

## **FY 2019 Occupational Therapy Contract Addendum**

This addendum to original 2018-2019 contract is entered into this 15<sup>th</sup> day of November, 2018, by and between the Southeast Island School District, abbreviated SISD, (District) and Tara-Renee H. Whalen, Occupational Therapist (Contractor).

### **Additional Occupational Therapy Services to be provided:**

- Monthly Distance Consultation with and training of teachers and paraprofessional staff from home location in San Diego, CA
- Additional site visit in Spring 2019

**Duration of Agreement:** November 15, 2018 - May 31, 2019

### **1. Contractor Payment Schedule:**

- A. Monthly consultation with Staff as needed, without student present as required by Alaska law, during months that contractor does not visit the site (December, January, March, May). [Remaining planned visits will be in November 2018, February 2019, and April 2019]
- B. \$45 per hour rate of consultation, expected to be 1 hour per month of need.
- C. One additional trip of 3 days per trip (to total to 4 trips during the 2018/2019 school year) at standard rates below:
  - D. \$650 daily rate when on site, and \$50 per day per diem.
  - E. \$350 for one paper work day per trip
- F. District will provide round trip airfare between San Diego, CA and Ketchikan, AK. The District will also provide lodging onsite at various schools within the district, and any offsite lodging and transportation required for layovers into and out of the District from Ketchikan, AK.
- G. If the trip is paired with other district trips, the District will provide one-way airfare between San Diego, CA and Ketchikan, AK. As described above, the District will also provide lodging onsite at various schools within the district, and any offsite lodging and transportation required for layovers into and out of the District from Ketchikan, AK.
- H. If the contractor is unable to travel into Prince of Wales Island, AK due to a **weather**

**delay or weather cancellation** preventing the contractor from visiting the site, and the trip was unable to be reasonably rescheduled, the district will provide lodging for the therapist to complete tele-therapy services from Ketchikan, AK at standard daily rates as directed by state law for tele-therapy services, and/or reimburse contractor for any completed or rescheduled flights in attempt to make the original trip.

## **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. Progress notes will include baseline information, goals, current status, and contain recommendations and plan in a SOAP format (Subjective, Objective, Assessment, Plan). 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 Special Education Coordinator/Superintendent and Tara-Renee H. Whalen for additional compensation at standard rates.

**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 Southeast Island 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 Southeast Island School District. The Contractor may act in this capacity only if and when it is expressly written to this agreement.

1. 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.
2. 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.
3. 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 SISD. The contractor also agrees to provide proof of current malpractice insurance.

**4. Travel arrangements:**

- A. The Contractor will coordinate all travel reservations to Ketchikan and flights/ferries to and from Prince of Wales Island with the Southeast Island School District, Director Of Special Education, and will email the day, time, and confirmation for each flight.
- B. Southeast Island School District will schedule all in district travel for occupational therapist/contractor, and will provide itineraries by email for trips within the district as needed.

Southeast Island School District  
1010 Sandy Beach Road; Thorne Bay, AK 99919  
P: (907) 828-8254 F: (907) 828-8257

The conditions of this service contract are agreed to by Tara-Renee H. Whalen and Southeast Island School District. Any changes must be in writing and signed by both parties.

\_\_\_\_\_  
Tara-Renee H. Whalen, Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Janet Stout, Special Education Coordinator  
Southeast Island School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lauren Burch, Superintendent  
Southeast Island School District

\_\_\_\_\_  
Date

**Updated Estimated Payments of Contract:**

Approximately 12 student contact days @ \$650.00 per day = \$7,800.00

Estimated Per Diem @ \$50.00 x 12 days = \$600.00

One (1) Paperwork day per trip at \$350.00 x 4 trips = \$1400.00

Four (4) Monthly consultation hours (December, January, March, May) @ \$45.00 per consult = \$180.00

Estimated Airfare Round Trip San Diego to Ketchikan @\$750.00 x 4 trips (1/2 when split between HCSD) (\$3,000.00, or \$1,500.00 when split with HCSD)

Estimated Island Air Express Round Trip Ketchikan to Klawock @ \$300.00 X 4 trips (1/2 when split with HCSD) (\$1,200, or \$600 when split with HCSD)

**Total Estimated Payment for 2018/2019 School Year: \$12,080.00**