



# District to Agency Contract | 2015 - 2016

**Melba School Joint School District No. 136**  
**Contract for Special Services for Student(s)**  
**AGENCY: Mary Neumeyer**

**WHEREAS**, pursuant to the Individuals with Disabilities Education Act (IDEA), local school districts are responsible for providing a Free Appropriate Public Education (FAPE) to children who are eligible for special education and related services, and

**WHEREAS**, Idaho Code § 33-2004 sets forth provisions whereby school districts may provide FAPE to special education students through a contract with an Private Entity approved by the State Department of Education,

**THEREFORE THIS AGREEMENT**, made this 29<sup>TH</sup> day of May, 2015, by and between Melba Joint School District No. 136, hereinafter referred to as the DISTRICT and **Mary Neumeyer** a contractor of School Psychologist services, whose address is \_\_\_\_\_, hereinafter referred to the AGENCY.

**WHEREAS**, the DISTRICT must provide an appropriate School Psychologist to the students, the DISTRICT and,

**WHEREAS**, the AGENCY agrees to provide special education services in accordance with the following State and Federal laws and regulations: Idaho Code; Idaho State Board of Education Regulations pertaining to special education; the Individuals with Disabilities Education Act; Part 34 of the Code of Federal Regulations, Sections 300.300-300.349 and 300.400-300.576; Section 504 of the Rehabilitation Act, Part 104 of the Code of Federal Regulations, and the Family Educational Rights and Privacy Act. These regulations include, but are not limited to, provisions relating to:

- |  |   |
|--|---|
| a. FAPE                                      | f. Procedural safeguards                      |
| b. Least Restrictive Environment (LRE)       | g. Protection in evaluation procedures        |
| c. Personnel that meet appropriate standards | h. Confidentiality of information             |
| d. Individualized education program (IEP)    | i. Nondiscrimination on the basis of handicap |
| e. Parent participation                      |   |

**WHEREAS**, the AGENCY is fully knowledgeable and has such licenses and certifications as is necessary to act as a School Psychologist ; and

**WHEREAS**, the AGENCY desires to contract for the DISTRICT in providing School Psychology services to their students,

**NOW THEREFORE**, it is agreed as follows:

- I. Term and Duration: This Agreement shall commence on the **17<sup>th</sup> day of August, 2015, and shall go through the 26<sup>th</sup> day of May, 2016**. Either party may cancel this CONTRACT with or without cause on a thirty (30) days written notice to the other party. Said notice shall be delivered to each party at the address listed at the heading of this CONTRACT or at such other address as may be designated by the party receiving the notice from time to time. In the absence of the notice to cancel this contract, it shall remain in full force.



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- II. Scope of Work: The work that could be performed by the AGENCY includes all services generally performed by the AGENCY on his and her usual line of work, including but not limited to the following:
- a. Provide school psychology services including evaluations, assessments, IEP development and planning, consultation, training of para-professional(s) and teacher(s), direct treatment, data collection, travel and record keeping for those students referred for screening by staff or parents through the IEP team.
  - b. Communication with staff, parents, and other professionals as appropriate regarding the status of students served. Written reports will be completed within one month following the evaluation.
  - c. An accurate record of all student contact time will be recorded on Medicaid forms. Completed reports will be submitted to the DISTRICT on the 1<sup>st</sup> day of each month.
  - d. Insure that services are safe and within the bounds of current research and accepted practice.
  - e. Participate and be involved in the design of the Individual Education Program (IEP) of each student recommended for school psychology services.
  - f. Participate as a child study team member.
  - g. Participate in Response to Intervention (RTI) as team member as requested.
  - h. Attend classroom conferences and review records to enhance effectiveness of students' instructional program.
  - i. Attend parent conferences, as requested.
  - j. Provide carryover materials and activities to parents and school personnel.
  - k. Comply with all Federal, State and local regulations concerning IDEA and maintenance of confidentiality.
  - l. Provide early childhood screenings and work cooperatively with the Infant Toddler Program as those students transition to the District.
- III. AGENCY'S Responsibilities
- a. Provide the DISTRICT, on a monthly basis, a billing statement outlining the services rendered and the amount due the AGENCY.
  - b. Maintain a log which documents the date, the duration, the student and the type of service rendered. A copy of said log shall be turned in with the billing statement.
  - c. Any school psychologist providing services will maintain current licensure and certification with the State of Idaho.
  - d. The AGENCY will maintain current malpractice insurance policy.
  - e. Comply with all applicable provisions of Federal and State law relating to the practice of school psychology .
  - f. Comply with the DISTRICT'S policy and procedures regarding the delivery of services to students and disabilities.
  - g. The school psychologist providing contracted services will have a current License to Practice from the State of Idaho or will be under the supervision of a person qualified to serve as a mentor.
- IV. Independent Contractor: This Agreement does not constitute a hiring of the AGENCY by the DISTRICT. It is the parties' intention that so far as shall be in conformity with the law the AGENCY shall be an independent AGENCY and not the DISTRICT'S employee. In conformity the AGENCY shall retain sole and absolute discretion and judgment in the manner and means of providing consulting services to the DISTRICT. AGENCY is under the control of the DISTRICT as to the result of the AGENCY'S work only and not as to the means by which such results are accomplished. This



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Agreement shall not be construed as a partnership and the DISTRICT shall not be liable for any obligation incurred by the AGENCY. All services rendered by the CONTRATOR shall be rendered in a competent, efficient and satisfactory manner and in strict accordance with the currently approved practices in the AGENCY'S professional specialty.

- V. Taxes and other Governmental Expenses: The AGENCY shall be responsible for and shall timely pay all Federal, State, and local taxes and fees including, but not limited to, social security payments, Federal and State withholding taxes and unemployment taxes.
- VI. Billing: The DISTRICT shall pay the AGENCY, upon the conditions hereinafter set forth, for all services rendered by the AGENCY, except as herein above provided, within sixty (60) days following the date on which the AGENCY'S invoices have been received by the DISTRICT together with the applicable documentation.
  - a. The AGENCY shall be paid as follows:
    - i. **Sixty-Six Dollars and Ninety-Six Cents (\$66.96) per hour** for school psychology including evaluation, follow-up sessions, IEP conferences, individual or small group sessions, class conferences, parent conferences and all items listed above Scope of Work. Total hours for the **2015 - 2016 school year are not to exceed a total of 576 hours.**
- VII. Controlling Law and Attorney Fees: This Agreement shall be governed by the laws of the State of Idaho. In the event of any controversy, claim or action being filed or instituted between parties to this Agreement to enforce the terms and conditions of this Agreement or arising from the breach of any provision hereof, the prevailing party will be entitled to receive all costs, damages and expenses, including attorney's fees, incurred whether or not such controversy or claim is litigated or prosecuted to judgment.
- VIII. Notice: Any notice required to be provided to any party to this Agreement shall be in writing and shall be considered effective as the date of deposit with the United States Postal Service by certified or registered mail, postage prepaid. Each party hereto agrees to notify its employees, agents or subsidiaries of any notice given under this Agreement which materially affects the duties of one of the parties to this Agreement. Any changes in the address (noted below) for notice shall be provided to the other party to the Agreement within five (5) days of such change.
  - a. AGENCY: Mary Neumeyer
  - b. DISTRICT: Melba School District No. 136  
PO Box 185  
Melba, ID 83641
- IX. Civil rights: The AGENCY agrees to comply with the Title VI of Civil Right Act of 1964 and all requirements imposed by or pursuant to the regulation of the Department of Health, Education and Welfare (45 C.F. R. Part 80) issued pursuant to the Title, to the end that, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied of benefits of or be otherwise subjected to discrimination under any program or activity for which Federal funds are used in support of the AGENCY'S activities. The AGENCY agrees to comply with the objectives of the American with Disabilities Act. The AGENCY agrees that recruiting, hiring and other employment procedures are free of discrimination based on disability. The AGENCY is an equal opportunity employer.



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- X. Miscellaneous
  - a. This Agreement may not be assigned by either party to this Agreement without the express written consent of the other party or parties,
  - b. Each party to the Agreement acknowledges that no representations, inducements, promises or Agreements, orally or otherwise, have been made by any party or anyone acting on behalf of any party, which are not embodied herein, and that no other Agreement, statement or promise not contained in the Agreement shall be valid or binding.
  - c. Any modification of this Agreement will be effective only if it is in writing and signed by all parties to this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed in their names by their proper officials pursuant to approval of their respective boards.

For the DISTRICT:

For the AGENCY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Dr. Andrew Grover  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Superintendent  
\_\_\_\_\_  
Title or Position

\_\_\_\_\_  
Title or Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## District to Agency Student Roster - SAMPLE

## Appendix A

Student Name(s)	Age	Exceptionality	Type of Related Services	Date of Enrollment	No. of Months per Year	No. of Days per Week	No. of Hours per Day	Total Contract Amount per Student	Reimbursement Requested by District from SDE	Approved Reimbursement Amount
Example:										
Social Security										
Social Security										
Social Security										
Social Security										
Social Security										
Social Security										
Social Security										
CDS = COMMUNICATION                      OT = OCCUPATION THERAPY DISORDER SPECIALIST PT = PHYSICAL THERAPY                      SW = SOCIAL WORKER							<b>Total</b>			