

<b>BEHAVIOR ANALYSTS</b>	<ul style="list-style-type: none"> <li>• Support ABA teachers with planning for maintenance of skills, updating programs, etc.</li> <li>• Ensure parents complete data collection sheets</li> <li>• Contact parents for support</li> <li>• Teletherapy is now available for families who agree.</li> </ul>
<b>LLD INSTRUCTION</b>	<ul style="list-style-type: none"> <li>• Lessons, activities, and related materials will be prepared on Google documents and labeled based on skill level, program or individual student's goals and objectives, then shared with teachers who can add the document to their Canvas Portals.</li> <li>• Teletherapy is now available for families who agree.</li> <li>• Alternatively, therapists will create their own Canvas Portals and use Flip Classroom to support the delivery of services.</li> <li>• Provide parents support via email and/or by phone if warranted</li> <li>• Hard copies of lessons/activities will be made</li> <li>• Counselors/Psychologist will be required to update home instruction materials in intervals.</li> </ul>
<b>PARAPROFESSIONALS AND PERSONAL AIDES</b>	<ul style="list-style-type: none"> <li>• No services will be delivered during home instruction as their role is to support students in an educational setting. Paraprofessionals support the school's need at the discretion of building principals.</li> </ul>
<b>INCLUSION/IN CLASS SUPPORT</b>	<ul style="list-style-type: none"> <li>• Support general education in accommodating materials based on student IEPs.</li> <li>• Provide students individual support through Canvas Portal and other pre-established means of communication</li> <li>• Create support materials that provide students access to online materials.</li> </ul>

## V: ADDRESSING ELL AND BILINGUAL NEEDS PLAN (COMPONENT 3)

### ADDRESSING ELL AND BILINGUAL NEEDS PLAN

<p style="text-align: center;"><b>ELL and BILINGUAL EDUCATION/COMMUNICATION</b></p>	<ul style="list-style-type: none"> <li>• ESL teachers are working to meet the needs of English Language Learners and Students with Disabilities via online platforms such Canvas Portal and connecting with individual students over the phone or on Google Meet. Related services providers are utilizing teletherapy to meet the students' federally mandated therapies listed in each IEP.</li> <li>• <b>Prek-1<sup>st</sup> Grade:</b> The students have a calendar of events. The ESL teacher created lessons to go along with the classroom teacher's plan. She created flash cards, charts, vocabulary games. The calendars were translated into Portuguese, Spanish, &amp; Haitian. We have 1 bilingual PreK 4 classroom. 1<sup>st</sup> Grade, work is posted in Canvas Portal, the teacher monitors the assignments and posts You Tube videos for the students.</li> <li>• <b>Grade 2-6 -</b> The teachers have their own Canvas Portal. Lessons posted include reading stories and answering comprehension questions. Work has been modified with sentence starters, word banks, visuals and videos. The teacher has students respond to discussion questions to get group discussions/conversations flowing. Quizlet is being utilized for assessments. Some teachers make screen cast videos and post them in Canvas Portal. Google Meets is being utilized. Screen casts are being made of the lessons taught and also being posted on Canvas Portal. Some teachers are doing Virtual Field Trips. Translations are provided in Google Platforms and created by the teacher.</li> <li>• <b>Grades 7-8</b> In the middle school, the teacher is providing reading prompts, text dependent questions, figurative language etc. Additionally, assignments from Achieve 3000 and a listening and speaking website- <a href="http://lingt.com">lingt.com</a>. The teacher monitors the work by posting</li> </ul>
<p style="text-align: center;"><b>ACCESS TO TECHNOLOGY FOR ELLS/DIFFERENTIATION</b></p>	<p>on Canvas Portal and correcting work emailed to her. Translations are provided in Google Platforms.</p> <ul style="list-style-type: none"> <li>• <b>HS-</b> The teachers at the HS focus on grammar, comprehension, vocabulary and writing. FLIPGRID is used to share videos teaching a topic. SCREENCASTIFY is used to read stories so students can practice afterwards. Communication through Google, text, Remind, WHATSUP are translated for families.</li> <li>• ESL and Bilingual educators have ensured their students have access to technology and are leveraging resources in their Canvas Portals. On Fridays, bilingual educators schedule one on one or small group interventions with students in need of additional support.</li> <li>• Teachers arrange consultation sessions to support parents with varied challenges. Where challenges persist, referrals are made to the administration and guidance counselors for support.</li> </ul>

## VI. SAFE DELIVERY OF MEALS (COMPONENT 4)

### SAFE DELIVERY OF MEALS

#### SAFE DELIVERY OF MEALS TO ELIGIBLE STUDENTS

- The district operates 3 meal distribution locations around Hillside(2.2 Square Miles).
- The locations are the Ola Edwards Community School, the HurdenLooker School and the WOK Middle School.
- Three days' worth of meals are distributed every three weekdays.
- The meal distribution days will be posted on our website
- The meal distribution days will be communicated to parents via a robocall to remind parents of the upcoming meal distribution day
- The Hillside Police are aware of the meal distribution schedule to coordinate crossing guards. Crossing guards will be on-site to ensure safe passages to meal distribution locations for students and their families.
- 6 feet of social distancing is always observed between meal distribution. Parents will place their order for meals from a social distance of 6 feet and wait
- 6 feet social distancing marks or cones are indicated so that parents know how far to wait apart, while on line for meals.
- The food service worker will place the meal on a table 6 feet from the parent and then steps back 6 feet from the table.
- The parent will then proceed to the table to pick up the meals
- All meal distribution staff will wear face coverings and gloves

**VII. LENGTH OF VIRTUAL REMOTE INSTRUCTIONS DAY PLAN  
(COMPONENT 5)**

**LENGTH OF VIRTUAL REMOTE INSTRUCTIONS DAY  
PLAN**

**VIRTUAL REMOTE  
INSTRUCTION PLAN**

**SEE APPENDIX A:  
(HPS COMPONENT 5. *Appendix A*)**



## VIII. ATTENDANCE PLAN (COMPONENT 6)

### ATTENDANCE PLAN

<p style="text-align: center;"><b>ATTENDANCE TRACKING / PROMOTION, RETENTION, GRADUATION...</b></p>	<ul style="list-style-type: none"> <li>• The district expects students to attend virtual/remote instruction just as if it was an in-person instructional day. Students will be held to the New Jersey student attendance policy as per N.J.A.C. 6A:32-8.3(a) and (b)</li> <li>• Teachers pose a question of the day in Canvas Portal (1<sup>st</sup> -12<sup>th</sup> Grade) to monitor attendance.</li> <li>• Students can respond to the question of the day at any time to be marked present for the day.</li> <li>• Teachers track attendance of student/families with instructional packets through submission of assignments.</li> <li>• Schools record weekly attendance, work submission, and activity in Canvas Portal by teacher/section.</li> <li>• Principals submit a weekly attendance report to the Superintendent of Schools.</li> </ul>
<p style="text-align: center;"><b>FOLLOWING UP WITH THE FAMILY WHEN A STUDENT IS NOT PARTICIPATING IN ONLINE INSTRUCTION OR SUBMITTING ASSIGNMENTS</b></p>	<ul style="list-style-type: none"> <li>• The Hillside Public Schools will institute a 5-day virtual learning schedule. Fridays are used for teachers to schedule small group interventions for students in need or advanced project-based learning activities.</li> <li>• Teachers are required to also contact the families of students with instructional packets to assess progress and support needed.</li> <li>• If a student misses online instruction and has not been completing assignments, the teacher notifies the school counselor and administration. School counselors and administrators follow up with parents to ensure students remain on track and assess/address needs to support. This is done on a weekly basis.</li> <li>• Teachers submit a log of parent contacts weekly to their building administrators. Administrators and support staff intervene when needed.</li> </ul>

## IX: CONTINUITY OF SERVICES

### CONTINUITY OF SERVICES AND OPERATIONS

#### CONTINUITY OF DISTRICT SERVICES AND OPERATIONS

- The Superintendent will ensure all essential employees have remote access to the district's server to ensure:
  - a. Payroll will continue as scheduled
  - b. IEP Meetings and services continue
  - c. School Business and purchases continue as scheduled.
- School administrators are required to participate in a daily 9 AM phone conference to monitor and adjust implementation of our Preparedness Plan.
- All staff are required to perform their normal duties as outlined in contractual agreements.
- Executive Staff will be required to participate in 3 weekly conference calls. Supervisors will be required to participate in 2 weekly meetings.
- All employees will receive devices to work from home.
- All employees are expected to be available during contractual work hours.
- Email, phone conferences and virtual meetings will be the primary modes of communication.
- The district will conduct virtual board meetings, if necessary.
- Custodians and Maintenance staff will work a modified schedule to assist with the meal distribution program and perform other building maintenance duties.
  - a. Maintenance Staff- 6 AM – 12 PM (daily)
  - b. Custodians – 7:30 AM- 1:30 PM (daily)
- Security Services will work on an as needed basis (at the request of the Superintendent/Board of Education).
- Building/Central Office Secretaries will work on an as needed basis (at the request of the Superintendent/Board of Education).



Table 1. The number of subjects in each age group and the number of subjects who were included in the analyses of each age group

Age group (years)	Number of subjects	Number of subjects included in analyses
10	10	10
11	10	10
12	10	10
13	10	10
14	10	10
15	10	10
16	10	10
17	10	10
18	10	10
19	10	10
20	10	10

the 10–19 age group. The mean age of the subjects was 15.5 years (range 10–20 years). The subjects were recruited from a number of secondary schools in the south of England. The subjects were given a verbal explanation of the study and then gave their written informed consent. The study was approved by the local research ethics committee.

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New Jersey Performing Arts Center  
One Center Street  
Newark, NJ 07102  
Phone: 973-642-8989

Date: 07/28/2022  
Quote Expiration Date: 11/25/2022

## QUOTE

**Quote To:**

Hurden Looker School  
1261 Liberty Avenue  
Hillside NJ 07205  
Phone:  
Fiscal Contact:

**Services Provided To:**

Hurden Looker School  
1261 Liberty Avenue  
Hillside NJ 07205  
Phone:

Qty	Description	Unit Cost	Discount	TOTAL
2	Hip Hop Emceein'/Rap - 6 Session	\$1,100.00	\$0.00	\$2,200.00
2	Storytelling Through Dance - 10 Session	\$1,700.00	\$0.00	\$3,400.00
	* See Contract for Package Details			
		<b>TOTAL</b>	<b>\$0.00</b>	<b>\$5,600.00</b>

Name: \_\_\_\_\_

Authorized

Signature: \_\_\_\_\_

*\* By signing above, you agree to the prices outlined above and any applicable terms and conditions*

### Payment Process

A **Purchase Order** for the full amount is due prior to the start of any in-school program activities.

The payment is then due upon the completion of services.

### Questions Regarding Quote?

Call  
Your Program Manager/Coordinator  
OR

**Notes:** 3rd grade - Storytelling Through Dance:  
(2) 10 sessions  
6th grade - Hip Hop Rap/Emeein (2) 6 sessions



## SERVICES AND RESPONSIBILITIES

### RESIDENCIES

#### Classroom Sessions and Structure:

- **STUDENTS:** Organization will choose one classroom of children and their teacher(s) per residency that contains no more than twenty students for Early Learning Through the Arts residencies and no more than thirty students for all other programs.
- **CLASSROOM TEACHER:** Organization will ensure that a certified classroom teacher is present throughout the duration of all activities. Failure to comply will prohibit the residency and all NJPAC activities to continue.
- **FACILITIES:** Organization agrees to provide adequate facilities that meet the needs of the program. For Early Learning Through the Arts residencies, a "circle time" area with a rug in the classroom should be provided. For all other programs, a large multipurpose room or auditorium that is free of clutter should be provided. For dance and musical theater residencies, the floor cannot be concrete due to the physical nature of the art form. For theater residencies, the facility should also include a place for students to write.
- **EQUIPMENT:** Organization agrees to provide a piano or keyboard for dance and musical theater residencies as needed. A CD player or appropriate audio system is needed for Early Learning, Dancing Classrooms™, and Hip Hop Dance residencies.
- **SCHEDULING CONFLICTS:** Organization agrees to give the NJPAC Residency Coordinator and the teaching artist at least 48 hour notice if they must cancel a pre-arranged residency classroom session. NJPAC will make every attempt to coordinate with the In-School Coordinator and teaching artist given the advance notice. **NJPAC is not required to re-schedule any residency class that is cancelled less than 24 hours before the start of the residency class.**

#### Additional Residency Components:

- **FAMILY WORKSHOP AND/OR ARTS JAM!:** Organization agrees to make every effort to schedule the Family Workshop and/ or Arts Jam! in a timely manner, assist with the distribution of promotional flyers, and provide adequate facilities for these events.

#### Request for Cancellation of Residency Services

- Upon notification from Organization regarding any grievances that may arise from the residency, the NJPAC will ensure every effort is made to resolve them.
- If, however, the Organization wishes to cancel the residency, it must submit a letter of cancellation to NJPAC, signed by the Principal/Director to NJPAC Staff.
- Upon receipt of this letter, NJPAC will make every effort to further rectify the situation. If another solution cannot be found, NJPAC will send a return letter to the Organization to confirm cancellation of NJPAC residency.
- In addition, NJPAC reserves the right to cancel a residency, if the Organization is not able to honor the listed responsibilities.

### ASSEMBLIES

#### NJPAC Staffing:

- **ASSEMBLY COORDINATOR:** NJPAC agrees to provide Organization with a coordinator as the liaison with the Organization to coordinate and confirm Assembly performance date, in partnership with designated school contact; communicate schedules and production needs of the assembly to designated school contact, communicate necessary logistics to the assembly performers and act as Point-of-Contact on-site for assembly logistics day-of event.
- **ASSEMBLY PERFORMERS:** NJPAC agrees to provide Organization with professional Assembly performing artists who are trained to implement performance content specific to the program purchased by the Organization. This engagement will take place at the school in a venue conducive to the art form.

### **Organization Staffing & Participation:**

- ASSEMBLY COORDINATOR: Organization agrees to designate one Point of Contact per school that will serve as the organization's liaison with the NJPAC Assembly Coordinator regarding all assembly logistics. The In-School Point of Contact will actively be involved in working with NJPAC to schedule performance date, coordinate and facilitate site walk-through, distribute flyers to promote Assembly Performance to the School Community, and communicate to NJPAC issues that need troubleshooting.
- SCHOOL ADMINISTRATOR/POINT OF CONTACT: Upon the selection of a specific Assembly performance, the Organization agrees to choose an Administrator or equivalent Point of Contact that will actively participate in the Assembly program. The School Point of Contact MUST be present at all times during the Assembly Performance, including site walkthrough, performance load-in and load-out. School Point of Contact, in concert with Organization, will be tasked to oversee the preparedness and behavior of the School Audience. NJPAC reserves the right to stop a performance if the audience's behavior endangers or disrupts the performance.

### **Assembly Structure:**

- BOOKING AND CONFIRMATION OF PERFORMANCE DATE: The date of the Assembly performance will be determined, in consultation with Assembly Coordinator, School Point of Contact and Assembly Performers, with a minimum of four weeks advanced notice. The designated representative from the Organization must provide Assembly Coordinator a minimum of three viable performance dates and timeframes to offer Performers. After consultation with Assembly Performers, the performance date will be confirmed and endorsed in writing by NJPAC Administration and School Principal.
- CURRICULUM MATERIALS: Prior to the assembly performance, NJPAC agrees to provide the Organization Support materials classes for the classroom teacher. The curriculum materials include activities the classroom teachers can implement in the classroom after an Assembly performance.
- PRE-ASSEMBLY SITE WALK-THROUGH: NJPAC requires a Site Walkthrough of the venue, conducted by the NJPAC Assembly Coordinator and/or Assembly performer[s] and specified School Point of Contact to gather better understanding of venue's performance area including, but not limited to, Stage space, Production equipment on-site, potential dressing room spaces, and loading dock areas with access to Performance space. This on-site walk through meeting will determine the parameters of the assembly performance to ensure the safety of the assembly performers and quality of performers.
- DAY OF PERFORMANCE: On the date of performance, NJPAC Assembly Coordinator will arrive to the venue up to 90 minutes prior to the start of the performance to facilitate and coordinate load-in with performing artists and accompanying personnel. NJPAC requires an on-site Point of Contact to meet and orient NJPAC Assembly Team to performance venue, ensure that applicable spaces agreed upon during the site walk-through are unlocked, clean, well-lit and secure for the storage and holding of talent. NJPAC Assembly Coordinator will ensure timely arrival of Assembly Performers to ensure performance begins and concludes according to the agreed upon times. Performers reserve the right to not perform if the performance conditions vary from the agreement. This includes, but not limited to, increased audience size, and unsafe or unclean performance space.
- POST-PERFORMANCE TALK-BACK: Following the conclusion of assembly performance(s), NJPAC Assembly Coordinator will facilitate a brief question and answer session between the audience and the performers.
- POST-PERFORMANCE SURVEY: Following the conclusion of assembly performance(s), NJPAC will provide an electronic questionnaire(s) to the Organization within 48 hours to gauge student and teacher/administrator feedback, in order to maximize the impact of the assembly presentation.

### **Cancellation of Assembly**

- If NJPAC cancels a performance, every attempt will be made to reschedule the assembly. If the performance cannot be rescheduled, a full refund will be issued.
- Organization is required to give 2 week notification for cancellation of an assembly. NJPAC will make every attempt to reschedule the performance. Organization will be invoiced for any costs incurred up to the date of cancellation.

## **SCHOOLTIME PERFORMANCES**

### **Ticket Confirmation and Waitlisted**

- Two emails will be sent to confirm SchoolTime orders: the first is automatically generated and will confirm the order has been received, the second will confirm seats with an invoice. Due to limited availability, seats are not confirmed until a confirmation email with an invoice has been sent. Please contact NJPAC at [schoolttime@njpac.org](mailto:schoolttime@njpac.org) if no confirmation has been sent after two weeks.
- Prior to the performance an email with a SchoolTime Performance Series Voucher will be sent. NJPAC ushers will greet each school and bus upon arrival.
- If a performance is at capacity when an order is received, notification will be sent informing a waitlist status. We will notify you via email if seats become available.

### **ADA Accommodations**

- Indicate any requests on the order form or contact NJPAC at [schoolttime@njpac.org](mailto:schoolttime@njpac.org) to make a request. Please notify us 5 weeks in advance for any interpreter needs, and 2 weeks in advance for all other options. Current services include:
  - American Sign language interpreter
  - Assistive listening devices
  - Closer seats for students with vision impairments
  - Wheelchair accessible seating
  - Fewer stairs for those with other mobility issues
  - Monitors in the lobby for students who need to leave the theater

### **Cancellations**

- NJPAC will only cancel a show if the building is closed, which occurs very rarely. Call us at 973.297.5828 after 6:30AM the day of the performance for any updates or cancellations. If NJPAC cancels a performance, every attempt will be made to reschedule the performance. If the performance cannot be rescheduled, a full refund will be issued.
- If your school is closed but the performance is not cancelled, no refund will be issued. However, NJPAC will attempt to accommodate your school at another NJPAC SchoolTime Performance during the current season, based on availability.

### **Performance Information**

- Performances are approximately 60 minutes in length and include a 5 minute question and answer session with the artists afterward.
- Please plan to arrive a half-hour before the performance to allow for seating. Show time starts promptly and latecomers will be seated at the discretion of management. Your SchoolTime Performance Series Voucher will include parking and bus instructions.
- Approximately one month prior to the performance, you will receive an email with a PDF version of our teacher resource guide, designed to allow you to make the most of your trip to NJPAC before and after the show.
- Due to space limitations, groups may not eat meals on the premises. Please note that snacks and drinks are not permitted in the theater. Theater Square or Military Park located directly across from NJPAC is where meals can be eaten.

## **GENERAL PROVISIONS**

### **Health and Safety**

NJPAC employees are required to adhere to the health and safety protocols of NJPAC, which may impose additional restrictions beyond those of an individual school district, and which are subject to change. Clients are prohibited from asserting otherwise or enticing NJPAC employees to break protocols.

### **Payment**

No NJPAC activities can take place until a signed contract and a purchase order or payment has been received by NJPAC. NJPAC must receive payment from a purchase order immediately upon completion of all services for the contracted school year. Failure to submit payment to NJPAC will result in the suspension of future services to the Organization.

### **Evaluation**

Organization agrees to participate in any programmatic evaluation process conducted by NJPAC and/or its consultant groups in connection with any NJPAC program including but not limited to on-line surveying and focus groups. The Organization and its staff are not being evaluated.

### **Publicity**

Organization agrees that any written or verbal announcements, publicity, programs or other promotion regarding NJPAC Residency Programs must be approved by NJPAC. Organization agrees to allow NJPAC or news media photographers and videographers to photograph and videotape for public relations and documentation purposes.

### **Indemnity Clause**

Organization agrees to defend, indemnify and hold NJPAC and its officers, employees and agents harmless from and against any and all loss, expense, or liability, including reasonable attorney's fees, or claims for injury or damages arising out of its performance of this Agreement, but only in proportion to and to the extent such loss, expense, or liability, including reasonable attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the party, its officers, agents, or employees.

### **Background checks**

All Teaching Artists are given a criminal background check through state or federal agencies and is in compliance of hiring practices outlined in State of New Jersey, N.J.S.A. 18A:6-7.6. NJPAC does not contract anyone who does not pass a criminal background check. If needed, the Organization can request documented proof from NJPAC that the Teaching Artist has been properly background checked. NJPAC will provide documentation as long as it does not violate the privacy of the Teaching Artist.

### **Force Majeure**

In the event that the performance of any of the covenants of this agreement on the part of NJPAC or Employee shall be prevented by Act of God, both parties shall be relieved of their respective obligations; and further, upon such event, neither party shall be obligated for any expenses incurred by the other party in preparation for the duties described.







**New Jersey Performing Arts Center**  
 One Center Street  
 Newark, NJ 07102  
 Phone: 973-642-8989

**Date: 08/01/2022**  
**Quote Expiration Date: 11/25/2022**

## QUOTE

**Quote To:**

A.P. Morris Early Childhood Center  
 143 Coe Avenue  
 Hillside NJ 07205  
 Phone:  
 Fiscal Contact:

**Services Provided To:**

A.P. Morris Early Childhood Center  
 143 Coe Avenue  
 Hillside NJ 07205  
 Phone:

Qty	Description	Unit Cost	Discount	TOTAL
3	Storytelling Through Dance - 10 Session	\$1,700.00	\$0.00	\$5,100.00
2	Storytelling Through Drama - 10 Session	\$1,700.00	\$0.00	\$3,400.00
	* See Contract for Package Details			
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$8,500.00</b>

Name: \_\_\_\_\_

Authorized

Signature: \_\_\_\_\_

*\* By signing above, you agree to the prices outlined above and any applicable terms and conditions.*

### Payment Process

A **Purchase Order** for the full amount is due prior to the start of any in-school program activities.

The payment is then due upon the completion of services.

### Questions Regarding Quote?

Call

Your Program Manager/Coordinator

**Notes:** (3) 10 session - Storytelling through Dance: ~~1st grade~~ K - 1

(2) 10 session - Storytelling through Drama: 1st grade



NJPAC Arts Education

OR Arts Education Department 973-353-7058	
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## SERVICES AND RESPONSIBILITIES

### RESIDENCIES

#### Classroom Sessions and Structure:

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  - American Sign language interpreter
  - Assistive listening devices
  - Closer seats for students with vision impairments
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### **Evaluation**

Organization agrees to participate in any programmatic evaluation process conducted by NJPAC and/or its consultant groups in connection with any NJPAC program including but not limited to on-line surveying and focus groups. The Organization and its staff are not being evaluated.

### **Publicity**

Organization agrees that any written or verbal announcements, publicity, programs or other promotion regarding NJPAC Residency Programs must be approved by NJPAC. Organization agrees to allow NJPAC or news media photographers and videographers to photograph and videotape for public relations and documentation purposes.

### **Indemnity Clause**

Organization agrees to defend, indemnify and hold NJPAC and its officers, employees and agents harmless from and against any and all loss, expense, or liability, including reasonable attorney's fees, or claims for injury or damages arising out of its performance of this Agreement, but only in proportion to and to the extent such loss, expense, or liability, including reasonable attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the party, its officers, agents, or employees.

### **Background checks**

All Teaching Artists are given a criminal background check through state or federal agencies and is in compliance of hiring practices outlined in State of New Jersey, N.J.S.A. 18A:6-7.6. NJPAC does not contract anyone who does not pass a criminal background check. If needed, the Organization can request documented proof from NJPAC that the Teaching Artist has been properly background checked. NJPAC will provide documentation as long as it does not violate the privacy of the Teaching Artist.

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**New Jersey Performing Arts Center**  
 One Center Street  
 Newark, NJ 07102  
 Phone: 973-642-8989

**Date: 08/31/2022**  
**Quote Expiration Date: 11/25/2022**

## QUOTE

<b>Quote To:</b> A.P. Morris Early Childhood Center 143 Coe Avenue Hillside NJ 07205 Phone: Fiscal Contact:	<b>Services Provided To:</b> A.P. Morris Early Childhood Center <span style="color: blue;">PK</span> 143 Coe Avenue Hillside NJ 07205 Phone:
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Qty	Description	Unit Cost	Discount	TOTAL
2	Storytelling Through Dance - 5 Session	\$1,000.00	\$0.00	\$2,000.00
	* See Contract for Package Details			
		<b>TOTAL</b>	<b>\$0.00</b>	<b>\$2,000.00</b>

Name: \_\_\_\_\_

Authorized  
 Signature: \_\_\_\_\_

*\* By signing above, you agree to the prices outlined above and any applicable terms and conditions.*

<p style="text-align: center;"><b><u>Payment Process</u></b></p> <p>A <b>Purchase Order</b> for the full amount is due prior to the start of any in-school program activities.</p> <p>The payment is then due upon the completion of services.</p> <p style="text-align: center;"><b><u>Questions Regarding Quote?</u></b>          Call          Your Program Manager/Coordinator          OR          Arts Education Department          973-353-7058</p>	<p><b>Notes:</b></p>
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## SERVICES AND RESPONSIBILITIES

### RESIDENCIES

#### Classroom Sessions and Structure:

- **STUDENTS:** Organization will choose one classroom of children and their teacher(s) per residency that contains no more than twenty students for Early Learning Through the Arts residencies and no more than thirty students for all other programs.
- **CLASSROOM TEACHER:** Organization will ensure that a certified classroom teacher is present throughout the duration of all activities. Failure to comply will prohibit the residency and all NJPAC activities to continue.
- **FACILITIES:** Organization agrees to provide adequate facilities that meet the needs of the program. For Early Learning Through the Arts residencies, a “circle time” area with a rug in the classroom should be provided. For all other programs, a large multipurpose room or auditorium that is free of clutter should be provided. For dance and musical theater residencies, the floor cannot be concrete due to the physical nature of the art form. For theater residencies, the facility should also include a place for students to write.
- **EQUIPMENT:** Organization agrees to provide a piano or keyboard for dance and musical theater residencies as needed. A CD player or appropriate audio system is needed for Early Learning, Dancing Classrooms™, and Hip Hop Dance residencies.
- **SCHEDULING CONFLICTS:** Organization agrees to give the NJPAC Residency Coordinator and the teaching artist at least 48 hour notice if they must cancel a pre-arranged residency classroom session. NJPAC will make every attempt to coordinate with the In-School Coordinator and teaching artist given the advance notice. **NJPAC is not required to re-schedule any residency class that is cancelled less than 24 hours before the start of the residency class.**

#### Additional Residency Components:

- **FAMILY WORKSHOP AND/OR ARTS JAM!:** Organization agrees to make every effort to schedule the Family Workshop and/ or Arts Jam! in a timely manner, assist with the distribution of promotional flyers, and provide adequate facilities for these events.

#### Request for Cancellation of Residency Services

- Upon notification from Organization regarding any grievances that may arise from the residency, the NJPAC will ensure every effort is made to resolve them.
- If, however, the Organization wishes to cancel the residency, it must submit a letter of cancellation to NJPAC, signed by the Principal/Director to NJPAC Staff.
- Upon receipt of this letter, NJPAC will make every effort to further rectify the situation. If another solution cannot be found, NJPAC will send a return letter to the Organization to confirm cancellation of NJPAC residency.
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### ASSEMBLIES

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**New Jersey Performing Arts Center**  
 One Center Street  
 Newark, NJ 07102  
 Phone: 973-642-8989

**Date: 08/19/2022**  
**Quote Expiration Date: 11/25/2022**

## QUOTE

**Quote To:**

Ola Edwards Community School  
 1530 Leslie Street  
 Hillside NJ 07205  
 Phone:  
 Fiscal Contact:

**Services Provided To:**

Ola Edwards Community School  
 1530 Leslie Street  
 Hillside NJ 07205  
 Phone:

Qty	Description	Unit Cost	Discount	TOTAL
4	Storytelling Through Dance - 10 Session	\$1,700.00	\$0.00	\$6,800.00
3	Hip Hop Emceein'/Rap - 6 Session	\$1,100.00	\$0.00	\$3,300.00
	<b>* See Contract for Package Details</b>			
		<b>TOTAL</b>	<b>\$0.00</b>	<b>\$10,100.00</b>

Name: \_\_\_\_\_

Authorized

Signature: \_\_\_\_\_

*\*By signing above, you agree to the prices outlined above and any applicable terms and conditions.*

### Payment Process

A **Purchase Order** for the full amount is due prior to the start of any in-school program activities.

The payment is then due upon the completion of services.

### Questions Regarding Quote?

Call  
 Your Program Manager/Coordinator  
 OR

**Notes:** 5th grade: Fall (4) Storytelling through Dance  
 6th grade: Winter/Spring (3) Hip Hop Emceecin/Rap



## SERVICES AND RESPONSIBILITIES

### RESIDENCIES

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### Payment

No NJPAC activities can take place until a signed contract and a purchase order or payment has been received by NJPAC. NJPAC must receive payment from a purchase order immediately upon completion of all services for the contracted school year. Failure to submit payment to NJPAC will result in the suspension of future services to the Organization.

### Evaluation

Organization agrees to participate in any programmatic evaluation process conducted by NJPAC and/or its consultant groups in connection with any NJPAC program including but not limited to on-line surveying and focus groups. The Organization and its staff are not being evaluated.

### Publicity

Organization agrees that any written or verbal announcements, publicity, programs or other promotion regarding NJPAC Residency Programs must be approved by NJPAC. Organization agrees to allow NJPAC or news media photographers and videographers to photograph and videotape for public relations and documentation purposes.

### Indemnity Clause

Organization agrees to defend, indemnify and hold NJPAC and its officers, employees and agents harmless from and against any and all loss, expense, or liability, including reasonable attorney's fees, or claims for injury or damages arising out of its performance of this Agreement, but only in proportion to and to the extent such loss, expense, or liability, including reasonable attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the party, its officers, agents, or employees.

### Background checks

All Teaching Artists are given a criminal background check through state or federal agencies and is in compliance of hiring practices outlined in State of New Jersey, N.J.S.A. 18A:6-7.6. NJPAC does not contract anyone who does not pass a criminal background check. If needed, the Organization can request documented proof from NJPAC that the Teaching Artist has been properly background checked. NJPAC will provide documentation as long as it does not violate the privacy of the Teaching Artist.

### Force Majeure

In the event that the performance of any of the covenants of this agreement on the part of NJPAC or Employee shall be prevented by Act of God, both parties shall be relieved of their respective obligations; and further, upon such event, neither party shall be obligated for any expenses incurred by the other party in preparation for the duties described.





**New Jersey Performing Arts Center**  
 One Center Street  
 Newark, NJ 07102  
 Phone: 973-642-8989

**Date: 08/31/2022**  
**Quote Expiration Date: 11/25/2022**

## QUOTE

<b>Quote To:</b> Deanna G. Taylor Academy 614 Tillman Street Hillside NJ 07205 Phone: Fiscal Contact:	<b>Services Provided To:</b> Deanna G. Taylor Academy 614 Tillman Street Hillside NJ 07205 Phone:
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Qty	Description	Unit Cost	Discount	TOTAL
2	Storytelling Through Drama - 10 Session	\$1,700.00	\$0.00	\$3,400.00
2	Storytelling Through Dance - 10 Session	\$1,700.00	\$0.00	\$3,400.00
2	Hip Hop Emceein'/Rap - 6 Session	\$1,100.00	\$0.00	\$2,200.00
	* See Contract for Package Details			
		<b>TOTAL</b>	<b>\$0.00</b>	<b>\$9,000.00</b>

Name: \_\_\_\_\_

Authorized  
 Signature: \_\_\_\_\_

*\* By signing above, you agree to the prices outlined above and any applicable terms and conditions.*

<b><u>Payment Process</u></b>  <b>A Purchase Order</b> for the full amount is due prior to the start of any in-school program activities.  The payment is then due upon the completion of services.	<b>Notes:</b> 4th grade - 2 Storytelling Through Drama 10 sessions 5th grade - 2 Storytelling Through Dance 10 sessions 6th grade - 2 Hip Hop Emeeecin 6 sessions.
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## NJPAC Arts Education

**Questions Regarding Quote?**

**Call**

**Your Program Manager/Coordinator**

**OR**

**Arts Education Department**

**973-353-7058**



## SERVICES AND RESPONSIBILITIES

### RESIDENCIES

#### Classroom Sessions and Structure:

- **STUDENTS:** Organization will choose one classroom of children and their teacher(s) per residency that contains no more than twenty students for Early Learning Through the Arts residencies and no more than thirty students for all other programs.
- **CLASSROOM TEACHER:** Organization will ensure that a certified classroom teacher is present throughout the duration of all activities. Failure to comply will prohibit the residency and all NJPAC activities to continue.
- **FACILITIES:** Organization agrees to provide adequate facilities that meet the needs of the program. For Early Learning Through the Arts residencies, a “circle time” area with a rug in the classroom should be provided. For all other programs, a large multipurpose room or auditorium that is free of clutter should be provided. For dance and musical theater residencies, the floor cannot be concrete due to the physical nature of the art form. For theater residencies, the facility should also include a place for students to write.
- **EQUIPMENT:** Organization agrees to provide a piano or keyboard for dance and musical theater residencies as needed. A CD player or appropriate audio system is needed for Early Learning, Dancing Classrooms™, and Hip Hop Dance residencies.
- **SCHEDULING CONFLICTS:** Organization agrees to give the NJPAC Residency Coordinator and the teaching artist at least 48 hour notice if they must cancel a pre-arranged residency classroom session. NJPAC will make every attempt to coordinate with the In-School Coordinator and teaching artist given the advance notice. **NJPAC is not required to re-schedule any residency class that is cancelled less than 24 hours before the start of the residency class.**

#### Additional Residency Components:

- **FAMILY WORKSHOP AND/OR ARTS JAM!:** Organization agrees to make every effort to schedule the Family Workshop and/ or Arts Jam! in a timely manner, assist with the distribution of promotional flyers, and provide adequate facilities for these events.

#### Request for Cancellation of Residency Services

- Upon notification from Organization regarding any grievances that may arise from the residency, the NJPAC will ensure every effort is made to resolve them.
- If, however, the Organization wishes to cancel the residency, it must submit a letter of cancellation to NJPAC, signed by the Principal/Director to NJPAC Staff.
- Upon receipt of this letter, NJPAC will make every effort to further rectify the situation. If another solution cannot be found, NJPAC will send a return letter to the Organization to confirm cancellation of NJPAC residency.
- In addition, NJPAC reserves the right to cancel a residency, if the Organization is not able to honor the listed responsibilities.

### ASSEMBLIES

#### NJPAC Staffing:

- **ASSEMBLY COORDINATOR:** NJPAC agrees to provide Organization with a coordinator as the liaison with the Organization to coordinate and confirm Assembly performance date, in partnership with designated school contact; communicate schedules and production needs of the assembly to designated school contact, communicate necessary logistics to the assembly performers and act as Point-of-Contact on-site for assembly logistics day-of event.
- **ASSEMBLY PERFORMERS:** NJPAC agrees to provide Organization with professional Assembly performing artists who are trained to implement performance content specific to the program purchased by the Organization. This engagement will take place at the school in a venue conducive to the art form



### **Organization Staffing & Participation:**

- **ASSEMBLY COORDINATOR:** Organization agrees to designate one Point of Contact per school that will serve as the organization's liaison with the NJPAC Assembly Coordinator regarding all assembly logistics. The In-School Point of Contact will actively be involved in working with NJPAC to schedule performance date, coordinate and facilitate site walk-through, distribute flyers to promote Assembly Performance to the School Community, and communicate to NJPAC issues that need troubleshooting.
- **SCHOOL ADMINISTRATOR/POINT OF CONTACT:** Upon the selection of a specific Assembly performance, the Organization agrees to choose an Administrator or equivalent Point of Contact that will actively participate in the Assembly program. The School Point of Contact **MUST** be present at all times during the Assembly Performance, including site walkthrough, performance load-in and load-out. School Point of Contact, in concert with Organization, will be tasked to oversee the preparedness and behavior of the School Audience. NJPAC reserves the right to stop a performance if the audience's behavior endangers or disrupts the performance.

### **Assembly Structure:**

- **BOOKING AND CONFIRMATION OF PERFORMANCE DATE:** The date of the Assembly performance will be determined, in consultation with Assembly Coordinator, School Point of Contact and Assembly Performers, with a minimum of four weeks advanced notice. The designated representative from the Organization must provide Assembly Coordinator a minimum of three viable performance dates and timeframes to offer Performers. After consultation with Assembly Performers, the performance date will be confirmed and endorsed in writing by NJPAC Administration and School Principal.
- **CURRICULUM MATERIALS:** Prior to the assembly performance, NJPAC agrees to provide the Organization Support materials classes for the classroom teacher. The curriculum materials include activities the classroom teachers can implement in the classroom after an Assembly performance.
- **PRE-ASSEMBLY SITE WALK-THROUGH:** NJPAC requires a Site Walkthrough of the venue, conducted by the NJPAC Assembly Coordinator and/or Assembly performer[s] and specified School Point of Contact to gather better understanding of venue's performance area including, but not limited to, Stage space, Production equipment on-site, potential dressing room spaces, and loading dock areas with access to Performance space. This on-site walk through meeting will determine the parameters of the assembly performance to ensure the safety of the assembly performers and quality of performers.
- **DAY OF PERFORMANCE:** On the date of performance, NJPAC Assembly Coordinator will arrive to the venue up to 90 minutes prior to the start of the performance to facilitate and coordinate load-in with performing artists and accompanying personnel. NJPAC requires an on-site Point of Contact to meet and orient NJPAC Assembly Team to performance venue, ensure that applicable spaces agreed upon during the site walk-through are unlocked, clean, well-lit and secure for the storage and holding of talent. NJPAC Assembly Coordinator will ensure timely arrival of Assembly Performers to ensure performance begins and concludes according to the agreed upon times. Performers reserve the right to not perform if the performance conditions vary from the agreement. This includes, but not limited to, increased audience size, and unsafe or unclean performance space.
- **POST-PERFORMANCE TALK-BACK:** Following the conclusion of assembly performance(s), NJPAC Assembly Coordinator will facilitate a brief question and answer session between the audience and the performers.
- **POST-PERFORMANCE SURVEY:** Following the conclusion of assembly performance(s), NJPAC will provide an electronic questionnaire(s) to the Organization within 48 hours to gauge student and teacher/administrator feedback, in order to maximize the impact of the assembly presentation.

### **Cancellation of Assembly**

- If NJPAC cancels a performance, every attempt will be made to reschedule the assembly. If the performance cannot be rescheduled, a full refund will be issued.
- Organization is required to give 2 week notification for cancellation of an assembly. NJPAC will make every attempt to reschedule the performance. Organization will be invoiced for any costs incurred up to the date of cancellation.

## **SCHOOLTIME PERFORMANCES**

### **Ticket Confirmation and Waitlisted**

- Two emails will be sent to confirm SchoolTime orders: the first is automatically generated and will confirm the order has been received, the second will confirm seats with an invoice. Due to limited availability, seats are not confirmed until a confirmation email with an invoice has been sent. Please contact NJPAC at [schoolttime@njpac.org](mailto:schoolttime@njpac.org) if no confirmation has been sent after two weeks.
- Prior to the performance an email with a SchoolTime Performance Series Voucher will be sent. NJPAC ushers will greet each school and bus upon arrival.
- If a performance is at capacity when an order is received, notification will be sent informing a waitlist status. We will notify you via email if seats become available.

### **ADA Accommodations**

- Indicate any requests on the order form or contact NJPAC at [schoolttime@njpac.org](mailto:schoolttime@njpac.org) to make a request. Please notify us 5 weeks in advance for any interpreter needs, and 2 weeks in advance for all other options. Current services include:
  - American Sign language interpreter
  - Assistive listening devices
  - Closer seats for students with vision impairments
  - Wheelchair accessible seating
  - Fewer stairs for those with other mobility issues
  - Monitors in the lobby for students who need to leave the theater

### **Cancellations**

- NJPAC will only cancel a show if the building is closed, which occurs very rarely. Call us at 973.297.5828 after 6:30AM the day of the performance for any updates or cancellations. If NJPAC cancels a performance, every attempt will be made to reschedule the performance. If the performance cannot be rescheduled, a full refund will be issued.
- If your school is closed but the performance is not cancelled, no refund will be issued. However, NJPAC will attempt to accommodate your school at another NJPAC SchoolTime Performance during the current season, based on availability.

### **Performance Information**

- Performances are approximately 60 minutes in length and include a 5 minute question and answer session with the artists afterward.
- Please plan to arrive a half-hour before the performance to allow for seating. Show time starts promptly and latecomers will be seated at the discretion of management. Your SchoolTime Performance Series Voucher will include parking and bus instructions.
- Approximately one month prior to the performance, you will receive an email with a PDF version of our teacher resource guide, designed to allow you to make the most of your trip to NJPAC before and after the show.
- Due to space limitations, groups may not eat meals on the premises. Please note that snacks and drinks are not permitted in the theater. Theater Square or Military Park located directly across from NJPAC is where meals can be eaten.



## GENERAL PROVISIONS

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Organization agrees that any written or verbal announcements, publicity, programs or other promotion regarding NJPAC Residency Programs must be approved by NJPAC. Organization agrees to allow NJPAC or news media photographers and videographers to photograph and videotape for public relations and documentation purposes.

### Indemnity Clause

Organization agrees to defend, indemnify and hold NJPAC and its officers, employees and agents harmless from and against any and all loss, expense, or liability, including reasonable attorney's fees, or claims for injury or damages arising out of its performance of this Agreement, but only in proportion to and to the extent such loss, expense, or liability, including reasonable attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the party, its officers, agents, or employees.

### Background checks

All Teaching Artists are given a criminal background check through state or federal agencies and is in compliance of hiring practices outlined in State of New Jersey, N.J.S.A. 18A:6-7.6. NJPAC does not contract anyone who does not pass a criminal background check. If needed, the Organization can request documented proof from NJPAC that the Teaching Artist has been properly background checked. NJPAC will provide documentation as long as it does not violate the privacy of the Teaching Artist.

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**New Jersey Performing Arts Center**  
 One Center Street  
 Newark, NJ 07102  
 Phone: 973-642-8989

**Date: 09/15/2022**  
**Quote Expiration Date: 11/25/2022**

## QUOTE

<b>Quote To:</b> Hillside Innovation Academy 1100 Woodruff Avenue Hillside NJ 07205 Phone: Fiscal Contact:	<b>Services Provided To:</b> Hillside Innovation Academy 1100 Woodruff Avenue Hillside NJ 07205 Phone:
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Qty	Description	Unit Cost	Discount	TOTAL
1	Hip Hop Emceeing/Rap - 6 Session	\$1,100.00	\$0.00	\$1,100.00
1	Playwriting - 12 Session	\$2,100.00	\$0.00	\$2,100.00
	* See Contract for Package Details			
		<b>TOTAL</b>	<b>\$0.00</b>	<b>\$3,200.00</b>

Name: \_\_\_\_\_

Authorized  
 Signature: \_\_\_\_\_

*\* By signing above, you agree to the prices outlined above and any applicable terms and conditions.*

<p style="text-align: center;"><b><u>Payment Process</u></b></p> <p>A <b>Purchase Order</b> for the full amount is due prior to the start of any in-school program activities.</p> <p>The payment is then due upon the completion of services.</p> <p style="text-align: center;"><b><u>Questions Regarding Quote?</u></b>          Call          Your Program Manager/Coordinator          OR          Arts Education Department</p>	<p><b>Notes:</b> Fall: (1) Playwriting 12 sessions          Winter/Spring: (1) Hip Hop Emceeing/Rap</p>
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NJPAC Arts Education

973-353-7058	
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