

**SERVICE AGREEMENT**  
**By and Between**  
**NORTON CITY SCHOOLS and PSI AFFILIATES, Inc.**  
**for the 2012 - 2013 School Year**

THIS AGREEMENT for services is entered into this 25th day of May, 2012 by and between the Norton City Schools, hereinafter referred to as the "BOE," and PSI Affiliates, Inc., hereinafter referred to as "PSI," to perform services in the amounts 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.

**Services**

PSI agrees to provide the following identified Services:

- Registered Nurse Services
- Medical Assistant Services
- Substitute Coordinator Services at no charge

**Optional Services**

- Option to provide one to one health services for medically fragile students, when needed
- As Needed Physical Therapy, Occupational Therapy Services, Speech and Language and School Psychological Services

As positions become available from other (non district hired) contracted providers, PSI will have the option to provide the following additional services at a mutually agreed upon rate, either at or below the current rate paid by the district.

- Physical Therapy
- Occupational Therapy
- Speech and Language
- School Psychological

In accordance with this contract PSI will provide services to the Norton City Schools for the 2012-2013 school year, through the conclusion of the 2013 school year.

A detailed description of contracted services is attached (Attachment B), based on 180 student days per year for the 2012-2013 school year.

Client Services. Client shall provide and make available to PSI all facilities, services and medical or other equipment and supplies necessary for appropriate provision of Health Services.

Responsibility of Registered Nurse. The Registered Nurse will be responsible for: nursing care; care management (delegation) responsibilities; communication (both verbal and written) with parents and physicians to assure order clarification; assistance with special needs children.

Screening Programs. All required screening programs (vision and hearing) will be completed by trained PSI staff. Optional scoliosis and body mass index screening may also be conducted at the request of the District.

PSI agrees to provide the BOE with reports and/or documentation as needed and determined by the BOE to be necessary to complete local, state, and/or federal reports.

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. Non-licensed personnel will be appropriately supervised.

In Consideration of the services and/or provisions as incorporated into this agreement, the BOE shall cause to be paid to PSI:

YEAR ONE:  
(2012-2013)

\$108,825.50

BOE also agrees to pay to PSI, in addition to the above-stipulated charges, the hourly rates indicated in Attachment A, for additional and supplemental services requested by the BOE and provided by PSI.

The BOE further agrees not to offer or provide employment to any PSI employee assigned to the BOE in a public or non-public school during the current academic year for the term of this contract and the following year without the express written approval of an officer of PSI.

#### **MEDICAID AND INSURANCE INVOICING**

PSI is an approved Medicaid provider and can invoice Medicaid and/or insurance carriers for qualified health services provided to District students before and/or after school hours in the student's home, as requested by the district.

PSI can develop and explore the provision to provide (at no cost to the district) the appropriately credentialed staff for mental health counseling to the students and families of the Norton City Schools community through Medicaid and other private insurance options. This will be done in collaboration with the Director of Special Education and district representatives.

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

M. Bookwalter  
PSI Designee

Harry Beiler  
Witness

5.25.12  
Date

## ATTACHMENT A

The schools and services in the Norton City Schools to be served by PSI Affiliates, Inc., for the following school 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 2012-2013
District	Nurse	1260 Hours	\$43,243.20
Primary/Cornerstone	Medical Asst	1080 Hours	\$20,790.00
Norton Primary (Special Needs Student)	Medical Asst (Sub Provided)	1440 Hours	\$43,444.80
*Maturation Unit Included			
TOTAL			\$108,151.75

Kindergarten Screening  
August 8,9,10

Medical Asst	35 Hours	\$ 673.75
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All positions to be assigned based on needs in each building

Additional Services to be billed at:

Nurse	\$34.32/hr.
Medical Asst	\$19.25/hr.
Medical Asst (Special Needs)	\$30.17/hr.

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

Nurses employed by PSI are registered by the State Board of Nursing for the area they serve. As nurses working in schools, they are responsible for the overall administration of the school health services program. In addition to providing direct service to students and ensuring that school health records are properly maintained, the nurse is also the direct supervisor of the PSI school clinic staff and assigns and monitors the duties of the PSI licensed practical nurses, medical assistants and health aides when appropriate. Schedules are ideally arranged so that there is an overlap of time in order that the nurse and LPN, MA or aide can confer on school health activities

The PSI Health Services Department oversees the provision of health services to the schools. Assistance is provided by regional supervisors who also make site visits and evaluate the performance of health personnel. Frequent inservice meetings are held with health personnel, both on a regional and organization-wide basis.

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

PSI Affiliates, Inc.  
**ATTACHMENT B**  
**MEDICAL ASSISTANT POSITION DUTIES**

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

The PSI Medical Assistant assists with student health needs; administers prescribed medications 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***.