

MEMO**To: Greg Tatum****From: Kim Conti; Ed Gibbons****C: Jim Damato; Pat Ditri****Re: Bid for Provision of Student Support/Guidance Center****Date: 9/2/14****Selected Consultant: Wellness Management Services of
Trinitas Regional Medical Center****Problem/Need:**

- Provide support for students who are at risk (experience academic and/or behavior difficulties)
- Decrease CST referrals
- Improve educational performance

Proposed Solution:

Establish a Student Support/Guidance Center at UHS so students can receive counseling services to support their educational performance

Outside consultants would be sought to facilitate the following:

- Facilitate the development and implementation of individual and group counseling sessions to improve student coping skills and behavior, i.e. anger management, how to deal with peer pressure, skill building
- Consult and follow-up with administration, teachers, and CST, related service providers, and teacher assistants regarding strategies to support students so they are successful at school
- Consult and follow-up with parents/guardians

Why Independent Consultants Rather Than Utilizing District Staff

- This information will be presented to district staff (i.e. school counselors and CST) who will then turn-key this plan to continue this program and its services
- The initial development of this program requires many hours of ongoing training/consultation/evaluation and follow-up to provide a program that supports at risk students

Reasons for Selecting Consultant

- Sole qualified bid
- Previously provided services to the district
- A Licensed Psychologist who will oversee the program has several years experience managing a therapeutic high school and providing counseling/consultation services to other school districts

Program Evaluation

- Teacher, administration, and support staff observation and feedback
- Decrease in students referred to the CST
- Decrease in discipline referrals

SPECIFICATIONS FOR BID TO PROVIDE
TOWNSHIP OF UNION BOARD OF EDUCATION PROFESSIONAL SERVICES
IN THE AREA OF STUDENT SUPPORT FOR 2014-2015 SCHOOL YEAR

BID FORM

Price per diem

\$ 82,000 for TR Year
if 100 days = \$20/day

*Estimated number of days per year

100

Maximum number of days per year

180

For purposes of bid comparison, the bids will be compared using the following formula:

Price per diem x 100 (estimated days)

= \$ 82,000

No other charges are permitted; i.e. travel time, etc.



Authorized Signature

7/14/14

Date

***ESTIMATED NUMBER OF DAYS IS AN ESTIMATE ONLY. The actual number of days assigned is in the discretion of the Board and will be assigned by the Board. The actual number of days may be more or less than the estimated number, in the discretion of the Board.**

IX. Consultation and Training Program Title:

The Union High School Student Support Program

X. Program Time Frame:

The program would be delivered for the Union Township school year 2014 – 2015.

XI. Cost for Counseling and Clinical Services to be Provided by Trinitas Hospital Wellness Management Services Staff

Wellness Management Services would provide student counseling, teacher consultation, guidance counselor support, administrator consultation, program facilitation, training and the other services outlined above. All consultant preparation time, materials development, transportation time, telephone contacts, incidental meetings, copying, paper use and materials development are included in the pricing below. Services would be billed on a monthly basis throughout the 10 month school year. The total program cost would be \$ 82,000. On site services would include teacher, staff, administrator, parent coaching, family therapy and student counseling. Off site services would include materials development, staff program planning sessions, telephone parent coaching, telephone contacts, facilitator transportation time, administration activities and so on. A breakdown of fees based on services to be provided by Wellness Management Consultants follows:

<u>Services or Items to be Provided:</u>	Staff to Provide Service:	Number of Hours per week)	Extension for the school year
Senior Consultation & Services: On site program guidance and consultation activities, school staff & teacher consultation and training, student intervention and counseling and other program activities as per list above, and off site services including staff supervision, program materials development, program administration, etc. (e.g., staff telephone consultation, training materials development, student skill building handouts, teacher instruction materials...).	Dr. Rodger Goddard	3 hours / week	\$6,000
Clinician Consultation & Services: On site provision of student counseling and support services, school staff consultation and training, student intervention and program involvement activities and limited off site program activities (e.g., parent and staff telephone consultation, training materials development, student skill	Trinitas Clinician supervised by Dr. Goddard	37.5 hours per week	\$74,000

8 - **Revised** Trinitas Proposal in Response to RFT Student Support Services 2014 - 2015

building handouts, teacher instruction manuals...).			
Clerical and administrative costs: (e.g., typing, telephone calling, billing, program assistance services, copying time...)			\$2,000
Materials costs: (e.g., handouts, manuals, computer usage, curriculum materials, copying costs...)			Included in above
Transportation and commuting time cost			Included in above
Total:			82,000