


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

TO: Pat Ditri
FROM: Joseph Seugling 
RE: Board Agenda Items
DATE: June 5, 2013

The committee recommends and I so move that the board approve community-based instruction (CBI) sites for the school year 2013-2014 as follows: (a) Mr. Nino's Pizza & Restaurant, 1030 Stuyvesant Avenue, Union, New Jersey; (b) Stop & Shop Supermarket, 1201 Stuyvesant Avenue, Union, New Jersey and (c) Kean University Food Services, 1000 Morris Avenue, Union, New Jersey.

COMMUNITY BASED INSTRUCTION (CBI) Work Sites 2013/2014

***KEAN UNIVERSITY** - Monday and Tuesday (Departure 9:30 am/Return 12:45pm)

Uniforms worn and safety procedures followed
Bus tables
Re-stock food displays
Maintain floor cleanliness for safety
Each job is overseen by a mentor

***STOP and SHOP** – Monday and Tuesday (Departure 9:30 am/Return 11:00 am)

Upon arrival students go to break-room to put away belongings
Re-stock shelves with unwanted and returned items
Straighten shelves independently in designated isles

***These sites are alternated upon availability of work and employer request.**

Mr. Nino's - Thursday (Departure 12:30 pm/Return 1:30 pm)

Students partner up and assemble various sizes of pizza boxes
One student works independently; boxes are counted and timed for speed and productivity
Students practice table setting procedures

In conjunction with these real life work experiences the students practice filling out job applications, mock interviews, pay-check procedures, and are made aware of employment possibilities at other work sites.