



TO: Board of Directors
FROM: Pam Gentz
SUBJECT: Contract for Professional Services
DATE: September 18, 2012
TYPE: Action Needed

Please find attached a contract for services, which will authorize payment for school psychologist services provided by CareerStaff Unlimited for the 2012-13 school year.

The purpose of this contract is to continue providing students in need of school psychologist services. CareerStaff will provide services to special education students in the Stanwood-Camano School District. Services will be provided at Elger Bay Elementary and Stanwood High School.

RECOMMENDATION: To approve the contract and authorize payment between Stanwood-Camano School District and the above stated service provider for school psychologist services.

Contract for Professional or Consultant Services

Between

Stanwood-Camano School District #401
(Hereinafter referred to as the "District")

And

CareerStaff Unlimited
(Hereinafter referred to as the "Vendor")

Agreement made to be effective from September 19, 2012 to June 30, 2013.

In consideration of the terms and conditions contained herein, the District and Vendor do mutually agree to enter a contractual relationship as described here:

I. Duties of the Vendor

- A. The general purpose and objective of this Agreement is to establish the contractual terms and conditions allowing the District to employ the services of the Vendor as required during the effective dates, per attached calendar of the contract as assigned School Psychologist.
- B. In order to accomplish the conditions of this Agreement, the Vendor shall provide all necessary professional services, with due diligence, to perform the following specific duties:
- Testing and report writing for initial evaluations and re-evaluations
 - Receive and process referrals for testing
 - Organize and conduct SPED team meetings in conjunction with other psychologist and/or building SPED team
 - Provide program input for individual SPED students and programs
 - Monitor all special education timelines for evaluations, re-evaluations, IEPs, etc.
 - Attend IEP meetings
 - Provide general guidance to SPED staff including policies and procedures compliance
 - Assist staff in writing IEP's when needed
 - Attend parent meetings
 - Attend department meetings
 - All duties as assigned by special education director, Pam Gentz.
- C. The Vendor shall prohibit any employee of the Vendor from working at on the District's property if the employee has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under chapter 9A.42 RCW, the physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW), sexual exploitation of child under chapter 9.68A RCW, sexual offences under chapter 9A.44 RCW where minor is the victim, promoting prostitution of a minor under chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction per 28A.400.300 RCW. This District reserves the right to terminate this agreement without notice as required by the provision of 28A.400.330 RCW.

II. Responsibilities of the District

- A. Designate Pam Gentz (Phone: 360-629-1236) as the District point of contact.
- B. Provide payment to CareerStaff Unlimited, as described herein or incorporated by reference. Payment to be made upon fulfillment of the terms of this contract and receipt of a detailed weekly invoice for services described herein. The Vendor shall be compensated at the rate of \$73.00 (seventy-three) per hour. The workday consists of seven (7) hours per day, per attached calendar.

III. Ownership or Work Product Restriction against Dissemination

All correspondence, papers, documents, reports, files, films, work product and all copies thereof, which are received or developed by Vendor and Vendor's employee(s) and agent(s) in the course of performing, or as an incident thereto, Vendor's duties pursuant to this Agreement shall, immediately upon receipt, preparation or development, become the exclusive property of the District in perpetuity for any and all purposes. All items described above shall be provided to and left with the District upon termination of this Agreement by district or upon Vendor's performance, whichever shall occur first. As a limited exception, however, the Vendor may keep and reuse standard forms and standard details that they have already created for use on future projects. The Vendor may also keep a copy of the information that Vendor prepares for its own future reference. All such documents (collectively referred to as "instruments of service") may be utilized by the District for any purpose whatever without additional fee or other payment to the Vendor, provided that use by the District for any purpose other than that intended by such instruments of service shall be at the sole risk of the District.

Vendor and Vendor's employee(s) and agent(s) shall not, without prior written approval of District or District's successor, either during the term of this Agreement or at any time thereafter, directly or indirectly, disclose or give to any person, firm, partnership, corporation, agency or political subdivision of any state of the Federal Government, or any educational agency, institution or organization, any portion of the above described items and properties or any information acquired in the course of or as an incident to the performance of Vendor's duties thereunder, for any purpose or reason.

IV. Independent Contractor Status of Vendor

It is specifically understood that Vendor, its employee(s) and agent(s) are contracting with District as an independent contractor. District shall not be responsible for withholding or paying of any taxes on behalf of Vendor or Vendor's employee(s) or agent(s).

V. Washington State Criminal Identification System Requirement

Vendors, who have regularly scheduled unsupervised access to children, and/or who hire employees who will have regularly scheduled unsupervised access to children shall perform a record check through the Washington State Patrol criminal identification system under 43.43.830-43.43.834, 10.97.030 and 10.97.050 RCW, and through the Federal Bureau of Investigation before hiring the employee. The record check shall include a fingerprint check using a complete Washington State criminal identification fingerprint card. Vendor shall provide a copy of all said record checks to the District. If Vendor or applicant has had a record check within the previous two (2) years, District may waive the requirement. District shall determine whether the applicant or Vendor shall pay costs associated with the record check.

VI. Indemnification & Insurance

Indemnification

Vendor agrees to defend, indemnify and hold the District, and its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of services in connection with this Agreement; provided, however, this indemnity shall not apply to the extent of the District's own comparative negligence or intentional misconduct.

Insurance

The Vendor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Vendor, its agents, representatives, employees or subcontractors. The Vendor shall provide a *Certificate of Insurance* evidencing:

1. Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage; and,
2. Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and,

3. Professional Liability if applicable, with limits of \$1,000,000.

The District shall be named as an additional insured on the Commercial General Liability insurance policy, as respects work performed by or on behalf of the Vendor and a copy of the endorsement naming the District as additional insured shall be attached to the *Certificate of Insurance*. The District reserves the right to receive a certified copy of all required insurance policies.

The District shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

VII. Termination

This Agreement may be terminated by either party, at any time, with or without cause, upon written notification of not less than thirty (30) days thereof to the other party or earlier, if by mutual consent. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by Vendor or District as of midnight of the second day following the date of the posting in the United States mail, addressed as first noted herein, or to such other addresses as is advised in writing, in the absence of proof of actual receipt by Vendor or District by mail or other means at an earlier date or time.

In the event of termination, District or Vendor shall be entitled to an equitable proration of the total compensation provided for uncompensated services which have been performed as of termination, and to the reimbursement of expenses incurred as of termination but solely to the extent such expenses are reimbursable pursuant to the provision of this Agreement.

VIII. Verbal Agreements

This written Agreement constitutes the entire mutual agreement of Vendor and District. No alteration or variation of the terms of this Agreement and no oral understanding or agreement, unless made in writing between parties hereto, shall be binding.

IX. Applicable Law

This Agreement shall be governed by the laws of the State of Washington.

X. Equal Employment Opportunity Compliance Statement

The Vendor agrees not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, national origin, sex, age, sexual orientation, veteran status, or disability with regard to, but not limited to, the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoffs or termination, rates of pay or other forms of compensation, selection for training, rendition of services.

In the event of noncompliance by the Vendor with any of the nondiscrimination provisions of the contract, the District shall have the right, at its option, to cancel the contract in whole or in part. If the Agreement is cancelled after part performance, the District shall be obligated to pay the fair market value or the contract price, whichever is lower, for goods or services which have been received and accepted.

The Vendor assures the District that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities and all contracts for goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX/Chapter 28A.640 RCW of the Education Amendments of 1972, as amended; and RCW 49.60, Law against Discrimination.

XI. Counterparts

This Agreement may be executed in counterparts, and when all counterpart documents are executed, the counterparts shall constitute a single, binding instrument. In addition, properly executed authorized signatures may be transmitted via facsimile and upon receipt shall constitute an original signature.

XII. Time of the Essence

Time is of the essence of this Agreement. Vendor shall prosecute the services hereunder with diligence and in such a manner as is necessary to complete the services on or before the completion date or dates specified, it being understood by Vendor this being of the utmost concern and matter to the District.

XIII. Disputes

Where applicable, the Uniform Commercial Code, as effective in the State of Washington, shall determine the rights and duties of the parties. If a dispute arises between the parties of the Agreement and they are not able to resolve it themselves, a non-binding mediation procedure shall be required as a condition precedent to litigation. If the parties are unable to agree on a single mediator, they shall submit the dispute to a dispute resolution agency in order to select a mediator. Either party shall pay one-half of the mediation fee. Binding arbitration shall not be required under this Agreement. The parties further agree that any litigation related to this Agreement shall be filed in Snohomish Superior Court in the State of Washington.

XIV. Compliance with Laws

Vendor agrees, at its own expense, to comply promptly with all requirements of any existing federal, state and local laws in connection with the performance of the services hereunder.

XV. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters

Vendor certifies, and the District relies thereon in execution of this Agreement, that neither Vendor nor its Principals are presently debarred, suspended, proposed for debarment, or declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department;

"Principals", for the purposes of this certification, mean officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of subsidiary, division, or business segment; and similar positions).

Vendor shall provide immediate written notice to District if, at any time during the term of this Agreement, including any renewals hereof, Vendor learns that its certification was erroneous when made or has become erroneous by reason of changed circumstances.

Vendor certification is a material representation of fact upon which the District has relied in entering into this Agreement. Should District determine, at any time during this Agreement, including any renewals hereof, that this certification is false, or should it become false due to changed circumstances, the District may terminate this Agreement in accordance with the terms and conditions therein.

It is also the responsibility of the undersigned vendor to notify lower tier suppliers of their responsibility to report any debarment or suspension action taken against them by the Federal Government. Such reports must be provided to the District immediately.

XVI. Reciprocity

The Vendor agrees, on behalf of itself and its Subcontractors of any tier, that the invocation of any rights under 42.56 RCW by the Vendor or a Subcontractor of any tier at any time shall initiate an equivalent right to disclosures from the Vendor and Subcontractors of any tier for the benefit of the District.

XVII. Duration

This Agreement shall commence and terminate as stated on page 1 with the exception of Sections III, VI, VII, and XIII, which shall continue to bind the parties, their heirs and successors.

IN WITNESS WHEREOF, District and Vendor have executed this Agreement consisting of five (5) pages.

CareerStaff Unlimited
Vendor Name

Stanwood-Camano School District
26920 Pioneer Hwy
Stanwood, WA 98292

19401 40th Ave W Ste 130
Vendor Address

Lynnwood WA 98036
Vendor City, State, Zip

Purchase Order No.

425-670-9987
Vendor Phone Number

Account Code:

425-744-7233
Vendor Fax #

Megan.Habib@sunh.com
Vendor e-mail

Person authorized to bind said Vendor
to the foregoing Agreement

District Office Authorization

Megan Habib
Signature

Signature

Megan Habib, Staffing
Manager
Printed Name and Title

Lloy Schaaf, Asst. Superintendent of Teaching & Learning
Printed Name and Title

9/12/12
Date

Date

Social Security # or Tax ID #

cc: Superintendent's Office
Business Office
Contractor
Department/School

**CAREERSTAFF UNLIMITED
SCHOOL PSYCH SCHEDULE
DAVID CORSER 2012-13 SCHOOL YEAR**

*Five-day workweek, unless otherwise noted,
through November 20, 2012*

Stanwood High School: M / W / TH / F
Start & stop time 7:10 am – 2:40 pm

Elger Bay Elementary: Tuesday
Start & stop time 8:30 am – 4:00 pm
(Last day at EBE Nov 20)

WEEK OF:
Sept 24 5 days
Total **5 workdays**

Oct 1 5 days
Oct 8 5 days
Oct 15 5 days
Oct 22 5 days
Oct 29 5 days
Total **25 workdays**

Nov 5 5 days
Nov 12 *Veterans Day – No school*
Nov 13 4 days
Nov 19-20 2 days
Nov 21-23 *Thanksgiving – No school*
Nov 26 4 days
Total **15 workdays**

*Effective November 26, four-day workweek
unless otherwise noted, through end of school
year, June 14, 2013*

REVISED SCHEDULE:
Stanwood High School
M / T / TH / F (No Wednesday)
Start & stop time 7:10 am – 2:40 pm

Dec 4 4 days
Dec 10 4 days
Dec 17 & 18 2 days
Dec 19 – Jan 2 Winter Break – No School
Total **10 workdays**

Jan 3 2 days
Jan 7 4 days
Jan 14 4 days
Jan 21 MLK – No School
Jan 22 3 days
Jan 28 4 days
Total **17 workdays**

WEEK OF:
Feb 4 4 days
Feb 11 3 days
Feb 15 & 18 Presidents' Day – No School
Feb 19 3 days
Feb 25 4 days
Total **14 workdays**

Mar 4 4 days
Mar 11 4 days
Mar 18 4 days
Mar 25-27 3 days
Mar 28 ½ day
Mar 29 Non workday
Total **15 ½ workdays**

Apr 1 Spring break – No School
Apr 8 4 days
Apr 15 4 days
Apr 22 4 days
Apr 29 4 days
Total **16 workdays**

May 6 4 days
May 13 4 days
May 20 4 days
May 27 Memorial Day – No School
May 28 3 days
Total **15 workdays**





June 3 4 days
Jun 10 4 days
Total **8 workdays**

September 5
October 25
November 15
December 10
January 17
February 14
March 15.5
April 16
May 15
June 8
TOTAL **140.5**

2012-2013 Student Calendar

Calendar Dates:

Sept. 3	Labor Day
Sept. 4	First Day of School
Nov. 5	1st Quarter (6-12) Ends
Nov. 12	Veterans' Day
Nov. 15,16	Fall Conferences (no school)
Nov. 21	Early Release, No Late Start
Nov. 22, 23	Thanksgiving Break
Dec. 3	1st Trimester (K-5) Ends
Dec. 20-Jan. 2	Winter Break
Jan. 21	Martin Luther King Jr. Day
Jan. 29	1st Semester (6-12) Ends
Feb. 15-18	Presidents' Day/Mid-Winter Break
Mar. 14	2nd Trimester (K-5) Ends
Mar. 27-29	Early Release/No Late Start (K-12)
Mar. 27-29	Spring Conferences, Early Release
Apr. 1-5	Spring Break
Apr. 11	3rd Quarter (6-12) Ends
May 27	Memorial Day
June 14	Last Day of School
June 17,18	Snow/Emerg. Make-up Days

Key			
	First/Last Day of School		Important Dates
	No School		Early Release

Times	Regular Schedule	Wednesday Late Start	Early Release
Grades 6-12	7:40 AM - 2:10 PM	9:00 AM	10:40 AM
Grades K-5	9:00 AM - 3:30 PM	10:20 AM	12:00 PM

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	30	24	25	26	27	28	29

October 2012

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	30	24	25	26	27	28	29

January 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013

S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	31	25	26	27	28	29	30

April 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	30	24	25	26	27	28	29

