



CONTRACT APPROVAL ROUTING SHEET

All Board contracts must be accompanied by this routing sheet with the contract attached.

Contractor:	PAMELA KAISING, M.A. CCC/SLP	1
Contract Date:	7/1/2023 – 6/30/2024	2
Contract Services:	Speech and Language Therapy Service. Newport Primary School	3
Contract Period:	2023-2024 School Year	4
Hourly Rate:	\$80.00	5
Hours per week:	Not to exceed 30 hours per week	6
Contract Amount:	Not to exceed \$86,400.00 per year	7
Contract Attached:	Yes	8
Signatures Necessary:	Yes	9
Attorney Review:		10
Superintendent Review:		11
Special Ed Director Review:	<i>Lisa Swanson</i>	12
Payment Account Code:	Special Education General Fund	13
Board Chairman Review:		14

**SERVICE CONTRACT BETWEEN
NEWPORT BOARD OF EDUCATION AND Pamela Kaising M.A. CCC/SLP**

This agreement is between the Newport Board of Education, referred to as the First Party and Pamela Kaising, hereafter referred to as the Second Party.

I. In consideration for the services described below, the First Party agrees to:

- a. Reimburse the Second Party for delivery of speech-language therapy services for the Newport Independent School District for the **2023-2024** school year at the rate of **\$80.00** per hour for no more than **30** hours per week and not to exceed **\$86,400.00** per year of 174 instructional days.
- b. Said reimbursement for speech-language therapy and supervision/mentoring services for the period from **July 1, 2023 – June 30, 2024**, will require an invoice as a basis for payment to include itemized hours worked at each school. Invoice must be submitted following the district pay schedule. Payment will be rendered upon approval of the invoice by the Special Education Director and will be direct deposited.

II. The Second Party agrees to provide the First Party with the following services:

- a. Provide speech-language therapy services as assigned by the Newport Director of Special Education in accordance with the Kentucky Department of Education regulations regarding provision of special education and speech-language services from the first day until the last day of **2023-2024** school year.
- b. Maintain license in good standing with the Kentucky Board of Speech-Language Pathology and Audiology and the American Speech-Language Hearing Association.
- c. Conduct evaluations, write reports, maintain due process records, service records and student progress reports as required by Director of Special Education.
- d. Attend Admissions and Release Committee (ARC) meetings as required or to provide written reports when unable to attend.
- e. Report all concerns regarding the professionalism and performance consistent with ASHA and the Kentucky Board of Speech-Language Pathology and Audiology to the Director of Special Education.
- f. To provide expert testimony regarding services provided to the district during the term of the contract as requested by District Administrator representing the Board of Education as necessary for complaints, due process hearings, appeals or other civil actions taken by or against the Newport Board of Education.
- g. Check school email daily during normal workday hours and respond to all administrators, staff, family and student communications with 48 hours during regular school days.

III. The Second Party agrees to State and District Requirements to satisfy Contract.

- a. The Newport School Board of Education requires all employees, contractors, and interns to submit to a criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation. Fingerprints shall be obtained on an applicant's fingerprint card provided by the Department of Kentucky State Police. The results of the criminal background check will be sent to the hiring superintendent. Any fee charged shall be no greater than the actual cost of processing the request and

conducting the search. Finger printing can be obtained at the superintendent's office in the Newport Welcome Center. Newport Board of Education charges \$32.00 for the background check and fingerprints. If you have completed a background check and finger printing at another district, please submit a copy with your application/contract. ***You are only required to submit to a Criminal Background check once. If you are involved in or commit a criminal offense it is your responsibility to inform the district. Failure to comply will result in termination of this contract and your employment within the district.***

- b. The Newport Board of Education requires all prospective employees of public schools and their contractors who work in direct contact with children submit to a (Child Abuse) Background Check in accordance with the passage of SB 101 (2018). The Central Registry Check form can be downloaded from The Cabinet for Health and Family Services (CHFS) website. A check or money order made payable to the "Kentucky State Treasury" in the amount of ten dollars (\$10.00) must accompany your request to process the Child Abuse Neglect Check. Please follow complete instructions on the form. Persons applying for a certified, classified or contractual position within the Newport Independent School District must present the superintendent with a letter from the Cabinet for Health and Family Services stating you are clear to hire and there are no findings of substantiated child abuse or neglect. ***You are only required to submit to a Child Abuse Background Check once. If you are involved in a child abuse offense it is your responsibility to inform the district. Failure to comply will result in termination of this contract and your employment within the district.***
- c. The Newport Board of Education has contracted Safe Schools by Vector Solutions to streamline staff safety and compliance training with a web-based automated system. You are required to complete specific training courses in accordance with the district's Safe School policies prior to the first day of school. Courses required by the district include, but are not limited to Restraint and Seclusion, Bloodborne Pathogens Exposure Prevention, FERPA: Confidentiality of Records, Emergency Management: Evacuation Planning for Students with Special Needs, Safety in the Classroom and others to be determined for educators who support students with exceptionalities.
- d. The Newport Independent School District subscribes to a Medicaid Reimbursement Program to manage special education related services and maintain IDEA compliance. The use of custom software is a time saving management tool that maximizes Medicaid reimbursements for special education services such as speech and language therapy, occupational therapy, physical therapy, nursing care, audiology, the purchase of assistive technology devices and special transportation. The service documents therapies delivered to the students and progress monitoring made toward student's goals.
 - a. Speech and language therapy delivered and the impact of services on student performance during the 2023-2024 school year shall be documented using the Medicaid Reimbursement Program and in student progress reports. Student Progress Reports will be generated and submitted to parent/guardian concurrent with the issuance of report cards for general populations.

- b. Provider shall complete in-service training (CEU/EILA credit), webinar and video conferencing with easy-to-use reference manuals. Provider will also receive support and consultation from Kentucky-based special education professional via toll free phone and email.
 - c. New providers are required to attend all Medicaid Trainings in order to execute the reimbursement program. Current providers are required to only attend trainings that are essential to the services they provide. You will be responsible for accurate documentation of all services provided to the special education student based on the service written in the IEP. Services are to be documented within **30 business days of delivery**. Payment for speech and language therapy documented in ezEdMed will be made within 30 business days. Incomplete or missing documentation will be addressed first by email and if not corrected following the email a meeting will be scheduled with the special education director.
 - d. Evaluations – Medicaid allows providers to use snow days, Professional Development Days and PLC days for writing evaluations and analyzing the evaluation data. This does not include after regular school hours, weekends and holidays unless extended during Non-Traditional Instruction (NTI).
 - e. Providers shall participate in a Random Moment Time Study (RMTS) created by the Medicaid School Based Administrative Claiming (SBAC) program in an effort to recoup costs associated with administrative activities under the Individuals with Disabilities Education Act (IDEA).
 - f. A change in a practitioner's License, certification or registration may disqualify the practitioner from covered Medicaid services. It is the responsibility of the therapist and or practitioner to submit a new license when a license expires during the contract period.
- e. In the event, the Newport Independent School District is temporarily closed as a result of an Act of God, sometimes referred to as a force majeure, including but not limited to, extreme weather conditions, an epidemic, pandemic, public health emergency, or for other compelling reasons making it necessary to close schools, the Newport Board of Education and the Special Education Department will require such loss of time to be made up within the school term and/or may extend the school calendar, by all **Related Service Providers**. The district will continue to provide a free appropriate public education (FAPE) to all students with disabilities during a school closure. **Related Service Providers** must determine whether each student on their caseload will benefit from online or virtual instruction/services, instructional telephone calls, and other curriculum based instructional activities, to the extent available. In doing so, **Related Service Providers** should follow appropriate health guidelines to assess and address the risk of transmission in the provision of such services. The district understands there may be exceptional circumstances that could affect how a particular service is provided. If a child does not receive services required by the IEP during a closure the IEP team must make an individualized determination whether and to what extent make up services may be needed, consistent with applicable requirements, including to make up for any skills that may have been lost.
- Under remote learning, **Related Service Providers** may extend their traditional public-school workday to meet the minutes/hours required by their caseload to meet the needs of the student's Individual Education Program (IEP). Some IEP meetings may continue to be held virtually during the 2023-2024 school year.

The Board of Education may also take other actions affecting **Related Service Providers**, who are reasonably required to continue, delay, or revise normal educational processes. Such actions may include reduction and/or extending a contract during a period that teaching is interrupted with both parties in agreement.

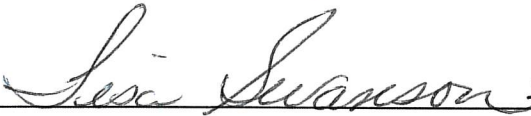
IV. Both Parties agree to:

- a. Uphold this contract during the **2023-2024** school year.
- b. Have the right to terminate the contract when provided thirty-day notice.
- c. Comply with state and federal regulations as may apply to this contract.

SIGNATURES:

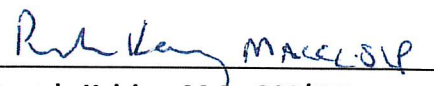
First Party

Tony Watts, Superintendent Date
Newport Independent School District

 5/26/23

Lisa Swanson, Director of Special Education Date
Newport Independent School District

Second Party

 5.2.23


Pamela Kaising, M.A. CCC/SLP Date
Speech Language Pathologist
License # KY 1812

CONFIDENTIALITY AGREEMENT

FERPA is the *Family Educational Rights and Privacy Act*. This act prohibits the unauthorized release of personally identifiable information about a child, his/her educational records and unauthorized discussion about a child and his/her family by anyone who works in an educational setting. This does not prohibit the sharing of information about a child or their family that is necessary for you to carry out your job responsibilities.

- Sharing unauthorized information about children and their families is prohibited unless within the scope of your duties as a contracted employee of the district.
- Please use appropriate channels of communication for comments and concerns regarding students, their families, and employees of the district. If concerned about a student, family member or staff person or a situation you became aware of in the context of your duties, please speak with the director of special education, teacher, or principal. Do not discuss your concerns with others.
- Be a caring, supportive and professional member of our school team by respecting the rights and privacy of our children as well as fellow staff.
- Keep our schools safe by reporting student misbehavior that is a danger to that student or others.
- Parents have the right to inspect and review their children's educational records and can request copies of all these records. If you are requested to share school records with a parent, please consult with an administrator in your building before you do so.
- You are not required to share documents that are in the "sole possession of the creator" and "serve only as a private memo or reminder and are not shared with ANYONE other than the creator or a temporary substitute". This would include your case/client notes that are for your use only. If you share these notes with others, they become "open records" that must be shared with a parent/guardian who requests access to educational records.
- Parents may request an amendment of records that they consider "inaccurate, misleading, or in violation of the student's rights of privacy or other rights."
- Release of student information to others outside of our schools requires parental consent except in health and safety emergencies and to another school where a student is enrolled or intends to enroll.
- Parents are given annual notice in the *Code of Conduct* book that explains that "directory information" may be released by a school, unless the parent provides written notice to the school that this information may not be released. (*Directory information includes name, address, telephone number, date and place of birth, major field of study, dates of attendance, class, participation in officially recognized activities and sports, degrees, and awards received, and most recent educational institution attended by the student.*)
- Parental access rights transfer to adult students when they reach age of majority, age 18 in Kentucky.
- Notes concerning a student made by a staff member, retained by that person, and not shared with anyone are exempt from parental access.
- Under certain circumstances a state assigned social worker who is investigating child abuse or neglect reports may require certain information about a child or youth. The school principal will verify the authority of that person and instruct school staff to share verbal or written information about a child accordingly to comply with the law.
- When making a report to law enforcement authorities or social services, only the name, address, parent's name(s) in addition to the facts and circumstances may be shared. No additional information about the student's status may be shared at this time including grade, disability status, disciplinary record, health status, description of behavior, etc. Additional information may be shared only when the court provides a subpoena or with written parental consent.

I have reviewed these regulations on confidentiality and understand its implications with respect to my contract with the Newport Independent School District.

Signature:  MARK SLP Date: 5.2.23