

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
CHILD STUDY TEAM CONTRACT AGREEMENT
School Year 2018-2019**

This contract is entered by Readington Township School District and the Hunterdon County Educational Services Commission for the provision of Child Study Team services for February 15, 2019 through June 30, 2019.

All Service Providers shall be appropriately certified by the Department of Education, State of New Jersey.

- A. The HCESC will provide CST members, as needed, as assigned, for the life of this contract. CST member(s) will provide all requested services as per code, including but not limited to, meetings, evaluations, determination of eligibility, case management, IEP development and any other services requested.
- B. The HCESC will provide a billing statement, at the end of each month, for the previous month's services. If the Readington Township School District is in arrears by two (2) months, the HCESC reserves the right to place all services, including any service in process, on hold until payment in full is received.
- C. This contract is renewable for the 2019-2020 school year.
- D. If the contract is not renewed for 2019-2020 by either party, any open invoices must be paid in full prior to the HCESC releasing any/all confidential student files to the school.
- E. The public/charter school will provide an appropriate area for confidential evaluations/meetings/services. The maintenance of the area shall be the responsibility of the public/charter school.
- F. The public/charter school will inform the CST member(s) of snow days, school closings and any other days the children and/or school are not available for services.
- G. The fee schedule/rate sheet for services is attached.
- H. The public/charter school will be billed, as per the attached rate sheet, for meetings/evaluations/services cancelled by the public/charter school or parent/guardian with less than 24 hour notice to the provider of service(s) from the HCESC.
- I. Any/all materials/test kits/other items necessary for services/testing/etc. will be provided by the school and made available to the provider, if needed.
- J. If an employee or consultant of the Hunterdon County Educational Services Commission (HCESC) is employed by Readington Township School District independently of the Hunterdon County Educational Services Commission within one (1) year of the termination of this contract, the school agrees to pay

the HCESC a placement or finder's fee equal to 50% of the employee's or consultant's projected first year's gross income. This fee will be paid to the HCESC within 30 days of the start date.

K. Either party may terminate any agreed upon service listed in this contract by providing 30 day written notice of intent, which is mailed to the business faddress, provided here in.

L. **INDEMNIFICATION:** The School District/Charter School agrees to indemnify, defend and hold harmless HCESC from and against any and all claims, penalties, demands, causes of actions, damages, losses. Liabilities, costs, expenses, including reasonable attorney's fees, in law or in equity, of any kind or nature whatsoever, arising out of or in any manner directly or indirectly related to Charter/District obligations pursuant to this agreement, except to the extent attributable to the gross negligence or willful misconduct of HCESC, its agents, representatives, officers, or employees. This section shall survive the termination of this agreement and the completion of the parties' duties under this agreement. The school/charter agrees to attach proof of insurance to said contract.

Readington Township School District

Date

Corinne Steinmetz
HCESC Business Administrator/Board Secretary

Date

2018-2019 APPROVED RATES

PURCHASING:

NO ADMINISTRATIVE FEES to DISTRICT on Supply and Service Bids with the exception of bids prepared by HCESC for districts and Fuel Bids

ADMINISTRATIVE FEES

Gasoline, Diesel fuel and #2 (Heating) Fuel Oil - \$50 PER DISTRICT

Supply Bids – 4% Administrative Fee charged when HCESC prepares your order; there is no charge for using the Bidding Service (on-line).

Visit our Cooperative Purchasing Website at: purchasing.hcesc.com

CONTACT INFORMATION:

Doreen Pirozzi	Manager	X1513
Roxanne Wolf	Admin Asst	X1474

PUBLIC and CHARTER SCHOOL SERVICES:

SERVICE	MEMBER	NON-MEMBER
Administrative/Supervisory Consultation	Up to \$150.00.00 /hr.	Up to \$160.00 /hr.
Meetings Per meeting, per consultant (Planning, Elig. IEP, etc.)	\$100.00/consultant/mtg	\$120.00/consultant/mtg
Missed Appointments (meeting or testing)	\$80.00 per consultant	\$90.00 per consultant
CST Evaluation *Specialized/additional evaluations charged as noted below Services (pending availability)	\$425.00 / eval \$95.00/hr. services (or as charged by provider plus 6% admin fee)	\$440.00 / eval \$110.00/hr. services (or as charged by provider plus 6% admin fee)
Non-Standard Assessment (BCBA/FBA assessment; additional / more involved testing-determined at time of district request)	\$750.00/Eval	\$760.00/Eval
IEP/Annual Review	\$500.00 /case	\$510.00/case
Case Management	\$150.00/case	\$250.00 /case
Case Management - Speech Only	\$100.00/case	\$160.00/case
Administrative Services (related to CST)	\$95.00/hr.	\$100.00/hr.
IDEA-B Services	\$95.00/hr.	\$100.00/hr.
Counseling	\$95.00/hr.	\$100.00/hr.
Home Instruction	\$45/hr	\$50/hr
Certified School Nurse (pending substitute availability)	\$65.00/hr.	\$70.00/hr.
RN (pending substitute availability)	\$50.00/hr.	\$55.00/hr.
In-Service/Professional Development Training	\$150.00/hr.	\$160.00/hr.
Review of current CST records/acceptance of report	\$90.00	\$95.00
Affirmative Action Officer	\$90.00/hr.	\$95.00/hr.

Contact Information: Dennis Schiller

Director of School Services x4804



Hunterdon County Educational Services Commission

Department of School Services

37 Hoffmans Crossing Rd.

Califon, NJ 07830

(908) 439-4280 (ext. 4804)

Dennis Schiller, Director

dschiller@hunterdonesc.org

PUBLIC SCHOOL DISTRICT REQUEST FOR SERVICES

Date of Request: _____

District: _____

Student Name: _____

DOB: _____

Grade: _____

Case manager/contact phone/email: _____

School of attendance and address: _____

Parent Name and Contact Number(s): _____

Service(s) Requested:

A). Meeting(s): *please X or check:*

_____ Planning Meeting: Date of Meeting- _____

_____ Eligibility Meeting: Date of Meeting- _____

_____ Non-IEP Meeting: Date of Meeting- _____

B). Evaluation(s): *please X or check:*

(PLEASE SEND A COPY OF ALL PARENTAL CONSENTS WITH THIS REQUEST)

_____ Educational** (WJ-IV)-

_____ Psychological** (WISC-V)

_____ Social History** (Parent Interview at the school or via phone)

_____ Classroom Observation** (minimum of 40 mins)

_____ Speech/Language** (artic/expressive/receptive)

_____ Functional Behavioral Assessment**

**Date evaluation(s) needed by: _____

If specific/additional CST assessments are needed please list here:

_____ Please provide any other information to assist the evaluator:

C). Personnel requests : *please X or check:*

_____ School Based Counselor: Dates: _____ // Times per week _____ // Session length _____

_____ BCBA/ Consult - Dates Needed: _____ // Length of time per date needed _____

_____ HOME INSTRUCTOR- Start Date _____ // End Date _____ // HOURS Per Week _____

_____ Personnel: Please circle- LDTC//SSW//S.Psychologist//Nurse//Speech Therapist

Dates personnel needed: _____

In addition to this completed form, please also send any other pertinent information that will assist the evaluator(s): planning meeting document, report card, referral, most recent evaluation(s) complete, etc.

Please submit all information via email scan to: dschiller@hunterdonesc.org

HCESC Office Use:

Staff/Consultant assigned: _____

Date assigned: _____ Date completed: _____

Staff/Consultant Signature: _____

My signature indicates the assignment above, is complete and all original documents have been sent to the district named.