



**SERVICE AGREEMENT**

**By and Between**

**NORTON CITY SCHOOLS and PSI AFFILIATES, INC./PSI ASSOCIATES, INC.**

**THIS AGREEMENT** for services is entered into this 2nd day of June, 2017 by and between the Norton City Schools, hereinafter referred to as "Client", and PSI Affiliates, Inc./PSI Associates, Inc., hereinafter collectively referred to as "PSI," to perform services as specified to schools in the Norton City Schools specifically named in Attachment A to this Agreement and thereby becoming a part of this Agreement pursuant to relevant sections of the Ohio Revised Code. Additional Attachments to this Agreement may be included herein and, if included, will become part of this Agreement.

**I. Services**

PSI agrees to provide the following Services, ("Services") in accordance with requirements of Client in such numbers and subject to such rules and regulations of the specific school of the client ("The School") as are applicable to the satisfactory performance of this Agreement to the benefit of The School for the stated school years, or part thereof.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Registered Nurse Services         | <input type="checkbox"/> Foreign Language Teacher Services                 |
| <input checked="" type="checkbox"/> Licensed Practical Nurse Services | <input type="checkbox"/> TESOL Teacher Services                            |
| <input checked="" type="checkbox"/> Medical Assistant Services        | <input type="checkbox"/> School Psychology/ Psychology Services            |
| <input type="checkbox"/> Health Aide Services                         | <input type="checkbox"/> Counselor Services                                |
| <input type="checkbox"/> Speech/Language Pathologist Services         | <input type="checkbox"/> Special Education/Coordinator/Compliance Services |
| <input type="checkbox"/> Intervention Specialist Services             | <input type="checkbox"/> OT/PT Services                                    |
| <input type="checkbox"/> Gifted/Talented Teacher Services             | <input type="checkbox"/> Educational Aide Services                         |
| <input type="checkbox"/> Remedial/Title 1 Teacher Services            | <input type="checkbox"/> Clerk   |

A description of Services to be performed by PSI to Client is attached hereto as Attachment B. The parties agree that Services may vary depending upon the Client and the Client's needs and priorities. Client and PSI agree that the parties will regularly communicate with each other to determine Services to be provided pursuant to this Agreement. Client agrees to inform PSI on a timely basis if Services performed are deemed not be satisfactory by Client and/or if Services so provided by PSI need to be revised. PSI will provide to Client a cost and service proposal for any revisions to Services requested by Client and any additional Services needed by Client that are not currently provided or contracted for as set forth in this Agreement.

**II. Initial Term.** In accordance with this contract, PSI will provide Services to Client for a one (1) year term starting in the 2017-2018 school year, continuing through the conclusion of the 2017-2018 school year.

**III. Compensation:**

In consideration of the Services and/or provisions as set forth and as incorporated into this Agreement, Client shall cause to be paid to PSI no more than the following Yearly Fees, except as may be provided for pursuant to the terms of this Agreement. The schedule of all fees are specifically described in Attachment A which has been incorporated herein. Any additional fees as provided for in this Agreement will be assessed for additional Services or changes for Services as set forth in this Agreement.

YEAR ONE \$149,557.75

**IV. Payments for Services Rendered.** Client hereby agrees to pay to PSI within thirty (30) days of receipt of PSI's monthly invoices the specified value of actual Services rendered in the monthly billing cycle, with the total payment not to exceed the amount contracted for herein, except as agreed upon by Client and PSI to pursuant to the terms of this Agreement.

**V. Changes and Additional Services.** PSI shall provide the Additional Services and Additional Optional Services as noted in the Exhibits attached hereto and at the rates noted therein upon written request signed by Client. Client also agrees to pay PSI, in addition to the above-stipulated charges, the hourly rates indicated in Attachment A, for those additional and supplemental Services requested by Client and provided by PSI. Also, any changes to the Agreement that are required or requested by Client to PSI, shall be provided in writing and include the stipulated



charges and/or hourly rates. Any Additional Services, Additional Optional Services and changes shall be included in the appropriate monthly invoice and subject to payment as set forth above.

**VI. Reporting.** PSI agrees to provide Client with reports and/or documentation as needed and determined by Client to be necessary to complete local, state, and/or federal reports.

**VII. Compliance with Law.** PSI further agrees to employ personnel to service designated schools under the terms of this Agreement and agrees to fully abide by all Federal and State laws applicable to employment and/or assignment of such personnel including taking any appropriate action to insure that personnel so employed by PSI fully comply with the provisions of the Affordable Health Care Act. Non-licensed personnel will be appropriately supervised. Only persons with satisfactory criminal background checks will be employed. PSI further abides by all federal and state laws pertaining to employment obligations such as participation in Worker's Compensation, Unemployment Insurance and other appropriate entitlements.

**VIII. Coverage Schedule.** PSI shall establish a schedule satisfactory to Client setting forth, among other things, the dates, times and locations that personnel will be assigned to perform the Services. PSI shall provide to Client, upon request, a copy of the schedule and any updates to the schedule, and PSI shall make such changes to the schedule as reasonably requested by Client.

**IX. Dismissal of Employees.** PSI shall dismiss from performing Services to Client any person employed by PSI who Client reasonably determines to be incompetent, guilty of misconduct, dangerous to the safety of the students of Client, or detrimental to the operations of Client. Client shall provide written notice to PSI of all facts and issues pertaining to said request for dismissals and shall cooperate fully with PSI in regard to any investigation relating to said dismissal request.

**X. Office Space and Supplies.** Client shall provide suitable, appropriate office space that is quiet and private for use of the PSI staff assigned to the school/s. This also includes storage space for supplies and equipment. Client will also provide appropriate supplies and equipment that are customary and standard for the Services provided, where so agreed. Examples of these include, but are not limited to: office supplies and equipment, medical supplies and equipment (if health services are provided), and required testing materials for use by PSI and to enable PSI to provide the Services that they are contracted to perform. Client will be billed for all supplies and equipment, purchased at Client request, to include but not be limited to test equipment, protocols, health supplies, clinic equipment, etc. The testing protocols will be billed as replenishing is needed. Client agrees to provide adequate security at the school office site and to include any personnel provided by PSI to Client through this Agreement in any security training that personnel of Client are required to take.

**XI. Student Records.** All student records shall be the sole and exclusive property of Client, subject to any access and copying rights as permitted by law. PSI will have reasonable access to such documents, forms, records and other materials and information as permitted by law and as necessary to perform the Services and for other lawful purposes. Client will retain all records and other materials for the time periods required by applicable law and generally accepted practices. Client and PSI shall at all times comply with all applicable laws, rules and regulations relating to the confidentiality of medical records and other information.

**XII. Cooperation.** In the event that either party becomes aware of any alleged incident which may include injury resulting from the care or treatment of any person pursuant to this Agreement, each party has a duty to give the other party written notice of the incident in a timely manner of the known circumstances surrounding the incident including the name, school, and circumstances of the alleged incident and the contact information of any available witnesses. Each party further agrees to fully cooperate with the other party in regard to any investigations and follow through in regard to said incident.

**XIII. Agreement not to Hire.** Client hereby agrees that Client shall not, during the term of this Agreement and for a period of twenty-four (24) months following the termination or expiration of this Agreement, employ, solicit, or make an offer of employment or enter into any employment agreement with any person who has been a PSI employee who at any time during the term of this Agreement provided, supervised, directed or was involved in any manner in the provision of Services under this Agreement. Client further agrees not to hire any PSI employee nor any contractors, or subcontractors providing Services under this Agreement, without the express written permission of the President of PSI. This provision shall apply to any employee, independent contractor, any independent contractor or employee who is involved with an agency providing Services under this Agreement or is a related entity or is involved in any type of agreement to provide Services to the Client as an employee or subcontractor of PSI.



**XIV. Insurance.** Client shall keep Client's buildings, including the Premises and all property contained therein, insured against loss or damage from fire, explosion, similar casualties, or other cause including personal injury normally covered in standard broad form property insurance policies. Provider will maintain adequate security for damages within the self insured retention selected as determined by a reputable actuary.

**XV. Termination.** PSI shall have the right at its own discretion, to terminate this Agreement in the event that Client fails to make any payment when due under this Agreement and said payment remains unpaid for a period of five (5) days after written notice to Client from PSI. Furthermore, PSI shall have the right to terminate this Agreement in the event Client is determined by PSI to have engaged in any illegal, unethical or unprofessional behavior or actions that PSI deems to be detrimental to its continued performance of Services under this Agreement. PSI also reserves the right to terminate this Agreement in the event that Client materially breaches the terms of this Agreement and said breach is not cured within thirty (30) days of notice from PSI. Furthermore, PSI reserves the right to terminate this Agreement in the event of any filings pertaining to the insolvency of Client including bankruptcy, receivership, or State take-over.

**XV(a).** In the event that Client seeks to terminate this Agreement based upon an allegation of material breach of this Agreement by PSI, Client shall be obligated to do the following:

1. Client shall provide written notice to PSI specifically setting forth the facts and reasons utilized by Client to claim a material breach by PSI.
2. PSI shall have thirty (30) days after receipt of notice from Client to work with Client to improve the situation to a reasonably satisfactory level that addresses the areas of concern set forth in the written notice provided by Client to PSI.
3. If PSI cannot improve the matters cited in the written notice to a reasonably satisfactory level as agreed upon by the parties within said thirty (30) day period, Client shall have the right to terminate the contract.

**XVI. Confidentiality.** By virtue of this Agreement, Client shall have access to information that is Confidential and Proprietary to PSI, including (without limitation) business and financial records, billing information, contracts, vendor/supplier information, customer lists and demographic information, policies, and procedures. Confidential, Proprietary Information includes manuals, and strategic planning information which may be in various forms and media, and which may be or may come into existence at any time this Agreement is in effect. Such Confidential, Proprietary Information belongs solely to PSI and Client shall have no ownership in, or control over it. Client shall maintain the confidentiality of all Confidential and Proprietary Information, and shall not disclose it to third parties unless required to do so by law. Nor shall Client use any Confidential and Proprietary Information for its own benefit to the competitive detriment or embarrassment of PSI. This requirement is perpetual and survives the termination of this Agreement.

**XVII. Notice.** Any notice or communication required or permitted to be given hereunder shall be in writing and served personally, delivered by courier or sent by United States certified mail, postage prepaid with return receipt requested, addressed to PSI as follows:

To Client:           PSI  
                          Colleen Lorber,  
                          Executive Director, Client Services  
                          2112 Case Parkway South #10  
                          Twinsburg, Ohio 44087-0468

**XVIII. Assignment.** The Agreement may not be assigned by either party without the written consent of the other.

**XIX. Waiver.** A waiver of any failure to perform under the Agreement shall neither be construed as nor constitute a waiver of any subsequent failure.

**XX. Severability.** If any term or provision of the Agreement or the application thereof to any person or circumstance shall, to any extent or for any reason be invalid or unenforceable, the remainder of the Agreement and the application of such term or provision to any person or circumstance other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each remaining term and provision of the Agreement shall be valid and enforceable to the fullest extent permitted by law.

**XXI. Amendments to Agreement.** All provisions of the Agreement shall remain in effect throughout the term thereof unless the parties agree, in a written document signed by both parties, to amend, add or delete any provision.

**XXII. Findings for Recovery.** PSI warrants and represents that it is not subject to a finding for recovery under Ohio Revised Code Section 9.24, or that Provider has taken the appropriate remedial steps required under Ohio Revised Code Section 9.24, or otherwise qualifies under Ohio Revised Code Section 9.24.

**XXIII. Captions.** Headings and titles of Articles, paragraphs and other subparts of this Agreement are for convenience of reference only and shall not be considered in interpreting the text of this Agreement. Modifications or amendments to this Agreement must be in writing and executed by duly authorized representatives of each party.

**XXIV. Counterparts.** This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one and the same instrument, and any of the parties hereto may execute this Agreement by signing any such counterpart.

**XXV. Entire Agreement.** This Agreement and its attachments and other documents specifically incorporated by reference herein contains the entire understanding and agreement of the parties concerning the matters contained herein, and supersedes and replaces any prior or contemporaneous oral or written contracts or communications concerning the matters contained herein.

**XXVI. Purchase Order.** Receipt of Purchase Order from Client constitutes agreement with the terms and conditions of this Agreement, herein.

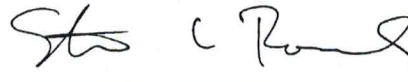
**XXVII. Governing Law.** This Agreement will be interpreted, construed, and governed according to the laws of the State of Ohio.

\_\_\_\_\_  
Norton City Schools Designee

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



\_\_\_\_\_  
PSI Designee

\_\_\_\_\_  
Steven L. Rosenberg, President

\_\_\_\_\_  
Print Name and Title



\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
6/2/17



ATTACHMENT A

The schools and services in the Norton City Schools District to be served by PSI Affiliates, Inc. for the following years are listed below. Any errors, additions, or deletions should be noted either on the purchase order submitted or through an explanatory letter.

School	Position	Allocation Per Year	Year 2017-2018
District	Nurse	1295	\$47,267.50
Elementary	Medical Asst	720	\$14,025.60
Elementary	LPN	1260	\$32,949.00
Norton Middle	Medical Asst	1080	\$21,038.40
Norton Primary	LPN	1260	\$32,949.00
Screenings Bank	Health Aide	77	\$ 1,328.25
Totals			\$149,557.75

Additional services to be billed at hourly rate per corresponding positions:

Nurse	\$36.50
LPN	\$26.15
Medical Asst	\$19.48
Health Aide	\$17.25

\* Thirty-five (35) hours of District Nurse Administrative Time Included

\* PSI RN Supervisory Network Included

**Service Notes: Norton City Schools**

**Family Living Education**, INCLUDED.

**Overnight Field Trip RN Rates**. Please contact PSI for details regarding Overnight Field Trip RN Rates.

**District Nurse Staff In-services**. District Nurse will provide District staff in-services that are included as a part of the health services program at no additional charge when completed within the allocation. (i.e. Blood Borne Pathogen Training, Medication Administration Training, Diabetes Management Training.) Additional trainings are available at discounted rates as a part of PSICertify, Training and Education Center. Please contact PSI for details regarding these trainings and rates.

**Screenings Bank (Requested by District)**: Health Aide to work 77 Hours @ \$17.25 = \$1328.25

**Professional Development**. District is entitled to one complimentary professional development program per contract year. Please call PSI for details regarding program options.

**Crisis Intervention Team**. INCLUDED if requested, contact PSI for details.

**Allocations and Positions**. Allocations and positions are subject to change at District request based on student needs.

**Allocations and Annual Totals**. Allocations and Annual Totals are based on a standard 180 day school year. District is only billed for time worked by PSI Staff, unless indicated otherwise by District. (i.e. District has 178 day school year, PSI Contract is for 180 days, District billed for 178 days.)

**Substitution**. Allocations and Annual Totals include PSI Clinic Substitute Program.

**Calamity Days**. District is only billed for time worked by PSI staff, ***unless requested otherwise by District***.

**PSI Staff Breaks**. PSI Staff Breaks. PSI Staff are not required to take breaks. The services shall be for Norton City Schools and the allocations indicated. The total billable hours DO NOT include break time. If the District permits break time (up to .5 hour) for PSI Staff, clinics will close or the District will provide coverage during that time, unless an emergency arises (i.e. if the total number of daily hours scheduled is 6, the break would be in addition to that number, so PSI staff will have to allow 6.5 hours for that day). PSI Staff are not permitted to leave the building during break time and must remain accessible for emergency situations. PSI staff that are permitted break time are expected to take breaks outside of standard busy clinic times, (i.e. school lunch and recess). Districts that do not require PSI staff to take unpaid break time will have PSI staff in the clinic for the number of hours contracted each day. (i.e. if the total daily hours scheduled are 6, the PSI staff member will work 6 hours and not include break time)



PSI Associates, Inc./PSI Affiliates, Inc.  
ATTACHMENT B  
REGISTERED NURSE (RN) POSITION DUTIES

Nurses employed by PSI are responsible to provide direct clinical nursing services to students entering the clinic or in need of first aid and / or CPR while on school premises. Distribution of medication and the provision of other standard clinical nursing services will be provided to ill or injured students as need indicate. The nurse is to be knowledgeable of PSI procedures and those promulgated by the State Board of Health and the appropriate County Board of Health.

Guidelines and regulations of the State Department of Health are followed by PSI health personnel. Adherence to state requirements regarding immunizations, report of contagious diseases, etc. is strictly maintained. In addition, all PSI RNs are conversant with the PSI Affiliates, Inc. *Health Resource Guide*.



**PSI Associates, Inc./PSI Affiliates, Inc.  
ATTACHMENT B  
LICENSED PRACTICAL NURSE (LPN) POSITION DUTIES**

Licensed Practical Nurses employed by PSI are licensed by the State Board of Nursing. Under the supervision and direction of PSI, they assist in providing services to schools that work toward the good health and wellness of students and the improvement of health conditions in general. PSI LPN's monitor health needs and provide appropriate nursing interventions in accordance with acceptable nursing practice guidelines.

PSI Licensed Practical Nurses provide assistance with student health needs; administer prescribed medications and monitor student behavior and reaction to the administration of medication; provide first aid in accordance with established first aid procedures; assist in screening programs and school programs; completes required documentation of health services needed and provided; maintain health clinic records and clinic maintenance; provide and promote relationships between community health providers and students, parents, and the community at large. In addition, all PSI Licensed Practical Nurses are conversant with the PSI Affiliates, Inc. *Health Resource Guide*.



PSI Associates, Inc./PSI Affiliates, Inc.  
ATTACHMENT B  
MEDICAL ASSISTANT POSITION DUTIES

Under the supervision and direction of PSI, the PSI Medical Assistant assists in providing services to schools to work toward the good health and wellness of students and the improvement of health conditions in general.

The PSI Medical Assistant assists with the student health needs; administer prescribed medications including injections and monitors student behavior and reaction to the administration of medication; provides first aid in accordance with established first aid procedures; assists in the screening programs and school programs; completes required documentation of health services needed and provided; is responsible for health clinic records; is responsible for shared health clinic maintenance; provides and promotes relationships between community health providers and students, parents, and the community at large. In addition, all PSI Medical Assistants are conversant with the PSI Affiliates, Inc. ***Health Resource Guide***.