

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 7 d.

MEETING OF June 10, 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, Director of Special Services

CONTACT PERSON/TELEPHONE:

APPROVED FOR SUBMITTAL:

Terri Crofcheck 247-2114

Name Phone

Superintendent

SUMMARY STATEMENT: The Board is being asking to approve a contract for Occupational Therapy services with Cailin Silcox.

ISSUE: Board Policy governs the district's purchasing and contracting procedures. Board Policy requires Board approval for contracts and financial expenditures over \$25,000.

BACKGROUND: In order to serve all of the students with Occupational Therapy needs it is necessary to contract these services. KGBSD was unable to fill the open full-time permanent Occupational Therapist (OT) position. Since we are required by law to provide these services to students in need, it is necessary to contract these services. Cailin Silcox has been providing OT services to the district under contract since 2017.

RECOMMENDATION:

Approval of the contract for Cailin Silcox, Occupational Therapist

ATTACHMENTS:

- Contract for Cailin Silcox

FISCAL NOTE:

EXPENDITURE REQUIRED:

\$ 39,230.00

AMOUNT BUDGETED:

\$ 39,230.00

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

"I move that the Board of Education approve the contract for Cailin Silcox, Occupational Therapist."

Ketchikan Gateway Borough School District

333 Schoenbar Road Ketchikan, AK 99901
P: (907) 225-2118 F: (907) 225-2269

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:

August 24, 2020 - May 30, 2021

1. Contractor Payment Schedule: Five (5) trips of up to 5 days per trip:

- A. \$680 daily rate when on site, \$400 per day for paperwork days at 3 paperwork days per trip.
- B. If the trip is paired with other district trips, the District will provide round trip airfare between Ketchikan, AK with either of the following cities: Anchorage, AK OR Fairbanks, AK OR Seattle, WA, and all sites within the District. If the trip will be for this District alone, the District will provide round trip airfare between Omaha, NE and Ketchikan, AK. The District will also provide lodging within the district.

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2. Contractor Services:

- A. During each site visit, 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 between site visits.
- B. If the student is not available during the visit, 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 visit.
- 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 site visit, 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 TIENET 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 site visit.
- F. Contractor will submit an invoice at the end of each site visit after reports are completed.
- G. Additional days or visits can be added if mutually agreed upon by the Director of Special Education and Cailin Silcox for additional compensation at standard rates

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3. General considerations:

- 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.

4. Travel arrangements:

- A. The Contractor will coordinate all travel reservations to Ketchikan with the Ketchikan Gateway Borough School District, Director of Special Education, and will email the day, time, and confirmation for each flight.

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- B. Ketchikan Gateway School District will schedule all in district travel for occupational therapist and will provide electronic tickets online for trips originating in Ketchikan as needed. Trips between schools are ticketless and arranged by the travel coordinator at KGBSD who notifies staff by email of travel.

- C. Contractor must purchase or notify the district of requested flights at least 3 weeks in advance. Reimbursement will be made at the advance purchase of coach ticket price. If no flight request has been made 3 weeks prior to the trip, KGBSD will purchase the ticket at the lowest fare. Any changes to the ticket will be the responsibility of the contractor. Travel arrangements will be made no less than 3 weeks in advance.

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.

TRAVEL EXPENSES

Reimbursement for travel costs will be authorized provided travel is planned with maximum cost effectiveness to the district. Airfare will be reimbursed for the lowest available fare for non-circuitous, coach class, refundable fare. Costs for upgrades to premium or first class will not be reimbursed. Fees associated with changes to existing travel itineraries made for personal reasons will be at the expense of the CONTRACTOR and will not be reimbursed.

REIMBURSEMENT: COST ALLOWABILITY & PRIOR APPROVAL

All miscellaneous expenditures submitted for reimbursement, including travel, 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 make the trip, the other contractor will have the opportunity to cover the services for that month.

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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 25 student contact days @ \$680.00 per day	\$17,000
Approximately 15 paperwork days @ \$400.00 per day	\$6,000
Estimated Airfare to/from Ketchikan	\$9,000
Estimated Lodging/Car Rental for 5 trips	\$3,830
Distance Supervision not to exceed 40 hours	\$3,400

Estimated Total Payments \$39,230

Proposed Tentative trips to Ketchikan

Aug 31-Sept 4 2020
Feb 1-5 2021

Nov 1-Dec 4 2020
March 22-26 2021

April 26- 30, 2021