



School District of the City of Pontiac

Kelley Williams, Superintendent

PONTIAC BOARD OF EDUCATION Agenda Item Request Form

Purpose:	<input type="checkbox"/>	Discussion	Presenter(s):	<u>Kelley Williams, Superintendent</u>
	<input checked="" type="checkbox"/>	Action		<u>Mrs. Carmen White, Director of Human Resources</u>
	<input type="checkbox"/>	Report		
Contract:	<input type="checkbox"/>	New	Attachment(s):	<u>Contract Renewal</u>
	<input checked="" type="checkbox"/>	Renewal		<u>Evaluations</u>
	<input type="checkbox"/>	Extension/ Modification	Board Meeting Date:	<u>June 19, 2017</u>
	<u>N/A</u>			

Agenda Item: Prime HealthCare Staffing Contract Renewal

Background/Rationale:

In order to comply with student IEP's, we are requested additional contracted services in the area of Physical Therapy from Prime HealthCare Staffing. Pontiac School District has utilized Prime HealthCare Staffing since December 2014.

2016/2017 Contract Amount: \$398,000.00

Funding Source/Account Number/s: 130.033.1213.0013.0000.3111
130.033.1213.0013.0000.3210

Recommendation: It is the recommendation of Administration that the Pontiac Board of Education approve the service agreement between Prime Healthcare Staffing and the Pontiac School District effective August 1, 2017 through June 30, 2018 in an amount not to exceed \$398,000.00.

Approvals Required:

<u>Kelley Williams</u> Superintendent	<u>6-15-17</u> Date	<u>Carmen White</u> Human Resources	<u>6-15-17</u> Date
<u>[Signature]</u> Business and Finance	<u>15 June 2017</u> Date	<u>[Signature]</u> Curriculum & Instruction	<u>6-15-17</u> Date
<u>Darryl Segars</u> Legal Counsel	<u>6/15/17</u> Date		

Moved By: _____

Supported By: _____

Board Vote:

Ayes:

Nays:



School District of the City of Pontiac

Kelley Williams, Superintendent

Request Approved: Yes No

Date Approved: _____



STAFFING SERVICES AGREEMENT

This Staffing Services Agreement (the "Agreement") is entered into as of July 1, 2017 (the "Effective Date") by and between Prime HealthCare Staffing, Inc., a Michigan corporation (hereinafter known as "Prime"), having offices located at 801 W. Ann Arbor Trail, Suite 220, Plymouth MI 48170, and Pontiac School District (hereinafter known as "Customer") located in Pontiac, MI 48342

RECITALS

Whereas Customer is actively engaged in delivering physical, occupational, and speech therapy services, sign language interpreters and school psychologist in settings which include one or more of the following: outpatient clinic, hospital, skilled nursing, home health, schools and any other setting wherein such services would appropriately be delivered; and

Whereas Prime is engaged in the business of providing licensed, certified professionals, duly qualified and licensed in the fields of physical therapy, occupational therapy and speech language pathology, sign language interpreters and school psychologist (collectively "Contract Personnel"); and

Whereas Customer desires to engage Prime in providing Contract Personnel in local contract, travel contract, or permanent/direct hire placement positions and Prime desires to provide said Contract Personnel to Customer;

Now, therefore, in consideration of the mutual covenants and agreements contained herein, and intending to be legally bound hereby, Prime and customer agree as follows:

AGREEMENT

1) SERVICES OF PRIME

- a) **Provision of Contract Personnel.** During the term of this Agreement, upon request by Customer, Prime will utilize its best efforts to furnish Customer with qualified temporary or permanent Personnel. Prime will not engage subcontractors in providing Contract Personnel under this contract
- b) **Scope of Services.** Subject to any limitations related to state regulations, services provided by Personnel under this Agreement shall include, but not be limited to:
 - i) Review patient's medical history and evaluate current condition
 - ii) Develop a treatment plan, outlining types of activities and corresponding goals and desired outcomes of the plan
 - iii) Utilize exercises, hands-on therapy, and equipment, where applicable, to treat the evaluated condition to facilitate progress toward health and wellness
 - iv) Evaluate patient's progress, modifying treatment plans as needed
 - v) Record patients' activities and progress for further patient evaluation(s)
 - vi) Participate with Customers' personnel in patient care or IEP meetings to plan and evaluate patient care in individual cases
 - vii) Execute and/or provide such other services as Customer may reasonably request
- c) **Screening of Contract Personnel.** Prime shall ensure that the Personnel, who will perform services under this Agreement, are licensed and/or certified in the State in which they will be

performing services under this Agreement and shall provide Customer with documentary evidence thereof. Prime represents to Customer that all Personnel to perform services under this Agreement are duly qualified, professionally trained and experienced in their respective discipline, and Prime agrees that it will, during the term of this Agreement, take all actions necessary to maintain such training and experience of its Personnel. Prime will notify Customer immediately, in the event that any Personnel performing services under this Agreement lose their license and/or certification.

- d) **Compliance with Policies and Procedures.** Prime shall ensure that all Contract Personnel comply with Customers' policies and procedures while in the Customers' facilities, having been afforded sufficient orientation by Customer as deemed appropriate by Customer on said policies and procedures.
- e) **Employment of Contract Personnel.** Prime and Customer agree that each local/travel Contract Personnel assigned to Customer under this agreement will be an employee of Prime and are not employees of the Customer. Prime assumes all employer responsibilities such as withholding federal and state income taxes, social security taxes, unemployment and workers compensation insurance coverage and payment of all wages in return for services provided by its employees.
- f) **Insurance.** Prime, at no cost to Customer, shall obtain and maintain policies of Workers' Compensation and general liability insurance, and a policy or policies of professional liability insurance, providing coverage in the amount of a least One Million (\$1,000,000.00) Dollars per occurrence and Three Million (\$3,000,000.00) Dollars aggregate per year. Upon the execution of this Agreement and thereafter upon the request of Customer, Prime shall promptly furnish to Customer evidence of the insurance required by this Section. Prime shall provide Customer with thirty (30) days advance notice of any termination, cancellation, or material amendment of its insurance coverage.

2) QUALIFICATIONS OF CONTRACT PERSONNEL

- a) For local/travel contract assignments, Prime and Contract Personnel shall comply with Customer's qualification and documentation requirements at all times. All required documentation must be complete before Contract Personnel may be confirmed to the Customer for the contract assignment. Prime shall maintain Contract Personnel files containing the information set forth below:
 - i) Employment Application
 - ii) Skills Checklist
 - iii) Reference Forms
 - iv) Front and back copies of License/Certification for all current states
 - v) Consent for Criminal Background Check
 - vi) Consent for Drug Screen
 - vii) Signed Employment Agreement
 - viii) W-4 Forms (Federal and State)
 - ix) I-9 Form - Notarized
 - x) Certificate of Auto Insurance

3) CONDUCT OF CONTRACT PERSONNEL

- a) **Standard of Care.** Each Contractor Personnel may only be placed in assignments that match their skills and experience and shall provide services in a safe and effective manner consistent with the scope of his/her individual licensure, training and education, and consistent with applicable laws, rules and regulations, accreditation standards, and professional standards, Medicare regulations, and the standards of practice for allied health professionals in the state they are working, Customer's policies and procedures, philosophy and values, and directions of Customer staff. Contract Personnel will professionally, ethically and diligently carry out their responsibilities hereunder in order to serve the best interest of Customer and its patients and or students.
- b) **Confidentiality.** Prime and its assigned Contract Personnel shall at all times safeguard the integrity, security, and confidentiality of individually identifiable health information, as that term is defined in The Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. Section 1320d(6) ("Health Information"), to which it has access by virtue of this Agreement. To accomplish this requirement, Prime shall maintain reasonable and appropriate administrative, technical and physical safeguards as specified in 42 U.S.C. Section 1320d-2(d)(2). Prime shall familiarize its assigned Contract Personnel with the privacy and security policies of Customer applicable to Customer's Health Information. Prime and Customer shall promptly report to one another any unexpected incidents regarding any breach of integrity, security or confidentiality of Customer's Health Information
- c) **Complaint Procedures.** Customer maintains the right, at its sole discretion, to require that any assigned Contract Personnel it deems to be incompetent, negligent or engaging in misconduct to leave its premises immediately. Customer agrees to timely notify Prime of its action. Customer shall notify Prime immediately of any potential workplace injury or malpractice incident involving Prime's Contract Personnel. Upon notification, Prime shall document and track all unexpected incidents, including errors, sentinel events, injuries and safety hazards related to the care and services provided. Customer shall provide Prime with feedback regarding performance of Contract Personnel as requested by Prime during and upon completion of the local/travel contract assignment. Customer shall immediately notify Prime of any unsatisfactory performance of Contract Personnel thereby allowing Prime to give performance counsel to its employee. If, after Prime has been notified and has had an opportunity to counsel employee, the identified performance matter has not been rectified, Customer may request the removal of the employee. Upon such notification, Prime shall have the opportunity to provide a replacement employee (if available) to complete the initial commitment of the removed Contract Personnel.

4) SERVICES OF CUSTOMER

- a) **Requests.** Customer will notify Prime of the discipline, specialty, number of Contract Personnel needed, the start date, proposed end date (for local/travel contract placement), and any other requirement for Customer's staffing need.
- b) **Orientation.** Customer agrees to provide Contract Personnel with sufficient orientation which will entail a review of Customer's policies, procedures and equipment together with risk management procedures and workplace injury reporting procedures. All orientation expenses will be borne by Customer.
- c) **Hours Guarantee.** For travel contract assignments, Customer will guarantee a 37.5 hour work week and Prime will invoice a 37.5 hour work week unless Prime's employee is unavailable to work as scheduled for any reason. Scheduled School closings (Holidays, early release days, etc.)

and days closed due to weather will not be paid guaranteed hours for the Contractor. Customer will give Prime at least thirty (30) days' notice of the extension of any Contract Personnel on assignment. On both local and travel assignments, overtime hours (as defined by state law) will be scheduled only with the approval of the Customer and agreement of the Contract Personnel and will be invoiced at 1.5 times the standard hourly rate

- d) **Onsite Supervision.** During the period under which Contract Personnel is assigned to the Customer work-site, the Customer shall be solely responsible for the supervision and instruction of the Contract Personnel regarding services to be rendered, policies, procedures, and all necessary safety procedures including but not limited to safety procedure and proper equipment handling. The Customer shall remain solely liable for the safe and supervised performance of the temporary professional entrusted to operate equipment.

5) FEES AND INVOICING

- a) **Compensation for Services.** Prime shall be paid for services provided under the terms of this Agreement in accordance with the Schedule of Rates described in Exhibit "A" attached hereto and incorporated herein by reference. These rates represent the entire rates to be charged to Customer for Contract Personnel and are not subject to adjustment for any reason unless otherwise set forth in Exhibit "A." Customer further agrees that its responsibility to pay Prime for services provided is separate and distinct from its ability to collect payment for such Contract Personnel's services from the patients, Medicare, Medicaid, and/or any other insurance program or responsible party.
- b) **Invoices.** For contract assignments, Prime shall submit invoices to Customer for each Contract Personnel, for services rendered under this Agreement. The invoice shall include the name of the Contract Personnel providing the services, the discipline, and service date(s). A copy of a duly signed/authorized time card from the Contract Personnel shall be attached to the invoice. Prime shall invoice Customer on a weekly basis for services rendered. Customer shall pay Prime within thirty (30) days of receipt of such approved invoice. Any outstanding balances not paid within thirty (30) days of the invoice date shall be subject to a late payment charge of 1.5% per month, 18% annual rate or such lesser amount as necessary to ensure that such late charges do not exceed the maximum allowable by law. Additional items, such as Contract Personnel's productivity report, may also be attached to invoice for the time period covered by the invoice, provided Prime is in receipt of said document(s). The hourly rate charged to the Company is based on pricing described in Exhibit "A" and as also stipulated in specific assignment details, to be found on each "Assignment Confirmation Form" as shown in Exhibit "B."

6) TERM AND TERMINATION

- a) **Term.** This Agreement shall commence as of the Effective Date for an initial term of one (1) year, subject to earlier termination as provided below. Thereafter, this Agreement will automatically renew for successive one (1) year terms on the same terms and conditions unless terminated as provided below
- b) **Termination of Agreement.** Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days prior written notice to the other party.
- c) **Termination of Contract Assignment.** If any Customer requests removal of any Contract Personnel or deems the Contract Personnel's performance unsatisfactory, the assignment of such Contract Personnel shall terminate, immediately upon notice from Customer as noted in Section

3-C above. Customer may terminate any Contract Personnel's existing assignment, without cause, upon thirty (30) days prior written notice. Early termination of a contract assignment by Customer with less than thirty (30) days' notice may be subject to a minimum charge of up to thirty (30) working days at the normal hourly billing rate.

7) NON-SOLICITATION / CONVERSION / DIRECT HIRE

- a) **Non-Solicitation.** Customer acknowledges that Prime has made a considerable investment in the recruitment and training of its employees. As a material inducement for Prime to enter into this Agreement, Customer agrees that, during the term of this Agreement and for a period of one (1) year immediately following the expiration or earlier termination hereof, Customer shall not directly or indirectly, through any affiliate, director, officer or employee, (i) recruit or attempt to recruit; (ii) hire or enter into any arrangement to hire; (iii) contract for service with; or (iv) assist any other party to hire or solicit for hire, any of the current employees or any former employees of Prime during the subsequent one (1) year period in which the Agreement was in effect (any such person, a "Covered Person"). An individual who worked at Customer through Prime and later terminates their employment/contractor relationship with Prime and comes to work at Customer through a different staffing agency shall be considered a "Covered Person" for purposes of this Agreement.
- b) **Conversion.** Should Customer solicit and hire any of Prime's currently working employees ("Contract Personnel") on assignment with Customer and providing services under this Agreement, Customer and Agency shall abide by the provisions of the following conversion procedures. Customer and its affiliates agree to notify Prime of its intention to hire any of the Contract Personnel submitted on assignment by Prime during the term of this Agreement and for one year following its termination. Customer and its affiliates agree to pay a conversion fee to Prime upon the hiring of the Contract Personnel. The cost of the conversion fee is equal to 17% of the first year annual salary package offered to the Contract Personnel. The conversion fee is due and payable in full on the first day of Contract Personnel's employment with the Customer.
- c) **Direct Hire.** If Direct Hire services are requested, Prime will conduct sourcing, recruiting and screening as identified in this Agreement and refer qualified candidates to Customer for final interview and selection as further described in Exhibit "C" attached hereto.

8) GENERAL PROVISIONS

- a) **Entire Agreement.** This Agreement including attachments and exhibits hereto contains the complete agreement between the parties with respect to the subject matter thereof and may not be modified except by written agreement signed by both parties. This Agreement supersedes all previous written or oral agreements between the parties. This Agreement may not be assigned by either party without the written consent of the other party
- b) **Relationship to Parties.** The relationship between the parties shall at all times be that of independent contractors. Nothing contained in this Agreement shall constitute or be construed to be or create a partnership, joint venture or other such relationship between the parties.
- c) **Indemnification.**

- i) Prime shall indemnify, hold harmless and defend Customer from and against any and all liability, judgments, costs, damages, payment denials, claims or demands, including attorneys' fees, resulting from: (i) Prime's breach of any representations or warranties made under this Agreement or any Assignment Confirmation Document; or (ii) the negligent acts or omissions in the performance of, or failure to perform, any obligation of Prime, its employees or any Contract Personnel under this Agreement or any Assignment Confirmation Document.
 - ii) Customer shall indemnify, hold harmless and defend Prime from and against any and all liability, judgments, costs, damages, payment denials, claims or demands, including attorneys' fees, resulting from: (i) Customer's breach of any representations or warranties made under this Agreement or any Assignment Confirmation Document; or (ii) the negligent acts or omissions in the performance of, or failure to perform, any obligation of Customer, its employees or any Contract Personnel under this Agreement or any Assignment Confirmation Document.
- d) **Medicare Reporting Requirements.** If this Agreement is determined to be subject to the provision of Section 952 of P.L. 96-199, which governs access to books and records of subcontractors of services to Medicare providers where the cost or value of such services under contract exceeds ten thousand dollars (\$10,000) over a twelve (12) month period, then Prime agrees to permit representatives of the Department of Health and Human Services and of the Comptroller General to have access to this Agreement, books, documents and records of Prime, as necessary to verify the costs of this Agreement, in accordance with the criteria and procedures contained in federal regulations.
- e) **Governing Law.** This agreement will be governed by and enforced in accordance with the laws of the State of Michigan. The parties irrevocably submit to the jurisdiction and venue of any Michigan or federal court sitting in Plymouth, Michigan in any action arising out of this agreement and the parties waive the defense of an inconvenient forum.
- f) **Severability.** Any term or provision of this Agreement which is invalid or unenforceable by virtue of any statute, ordinance, court order, final administrative action or otherwise, shall be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable the remaining terms and provisions of this Agreement.
- g) **Costs and Expenses.** All fees, costs, expenses, debt, and other obligations incurred by Company or Agency in connection with the performance of its services under this Agreement shall be borne by that respective party, except as otherwise expressly provided in this Agreement.
- h) **Attorney's Fees.** Should Prime hire an attorney to enforce any term or condition of this agreement or to recover amounts owed to Prime under this agreement, then Prime shall be entitled to recover from Customer is actual costs and attorneys' fees expended.

- j) **Notices.** All notices, demands and requests contemplated or required to be given under this Agreement, by either party, shall be given in writing by personal delivery, overnight delivery or certified mail, postage prepaid, return receipt requested. Unless and until changed,

Customer: Pontiac School District
Address: 47200 Woodward Ave
City, State Zip Pontiac, MI 48342

Prime: Prime HealthCare Staffing, Inc.
Address: 801 W. Ann Arbor Trail
City, State Zip Plymouth, MI 48170
Attention: Elizabeth Rozelle

- j) **Authorization of Agreement.** Prime represents and warrants to Customer that the execution and delivery of this Agreement has been duly authorized by its Officers or authorized representatives.
- k) **Captions & Headings.** The captions and headings throughout this Agreement are for convenience of reference only, and shall in no way be held or deemed to define, limit, describe, explain, modify, amplify or add to the interpretation, construction or meaning of any provision of, or the scope of intent of, this Agreement, nor in any way affect this Agreement.
- l) **Assignment.** Neither party may subcontract, assign its rights or delegate its duties under this Agreement without the other party's prior written consent. This Agreement shall be binding on and inure to the benefit of successors and permitted assigns of each party.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the day and year first above written.

Customer: Pontiac School District

By: _____

Name: _____

Title: _____

Prime HealthCare Staffing, Inc.

By: _____

Name: Cindy Williams
Title: Account Manager

EXHIBIT A

National Contract Rates by Job Classification:

Discipline	Hourly Bill Rate
Speech Language Pathologist- CCC	\$ 56.00 – \$68.00 per hour
Occupational Therapist	\$ 56.00 – \$68.00 per hour
Physical Therapist	\$ 56.00 – \$68.00 per hour
School Psychologist	\$ 68.00 - \$69.00 per hour
Sign Language Interpreter	\$ 48.00 – \$52.00 per hour

The **CUSTOMER** agrees to remunerate **Prime** according to the bill rates established below. **Prime** reserves the right to change the bill rates upon thirty (30) days written notice.

Assignment-specific bill rates will be disclosed on each Assignment Confirmation Form as shown in Exhibit "B". Pricing for any Customer requisitions with job classifications not listed above will be provided via an open requisition on a case-by-case basis.

All hours worked on holidays will be scheduled only with the approval of the Customer and agreement by Prime's Contract Personnel and will be billed at 1.5 times the hourly bill rate. Holidays are defined as:

- ❖ New Year's Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day
- ❖ Christmas Day
- ❖ Holidays not listed but which are recognized by Customer.

Approved mileage associated with this assignment will be documented by Prime's temporary healthcare professional and will be charged at the per-mile rate as determined by the IRS. Prime will bill at the normal hourly bill rate for travel time, unless otherwise agreed to between Prime and Customer.

EXHIBIT B

Assignment Confirmation form for local/travel contract assignments

Employee Name:	
Type of Contract Employee:	
Customer:	
Location:	
Report to:	
Emergency Number:	
Hourly Bill Rate:	
Overtime Rate:	
Holiday Rate:	
Assignment Dates:	
Holiday schedule:	
Requested Time Off:	
Work Schedule:	
Dress code:	
Approved By:	
Date assignment confirmed:	
Billing information:	

Customer Signature

Date

Prime HealthCare Staffing

Date

EXHIBIT C

DIRECT HIRE AGREEMENT & TERMS

Services	Prime will refer Personnel to Customer who have been screened and interviewed based on Customer's "direct hire" position requirements. Referrals will be by way of Personnel's resume. Accepted resumes by Customer shall remain active and effective for a period of one (1) year from submission and acceptance.
Compensation	Customer shall compensate Prime a placement fee ("Fee") for candidates directly referred to Customer who, in turn, are offered and accept employment with Customer or any Customer affiliate. The Fee amount will be equal to seventeen percent (17%) of the Personnel's annual base salary at the date of hire. The Fee will be invoiced to Customer when the offer is accepted by the Personnel and is billed on the first day of employment. Customer will remit payment due on the Fee within fifteen (15) days of employee's start date.
Guarantee	Prime will provide a replacement candidate if an employee placed by Prime voluntarily resigns or is discharged for cause by the Customer within the first ninety (90) days of employment. Prime will not provide replacements in the event of layoff, change of the original job description, change of the employment location or elimination of the position. In order for Customer to receive said guarantee, Prime must receive payment of Fee within fifteen (15) days of employee's start date, must be notified no later than five (5) days after the employee's separation and Prime must be the only source used to secure the replacement candidate
Miscellaneous	Both Customer and Prime agree that all qualified candidates will be considered, regardless of race, color, sex, religion, national origin, disability, marital status or age.



801 W. Ann Arbor Trail, Ste 220
 Plymouth, MI 48170
 Toll Free: 866-991-0900 Toll Free Fax: 866-992-0900

Annual Performance Evaluation

Prime Employee: Jennifer Chipman

Date of Evaluation: 05-15-2017

	Exceeds Standard	Meets Standard	Needs Improvement	Not Applicable
Clinical Performance Indicator – Indicate one rating for each item with an "X"				
Demonstrates knowledge and skills appropriate for assignment	X			
Implements patient care plans completely	X			
<i>Jennifer covers 2 buildings/ Owen and Herington and has 54 caseload. Grades K-6 She is thorough in documentation, On time and is effective managing and implementing IEP plans</i>				
Provides clear and thorough documentation	X			
<i>Jennifer does paper and computerized documentation. She meets the deadline of completion and does her own billing.</i>				
Reports patient problems timely and appropriately		X		
Adheres to all department patient care policies		X		
Practices within defined standards of practice for profession	X			
Overall clinical skills	X			
<i>Jennifer is treating a wide range of Impairments and disabilities and meets the requirement of continued education to continuously improve her clinical capabilities.</i>				
Professional Performance Indicators - Indicate one rating for each item with an "X"				
Communicates effectively	X			
<i>Jennifer is always responsive and demonstrates professional and effective communication always.</i>				
Demonstrates cooperation and team mentality	X			
<i>Jennifer has offered and is willing to take on a team lead or management role. She has been a Prime advocate and been a resource to new employees as needed, when requested.</i>				
Seeks guidance regarding assignment as appropriate		X		
Manages time effectively		X		
Presents professionally - consistent with department standards		X		
Adheres to attendance policies	X			
Overall professional skills	X			
Employee Performance Indicators - Indicate one rating for each item with an "X"				
Works assignments with minimal cancellations	X			
Communicates effectively with Prime office staff	X			
Maintains annual requirements (i.e. licensure, credentials, mandatory education)	X			
Age of Population Being Served – Select all appropriate items with an "X"				
<input type="checkbox"/> Infant (birth-1 year) <input checked="" type="checkbox"/> School Age (6-12 years) <input type="checkbox"/> Mature Adult (30-60 years) <input type="checkbox"/> Toddler (1-3 years) <input type="checkbox"/> Adolescent (12-18 years) <input type="checkbox"/> Elderly (> 60 years) <input type="checkbox"/> Pre-school (3-6 years) <input type="checkbox"/> Young Adult (18-30 years)				
Additional Comments or Suggested Improvements <i>Jennifer has personally invested in testing and tools to make the therapy she provides more effective. During our most recent review Jennifer shared with us she considers her career a calling. She is working in a school setting with what some might consider a challenging student population but she said it's her specialty. Jennifer has requested to return to Pontiac for the 2017-18 school year.</i>				

Elizabeth Mangell, President

Signature & Title of Evaluator

5/15/17

Date