

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 8 f.

MEETING OF September 23, 2020

REVIEWED BY:

ITEM TITLE:

CONSENT CALENDAR
Motion to approve the contract for Cailin Silcox,
contracted Occupational Therapist.

Superintendent
 Personnel
 Finance
 Special Services

SUBMITTED BY: Terri Crofcheck, Special Services Director

CONTACT PERSON/TELEPHONE:

APPROVED FOR SUBMITTAL:

Terri Crofcheck 247-2114

Name

Phone

Superintendent

SUMMARY STATEMENT: KGBSD is required by law to provide occupational services to students with occupational therapy needs. In order to serve all of the students with Occupational Therapy issues it is necessary to contract these services.

ISSUE: KGBSD provides occupational therapy services to students with individual education plans based on needs. KGBSD advertises continuously for a full time on site Occupational Therapist (OT) and in the interim hires contracted occupational therapist(s) to provide services. We are required by law to provide OT services.

BACKGROUND: Contracted services are needed at this time to fill the open position for a full time OT position in the district. Since we are required by law to provide these services to students in need it is necessary to contract these services.

RECOMMENDATION:

Approval of the contract for Cailin Silcox, Occupational Therapist

ATTACHMENTS:

- Contract for Cailin Silcox

FISCAL NOTE:

EXPENDITURE REQUIRED:
\$ 42,900.00

AMOUNT BUDGETED:
\$ 42,900.00

RECOMMENDED ACTION *(if not approved as part of the Consent Calendar):*

"I move that the Board of Education approve the contract for Cailin Silcox, Occupational Therapist, at an estimated cost of \$42,900."

Ketchikan Gateway Borough School District

333 Schoenbar Road Ketchikan, AK 99901
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FY 2020-2021 Occupational Therapy Contract

This contract is entered into between the Ketchikan Gateway Borough School District, abbreviated KGBSD, (District) and Cailin Silcox, Occupational Therapist (Contractor).

Occupational Therapy Services to be provided:

- Diagnostic Assessments and/or Direct Therapy Occupational Therapy Services
- Comprehensive Assessment Reports
- Student Occupational Therapy Recommendations, Treatment/IEP Goals and Objectives
- Consultation with and training of teachers and paraprofessional staff
- Monitoring of student progress
- Site visits quarterly with quarterly and annual progress reports
- Billable records placed into Compu-claim for Medicaid in the Schools once login and training are provided by KGBSD

Duration of Agreement:

Sept 14, 2020 - May 30, 2021

1. Contractor Payment Schedule:

- A. 5 days of virtual service per month \$680 daily rate providing service directly with students,
- B. \$400 per day for paperwork days at 2 paperwork days per month.

2. Contractor Services:

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- A. The occupational therapist will conduct therapy sessions with students on caseload. The OT will also meet with the teachers and paraprofessionals to discuss progress and to provide recommendations.
- B. If the student is not available during a session, the occupational therapist's report will indicate the student's absence, but will indicate staff meetings held to discuss the student's progress while providing recommendations to follow until the next scheduled session.
- C. Student referrals will follow district and state guidelines. No evaluation will be done by occupational therapist unless a signed permission/consent for evaluation is on file or on site. If a concern arises regarding students need for evaluation, the occupational therapist will consult and discuss the needs with the Director of Special Education.
- D. A cover page will be included with each report identifying the date of the evaluation, school name, and the name the student seen or evaluated. All records related to evaluations, direct services and supervision of staff will be entered into CompuClaim for Medicaid billing purposes. The OT will release all protocols related to evaluation to the district.
- E. Occupational Therapist reports will be sent to the district office to the Director of Special Education, within **fourteen (14)** days after each evaluation.
- F. Contractor will submit an invoice at the end of each service week.
- G. Additional days can be added if mutually agreed upon by the Director of Special Education and Cailin Silcox for additional compensation at standard rates.

3. General considerations:

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- A. This agreement may be terminated by either party if provided with an advanced written notice of at least 60 days.
 - 1. In case of termination, the Contractor shall receive fair value for services performed to the date of termination.
 - 2. Materials, in possession of the Contractor at the time of termination, pertaining to this agreement, whether complete or incomplete shall become the property the Ketchikan Gateway Borough School District.
- B. The Contractor shall not assign the services to be performed under this agreement to another person without prior written permission of the District.
- C. The Contractor understands that she has independent status and shall not act as an officer, employee, or agent of the Ketchikan Gateway Borough School District. The Contractor may act in this capacity only if and when it is expressly written to this agreement.
- D. Equal Employment Opportunity: The Contractor and the District agree to abide by any "equal employment opportunity" state or federal laws, which may apply to this agreement.
- E. The Contractor agrees to abide by all applicable state and federal laws pertaining to maintaining records for audit and will maintain all records for period of time of not less than three (3) years after the final payment of this agreement.
- F. The Contractor agrees to provide a current AK Occupational Therapy professional license and AK business license that fulfills Alaska state requirements and regulations regards providing services as an occupational therapist to KGBSD. The contractor also agrees to provide proof of current malpractice insurance.

COST FOR CORRECTIVE ACTIONS

In the event that an action is taken by the CONTRACTOR that requires corrective action (i.e. where a work product is incorrect, incomplete or is not consistent with industry standards), and it is not the result of action or work product of KGBSD staff, additional time or technical assistance required to make the correction will be provided by the contractor at no charge to the district.

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REIMBURSEMENT: COST ALLOWABILITY & PRIOR APPROVAL

All miscellaneous expenditures submitted for reimbursement, must follow cost allowability principles of federal, state, and local laws and codes, including KGBSD Board policy. In order to ensure allowability, CONTRACTOR should seek prior approval from the Superintendent or designee for all miscellaneous expenditures that will be submitted to KGBSD for reimbursement, including travel.

OT services are contracted between two Occupational Therapists for the 2020-2021 school year. If the contractor designated to provide services in a given month is unable to provide the services, the other contractor will have the opportunity to cover the services for that month.

The conditions of this service contract are agreed to by Cailin Silcox and Ketchikan Gateway Borough School District. Any changes must be in writing and signed by both parties.

Cailin Silcox, Contractor

Date

Terri Crofcheck, Director of Special
Services,
Ketchikan Gateway Borough
School District

Date

Beth Lougee, Superintendent
Ketchikan Gateway Borough
School District

Date

Estimated Payments of Contract:

Approximately 45 student contact days @ \$680.00 per day	\$30,600
Approximately 18 paperwork days @ \$400.00 per day	\$7,200
<u>Distance Supervision, IEP meetings, and consultation:</u>	
not to exceed 60 hours:	\$5,100

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Estimated Total Payments

\$42,900