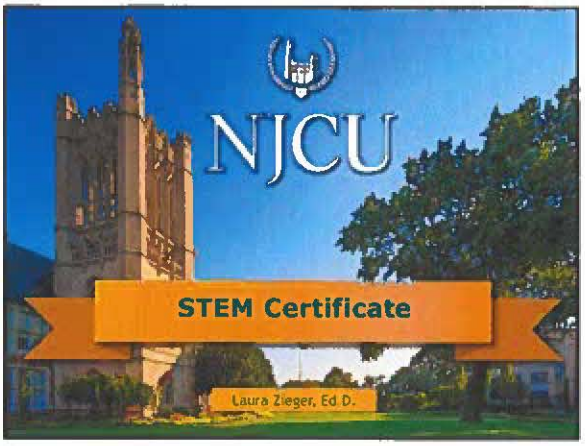
laura-zieger

lzieger

EDTC.NJCU

NJCU

10



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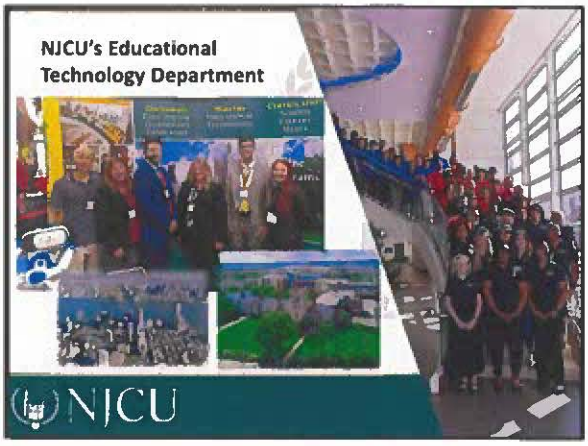

2

Master of Arts degree in Educational Technology (with or without School Library Media Specialist Certification)

- 36 credits - 12 classes
  (4 of the 12 are the STEM courses)
- Completely Online Asynchronous
- Project-based (no tests)

EdD in Educational Technology Leadership

3 Year Cohort-Based Program

- 2 years coursework (3 semesters/year) and 1 year dissertation
- Completely asynchronous online except for one week in mid-July each year.

NJCU

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The Certificate in STEM Education is a rigorous four-course (12-credit) program that provides K-12 educators in all disciplines, school leaders and librarians with both the foundational STEM pedagogy, and the hands-on experience to be successful integrating STEM in their classrooms and schools both on-site and remotely

EDTC 645- STEM Foundations: Rethink Learning

EDTC 642- Curriculum Design: STEM Authoring Tools

EDTC 625- Integrating STEM across the Curriculum

EDTC 621-Leading Curriculum Change Using the Internet

STEM Certificate

Since 1998 Martinson Family Foundation has funded and guided dedicated programs at universities to enhance STEM instruction for K-12 students. The Foundation seeks innovation in curriculum, teaching methods, and professional development

Martinson Family Foundation

STEM Certificate approved by the NJ President's Council Academic Issues Committee
April 2, 2021

NJCU

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STEM Education

In an ever-changing, increasingly complex world, it's more important than ever that our nation's youth are prepared to bring knowledge and skills to solve problems, make sense of information, and know how to gather and evaluate evidence to make decisions. These are the kinds of skills that students develop in science, technology, engineering, and math disciplines collectively known as STEM
(U.S. Dept. of Education ed.gov/stem)

Through STEM, students develop key skills including
- problem solving
- creativity
- critical analysis
- teamwork
- independent thinking
- initiative
- communication
- digital literacy

NJCU

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EDTC 645 STEM Foundations: Rethink Learning

Co-developed with Educscape- Foundations of STEM: Rethink Learning 3.0 credit graduate (or CEU) course correlated across all professional teacher education STEAM standards.

Course Description:
This integrated, interdisciplinary course challenges students to rethink learning by integrating innovative STEM practices and tools and providing hands-on and relevant learning experiences. Students will engage with comprehensive STEM tools to support pedagogical applications in all areas of the curriculum and in all grade levels.

Objectives:
By the end of this course, students will be able to
- Explain the learning theories and professional standards that support the STEM approach and best practices
- Differentiate when to use STEM practices to design authentic and rigorous learning experiences that develop and strengthen cognitive skills
- Design meaningful learning experiences using various planning models, Backwards Design, TPACK and the Universal Design for Learning Framework
- Evaluate student learning data to inform STEM instruction
- Determine routines, norms, and attitudes necessary to successfully and seamlessly integrate STEM into learning experiences
- Describe differentiation and design multiple resources to make learning more accessible to all learners

NJCU

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New Pathways

HILLSIDE PUBLIC SCHOOLS

New Possibilities

Attachment ED#10-7/22

✓

Erskine R. Glover
Superintendent of Schools

Kimberly Cook
President - Hillside Board of Education

REQUEST FOR CLASS TRIP

School Name: Hillside H.S

"School Business" will be automatically recorded for teachers in charge. chaperones listed below
"Request for Absence" not required.

Destination: Town/State Pis Cataway, NJ. Facility/Attraction: Rutgers, SHI STADIUM
Date of Application: Jul 18, 2022 Date of Trip: September 24, 2022

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):
Students will be fund raising for the program. Directional Assistance at Parking Lot.

Number of Students: 15-20 Grade: 9-12 Means of Transportation: Bus

Describe how students are selected to participate in Trip:
Volunteers

Time of Departure: 6:00 Am Expected Time of Return: 3:00 PM. Teacher In Charge: MSG Diaz
Chaperones accompany students: Mr Drakeford

Name of Bus Company: Country Club Limo Svcs (NO cost) Price Per Bus: Ø Total Cost for Buses: Ø
(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: $_____	__Bd of Ed	__School Fund	__Student	__PTA	__Other
Admission Fees Per Student: $_____	__Bd of Ed	__School Fund	__Student	__PTA	__Other
Lunch Expenses Per Student: $_____	__Bd of Ed	__School Fund	__Student	__PTA	__Other
Other Expenses Per Student: $ NONE	Bd of Ed	__School Fund	__Student	__PTA	__Other
Total Assessment Per Student: $_____ (When paid by Student/Parent)					

Principal's Approval: _____ (Signature) Date: 7/19/22

Out-of-State Trip Requiring Board Approval _____ (Check by Superintendent)
Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) _____
Date of Board of Education Meeting to Take Action on Out-of-State Trips _____

Check One

Approved by Board: _____ Rejected by Board: _____

_____ (Superintendent's Signature) _____ (Date)

Office of the Superintendent, Hillside Public Schools
195 Virginia Street, Hillside, New Jersey 07205 2798
Ph: 908/352-7664 x 6400, Fax: 908/282-5831, Email: eglover@hillsidek12.org

#10

New Pathways

HILLSIDE PUBLIC SCHOOLS ✓

New Possibilities

Attachment ED#11-7/22

Erskine R. Glover
Superintendent of Schools

Kimberly Cook
President · Hillside Board of Education

REQUEST FOR CLASS TRIP

School Name: Hillside H.S.

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.
"Request for Absence" not required.

SHI Stadium

Destination: Town/State Piscataway NJ. Facility/Attraction: Rutgers Stadium.

Date of Application: Jul 18, 2022. Date of Trip: NOVEMBER 19, 2022.

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):
Students will be fund raising for the JROTC Program. Cadets will provide directional assistance to fans.

Number of Students: 15-20 Grade: 9-12 Means of Transportation: Bus.

Describe how students are selected to participate in Trip:
Volunteers

Time of Departure: 6:00AM Expected Time of Return: 3:00 PM Teacher In Charge: MSG Binz

Chaperones accompany students: LTC Drakeford

Name of Bus Company: Country Club Limo Price Per Bus: Ø Total Cost for Buses: Ø

(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: $_____	___Bd of Ed	___School Fund	___Student	___PTA	___Other
Admission Fees Per Student: $_____	___Bd of Ed	___School Fund	___Student	___PTA	___Other
Lunch Expenses Per Student: $_____	___Bd of Ed	___School Fund	___Student	___PTA	___Other
Other Expenses Per Student: $_____ NONE	___Bd of Ed	___School Fund	___Student	___PTA	___Other
Total Assessment Per Student: $_____ (When paid by Student/Parent)					

Principal's Approval: _____ (Signature) Date: 7/19/22

Out-of-State Trip Requiring Board Approval _____ (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) _____

Date of Board of Education Meeting to Take Action on Out-of-State Trips _____

Check One

Approved by Board: _____ Rejected by Board: _____

_____ (Superintendent's Signature) _____ (Date)

Office of the Superintendent, Hillside Public Schools
195 Virginia Street, Hillside, New Jersey 07205-2798
Ph: 908/352-7664 x 6400, Fax: 908/282-5831; Email: eglover@hillsidek12.org

#11

New Pathways

HILLSIDE PUBLIC SCHOOLS

New Possibilities

Attachment ED#12-7/22

✓

Erskine R. Glover
Superintendent of Schools

Kimberly Cook
President · Hillside Board of Education

REQUEST FOR CLASS TRIP

School Name: Hillside High School

"School Business" will be automatically recorded for teachers in charge, chaperones listed below.
"Request for Absence" not required.

Destination: Town/State New York City, N.Y. Facility/Attraction: Tunnel to Towers Run, WTC

Date of Application: 7/18/22 Date of Trip: September 25, 2022

Purpose of Trip/Indicate Educational Value of Trip (attach additional sheet(s) if necessary):
NYC Tunnel to Tower 5K Run & Visiting 1-World Trade Tower. For 9/11 Remembrance. Students will have the opportunity to visit 9/11 site.

Number of Students: 30-50 Grade: 9 to 12 Means of Transportation: Bus, Commercial

Describe how students are selected to participate in Trip:
Students volunteer to attend.

Time of Departure: 5:30AM Expected Time of Return: 3:00 PM Teacher In Charge: Mrs Diaz

Chaperones accompany students: LTC Drakeford + 3 chaperones.

Name of Bus Company: Provided by organizers of NYC Tunnel to Tower Price Per Bus: — Total Cost for Buses: —

(Company must be on current approved list of transportation contractors)

Paid By: Please check if Applies

Cost of Transportation Per Student: $	__Bd of Ed	__School Fund	__Student	__PTA	__Other
Admission Fees Per Student: $	__Bd of Ed	__School Fund	__Student	__PTA	__Other
Lunch Expenses Per Student: $	__Bd of Ed	__School Fund	__Student	__PTA	__Other
Other Expenses Per Student: $	__Bd of Ed	__School Fund	__Student	__PTA	__Other
Total Assessment Per Student: $ (When paid by Student/Parent)					

Principal's Approval: _____ (Signature) Date: 7/19/22

Out-of-State Trip Requiring Board Approval _____ (Check by Superintendent)

Date Buildings & Grounds/LRPF Committee will Review (for Out-of-State Trips) _____

Date of Board of Education Meeting to Take Action on Out-of-State Trips 7-28-2022

Check One

Approved by Board: _____ Rejected by Board: _____

(Superintendent's Signature) (Date)

Office of the Superintendent, Hillside Public Schools
195 Virginia Street, Hillside, New Jersey 07205 2798
Ph: 908/352-7664 x 6400, Fax 908/282-5831, Email eglover@hillsidek12.org

#12

Attachment ED#13-7/22

JULY 20221

TESO
CONSULTING GROUP
Leaders in Educational Equity

Training, Consulting and Coaching Proposal

PROPOSED BY

TESO Consulting Group Partners
www.TESOConsultingGroup.org

PROPOSED TO

Hillside Public Schools

TESO
Teach Educators and Scholars Organization, LLC

CONSULTING GROUP
Leaders in Educational Equity

TRAINING/CONSULTING PROPOSAL

OUR COMPANY

TESO Consulting Group trains, coaches, and supports educational leaders and educators in creating equitable opportunities and spaces for all students to thrive and succeed in school and life.

Our passionate, experienced team is committed to supporting districts and organizations in their journeys toward:

- Creating opportunities and access for all students,
- Eliminating academic and opportunity gaps for historically marginalized students
- Building capacity of educational leaders, faculty, and staff, and
- Creating safe, equitable, welcoming environments for students

THE CLIENT

Hillside Public Schools Mission:
To provide all students the knowledge and skills needed to be successful and engaged citizens that contribute to the vitality of an ever-changing world through rigorous academic and culturally responsive instructional and student support programs that strengthens character, cultivates innovation, and fosters leadership.

DELIVERABLES

- Coaching support for identified educational leaders
- Building capacity of educational leaders through Culturally Responsive Leadership training, coaching and training
- Providing continuous feedback

METHODOLOGY

01 **INTERACTIVE**
Hands On Activities; Engaging Small Group, Individualized coaching

02 **REFLECTION**
Engage in reflective practice throughout

03 **RESEARCH-BASED**
Build capacity with current, relevant literature

04 **CAPACITY BUILDING**
Enhancing Competency

TESO
Teach Educators and Scholars Organization, LLC

CONSULTING GROUP
Leaders in Educational Equity

PURPOSE

The purpose of this engagement is to equip leaders with reflective and leadership strategies to support the academic, social, and cultural needs of every student.

FEE SCHEDULE

Coaching will take place monthly, starting in August 2022 through May 2023.

Monthly coaching sessions per principal (one in person, one virtual).

Leadership Academy training sessions will be for up to 2 hours in length every other month.

Coaching sessions will use a hybrid method - virtual and in person

Training sessions will primarily take place on site (in person)

Coaching rate - $15,000
Training rate - $15,000

TESO will provide no more than two consultants for coaching and training sessions.

Cost of services include virtual, in person trainings, coaching, all materials, and feedback sessions.

Total cost of services - $30,000

HEALTH STATEMENT

TESO commits to adhering to all CDC recommended guidelines to minimize exposure and spread of the COVID-19 virus. This includes all personnel wearing a mask and adhering to social distancing guidelines (when warranted).

AGREEMENT FOR SERVICES

By providing your signature, you agree to the detailed information provided in the proposal. Hillside Public Schools also commits to providing compensation within 30 days of the rendered services.

_____ _____
Signature of District/School Contact, Title Date

CONTACT US

Dr. Tonya Breland, CEO/President
Erika Leak, M.Ed., Sr. Vice President

609-891-8376 (TESO)
www.TESOConsultingGroup.org
Info@TESOConsultingGroup.org

DocuSign

DocuSign, Inc.
221 Main Street, Suite 1550
San Francisco, CA 94105

Offer Valid Through: Jul 8, 2022
Prepared By: Hannah Wingate
Quote Number: Q-00821322

ORDER FORM

Address Information

Bill To:
Hillside Public Schools
195 Virginia St,
Hillside, NJ, 07205-2742
United States

Ship To:
Hillside Public Schools
195 Virginia St,
Hillside, NJ, 07205-2742
United States

Billing Contact Name:
Erskine Glover
Billing Email Address:
eglover@hillsidek12.org
Billing Phone:
+19083527664

Shipping Contact Name:
Erskine Glover
Shipping Email Address:
eglover@hillsidek12.org
Shipping Phone:
+19083527664

Order Details

Order Start Date: Jul 18, 2022
Order End Date: Jul 17, 2023
Billing Frequency: Annual

Payment Method: Check
Payment Terms: Net 30
Currency: USD

Products

Product Name	Start Date	End Date	Quantity	Net Price
eSignature Business Pro Edition - Envelope Subs.	Jul 18, 2022	Jul 17, 2023	6,000	$12,904.35
Onboarding Services Lite	Jul 18, 2022	Oct 20, 2022	1	$400.00
Premier Support	Jul 18, 2022	Jul 17, 2023	1	$2,295.65
SMS Delivery - US/CAN	Jul 18, 2022	Jul 17, 2023	6,000	$2,400.00

Grand Total: $18,000.00

Product Details

eSignature Envelope Allowance: 6,000

Overage/Usage Fees

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): $5.80
SMS Delivery - US/CAN: $0.50

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: https://www.docusign.com/company/terms-and-conditions/msa and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at https://www.docusign.com/company/terms-and-conditions/msa-service-schedules.

Onboarding Services Lite will expire if not used within 90 days of the product start date.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?
Please select Yes or No:
If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select Yes or No:

If yes, please complete the following:

PO Number:

PO Amount: $

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer		**DocuSign, Inc.**	
Signature:		Signature:	
Name:	Erskine Glover	Name:	AOA
Job Title:		Job Title:	
Date:		Date:	

Agreements are the Foundation of Education

STUDENT FACING FORMS

- Athletic Approvals
- Nutrition Applications
- Health Forms
- Immunization Approvals
- Field Trip Forms
- Handbook Acknowledgements
- Entity contract letter
- Certificate of interested parties

SPECIAL EDUCATION

- IEPs
- Impairment Certifications
- Early Childhood Developmental Delay Worksheets
- SLD Paperwork
- Observation Paperwork
- Seat Time Waivers
- Release of Information
- Transportation Plan
- Medication Sheet

EXTENDED STUDENT SERVICES

- Enrollment Applications
- Sports and Activity Requests
- Independent Contractor Agreements
- CPR Certification
- Summer Program Packets
- Transportation Approvals

STUDENT SUPPORT SERVICES

- Mental Health Evaluations
- Grant Applications
- Bullying Incident Forms
- Threat Assessment Forms
- Mutual Action Plans
- FERPA Release Form
- HIPAA Authorization Information Release
- Summer Session Applications

SCHOOL LEVEL FORMS

- Athletics
- Library
- Student Activities
- Parking Passes
- Discipline Forms
- College Application and Readiness Support
- Sustainability Action Programs
- Transportation
- Community Support
- Safety & Emergency Plans

FRONT OFFICE

BACK OFFICE

HUMAN RESOURCES

- Offer Letters
- New Hire Paperwork
- Candidate NDA
- On/Off-boarding Agreements
- Employee Policy Agreements
- Performance Appraisal
- Compensation Plans
- Time sheets
- PTO management

PROCUREMENT

- Master Service Agreements
- Purchase Orders
- Statements of Work
- RFP/RFQ/RFI Sign Off
- Vendor Contracts
- Supplier Compliance
- Service Level Agreements
- Software License Agreements

FINANCE

- Invoice Processing;
- Expense Processing
- Travel Reimbursement
- Audit Sign Off
- Policy Management
- Asset Transfer/Retirement
- Grant Applications
- Inventory Sign Off

LEGAL & COMPLIANCE

- NDAs
- Contract Management
- Internal Compliance
- Licensing Agreements
- FERPA compliance
- Memoranda of Understanding
- ADA compliance
- FLSA compliance

IT/OPERATIONS

- Asset Tracking
- Change Requests
- Requirements Sign Off
- Access Management
- Incident Reporting
- Production Change Authorization
- Maintenance Authorization
- Real Estate Approvals

Attachment ED#15-7/22

Union County Educational Services Commission
45 Cardinal Drive
Westfield, New Jersey 07090

TUITION AGREEMENT FOR HOME INSTRUCTION
TRINITAS REGIONAL MEDICAL CENTER
2022 - 2023

THIS AGREEMENT (the "Agreement") made as of this _____ day of _____ (the "Execution Date"),
BETWEEN: the _____ Board of Education, located at _____
(Hereinafter "Local District")
and
Union County Educational Services Commission of 45 Cardinal Drive Westfield, New Jersey 07090
(Hereinafter "UCESC")

For and in consideration of the terms and conditions herein, the parties hereto mutually agree as follows:

1. UCESC agrees to provide a program of hourly home instruction at the request of the Local District for students at Trinitas Regional Medical Center from **September 1, 2022 to June 30, 2023.**

2. The hourly home instruction will begin as soon as UCESC receives a completed copy of our **Request for Home Instruction Form** signed by a designee of the sending school district.

3. Said instruction shall be provided on site at Trinitas Regional Medical Center in Elizabeth, NJ.

4. Said instruction shall be provided on a one-to-one basis by appropriately certificated teachers for up to five hours per week (general education) or ten hours per week (special education) on no fewer than three separate days of the week in accordance with N.J.A.C. 6A:16-10.1.

5. UCESC will coordinate with the Local District to ensure that instruction is aligned to the New Jersey Student Learning Standards and the Individualized Education Plans (IEPs) developed for students with disabilities.

6. The Local District will be billed at the rate of **$71.00 per hour.**

7. UCESC will provide the Local District with a monthly tuition bill that includes appropriate student identification and the total number of days the student was enrolled and total number of days the student was present for instruction each month.

8. UCESC will provide the Local District with a report of academic progress on a monthly basis.

9. UCESC maintains no responsibility for the administration of statewide assessments to students enrolled in the home instruction program.

10. In the event of a teacher absence, UCESC will make reasonable efforts to identify an appropriate substitute teacher but cannot guarantee coverage. The Local District will not be billed for days when services are not provided due to teacher absence.

11. UCESC and/or its contracted instructors maintain no responsibility for supervising students enrolled in the home instruction program during times occurring outside of the approved instructional schedule.

12. It is agreed and understood that UCESC maintains no responsibility for providing additional services, including but not limited to nursing services, one-to-one aides, assistive technology, and/or therapies for students enrolled in the home instruction whom require such services. The Local District is responsible for providing all services required beyond home instruction.

13. Either party may terminate this agreement by providing the other party with 60 days written notice of their intent to terminate the agreement. In the event the Local District fails to submit tuition payment within thirty (30) days of its receipt of the bill for services, UCESC maintains the right to discontinue services.

IN WITNESS WHEREOF the Parties have caused this Agreement to be duly authorized, executed and delivered as of the date set forth on this _____ day of _____.

Union County Educational Services Commission

Name: Carrie Dattilo

Title: Superintendent

Signature: _____

Sending School District Representative

Name: _____

Title: _____

Signature: _____

Revision Date: July, 2022