**ELIZABETHTOWN INDEPENDENT SCHOOLS**

**2013-2014**

**OCCUPATIONAL THERAPY SERVICES CONTRACT**

The professional service contract is made and entered into this the 17th day of June, 2013 by and between Elizabethtown Independent Schools (EIS), 219 Helm Street, Elizabethtown, KY 42701 and Amy Brown (Licensed Service Provider), 142 Deer Run Way, Elizabethtown, KY 42701 and is subject to the following terms and conditions.

1. The Service Provider will:
	1. Provide occupational therapy, conduct related assessments, consultation and support services, intervention planning, and attend IEP meetings for the 2013-2014 school year.
	2. Produce and maintain Progress Reports/Medicaid Service Logs, Monthly Invoices, and any additional paperwork required by law and/or EIS.
		1. These records shall be available to EIS representatives for inspection at anytime and shall be forwarded to the Director of Special Program in a timely manner.
	3. Submit a statement of charges by the tenth business day of each month; including date service was rendered, the student/teacher served, the service provided, the duration of service minutes and the total statement of charges. All statements and standard invoices must be signed and dated.
		1. In the event the Service Provider is not available for regularly scheduled occupational therapy instruction/services advance notice will be provided to EIS by the Service Provider and the lesson/services will be rescheduled at the earliest possible date and time. Lessons/services that are not rescheduled are not billable.
	4. Maintain professional liability insurance which will hold harmless EIS in respect to any incidents, injuries, or deaths directly related to services provided by the Service Provider.
	5. Maintain certification and qualification requirements for that of a Licensed Occupational Therapist.
	6. Conform to all applicable policies of the school district and the Kentucky Regulatory Statues.
2. Elizabethtown Independent Schools will:
	1. Be responsible for payment of the Service Provider’s fees as stated on the Monthly Invoice within forty-five (45) days of receiving said invoice for Occupational Therapy services rendered by the Service Provider to EIS students at the following rate:
		1. As fee for services, Elizabethtown Board of Education agrees to pay the Service Provider, $60 per contract hour, by the following method: monthly.
	2. Provide access to all available data necessary to the provision of these services.
	3. Provide direction in the implementation of these services to be consistent with the district’s procedures.
3. Service Provider shall not be considered an employee or agent of EIS.
4. The terms of this agreement shall be effective beginning July 1, 2013 and shall remain in effect until June 30th 2014 unless otherwise amended or terminated by mutual agreement.

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Amy Brown, Licensed Occupational Therapist Date

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Kristin Froedge, Director of Special Programs, EIS Date

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Gary French, Superintendent, EIS Date