
INTEROFFICE MEMORANDUM

TO: BOARD OF EDUCATION
FROM: JANET CERRA
SUBJECT: AMENDMENT TO CONTRACT
DATE: MAY 26, 2016
CC:

RECEIVED

MAY 27 2016

DEPT. OF STUDENT SERVICES
KEN-TON UFSD

I am requesting that there be an amendment to the contract between Janet Metcalfe, LMSW and the Kenmore Town of Tonawanda School District for counseling services at the Kenton Family Support Center. The current contract with Janet Metcalfe stated that payment was not to exceed \$8,400.00. I am requesting that this amount be changed to \$11,400.00. The funds for this are being allocated from unused funds previously allocated to another contracted therapist who did not end up working for the Family Support Center this year. Janet Metcalfe took on the cases that would have gone to that therapist. Therefore, this does not represent an increase but rather a transfer of funds. It is being submitted to the Board for approval. I have attached an amendment to the contract.

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Amendment to Kenton Union Free School District Consultant Contract

As of May 30, 2016, the consultant contract between the Kenton Union Free School District and Janet Metcalfe, LMSW will be changed as follows:

Schedule "B" will be changed to read as follows:

"\$60.00 per hour not to exceed \$11,400.00"

These changes are the only changes to the original contract. The entire remainder of the original contract remains in full force.

Signed and Agreed:

Authorized Signatory for the Kenton Union Free School District

Date: _____

Name: Jill O'Malley

Title: President, Board of Education

Provider



Name: _____

Date: 5/25/16



AGREEMENT

THIS AGREEMENT is made as of the 1st day of July, 2015, by and between Kenmore-Town of Tonawanda Union Free School District, having an address of 1500 Colvin Boulevard, Tonawanda, New York 14223 (the "District") and, Janet Metcalfe, LMSW of 201 Ridgewood Dr., Snyder, NY 14226 (hereinafter called the "Provider").

FOR GOOD AND VALUABLE CONSIDERATION, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Provision of Services.** Provider agrees to provide the District with the services set forth on Schedule A attached hereto and made a part hereof (the "Services"). To the extent requested by the District, the Services will be provided by the Provider at such time and location as are determined by the District.
2. **Payment for Services.** The District shall pay the Provider compensation and/or fees as set forth on Schedule B for the performance of the Services.
3. **Term/Termination.** The term of this Agreement shall be from **7/1/15** through **6/30/16** ("Term"). The District may terminate this Agreement by giving ten (10) days prior written notice to the Provider, and if this Agreement is terminated, no compensation will be due under paragraph 2 of this Agreement for services that were to be rendered during the period following the termination date.
4. **Non-Assignability.** No party shall assign, transfer or otherwise dispose of its rights or obligations under this Agreement, in whole or in part, without the prior written consent of the other party.
5. **Indemnification.** Provider shall indemnify, defend and hold harmless the District, its Board of Education, officers, administrators, employees, agents and representatives from and against all claims, demands, causes of action, liabilities, losses, damages, judgments, penalties, costs and expenses (including reasonable attorney fees) arising out of the negligent or intentional acts or omissions of Provider, its officers, employees, agents and representatives.
6. **Insurance.** During the term of this Agreement, Provider shall maintain at its own expense:
 - (i) a commercial general liability policy, including contractual liability coverage, in amounts of 2 million dollars per occurrence, 2 million dollars aggregate, in occurrence coverage form, naming the District as an additional insured. The District shall be an additional insured by ISO additional insured endorsement CG 20 26 or equivalent.
 - (ii) Workers' Compensation and New York State Disability Benefits coverage on all representatives of Provider providing services under this Agreement.
 - (iii) professional liability coverage for each of Provider's employees providing services under this Agreement, in amounts of 2 million dollars per occurrence, 2 million dollars aggregate. In the event that the professional liability policy is a claims made policy, Provider shall purchase a "tail" policy for a period of no less than five (5) years from the termination date of the foregoing policy. Said "tail" policy shall have policy limits in an amount not less than the primary professional liability policy.
 - (iv) any other insurance legally required to protect its employees, agents, independent contractors, and representatives in the performance of their duties under this Agreement.

(v) all insurance policies shall be with an insurance company acceptable to the District and additional insured endorsements shall be on a primary and non-contributory basis.

Provider shall provide the District with certificates of insurance regarding all such coverage, which will provide for 30 days advance written notice to the District prior to any cancellation, non-renewal or material modification of coverage.

7. Amendment. This Agreement shall not be amended, changed, or modified in any manner except by an instrument in writing signed by a duly authorized representative of each of the parties hereto.

8. Relationship Between The Parties. The parties are independent contractors under this Agreement. Neither party shall have the authority to commit the other party to any binding obligation or to execute, on behalf of the other party, any agreement or other document creating legal obligations on the part of the other party, and neither party shall represent to any third party that it has any such authority. Provider, as an independent contractor, and Provider's personnel, shall not be considered employees of the District for any purpose. Provider is solely responsible for scheduling, directing and completing the work and for furnishing all equipment, materials, supplies, personnel, and other resources necessary to perform the work. Under no circumstances will Provider or its personnel be eligible or allowed to receive or participate in any benefit available to the District's employees. Provider will be responsible for any federal income taxes due that may be associated with the fee paid to Provider pursuant to this Agreement.

9. Miscellaneous

- a. Provider shall comply with all federal, state and local laws, rules and regulations that apply to the performance of the work.
- b. Provider represents that it (i) possesses all of the licenses, certifications and permits necessary to perform the work, and (ii) is fully qualified by training and experience to perform the work.
- c. Section 2-d of the New York State Education Law requires that a Parents Bill of Rights for data privacy and security must be included with every contract an educational agency enters into with a third party contractor, where the third party contractor receives student data or teacher or principal data. Accordingly, this Agreement is deemed to incorporate by reference the District's Parents Bill of rights for data privacy and security (*see District's website – www.kenton.k12.ny.us*). The Contractor agrees to comply with all applicable provisions of Section 2-d of the Education Law, any rules and regulations of the New York State Education Department issued thereunder, and the District's Parents Bill of Rights for data privacy and security, including any amendments to any of these.
- d. If Provider's personnel are to work with the District's students directly, all such personnel shall receive background checks through State Education procedures, if and as required by law. Proof of State Education Department clearance shall be provided prior to provision of services to the students.
- e. This Agreement shall be governed by and be interpreted in accordance with the laws of the State of New York, disputes shall be venued in a court of competent jurisdiction in Erie County, New York, and the parties hereby consent to personal jurisdiction in any such court.
- f. This written Agreement, including the attached Schedules, contains the entire agreement between the parties. There are no other agreements or understandings concerning the terms of this Agreement.
- g. In the event of conflict between Sections 1 through 9 of this Agreement and the attached Schedules, the provisions of Sections 1 through 9 of this Agreement shall prevail.
- h. This Agreement shall be binding upon and inure to benefit the executors, administrators, heirs, successors and assigns of the respective parties.

- i. Whenever any notice is to be given pursuant to the terms and conditions of this Agreement, such notice shall be in writing and shall be considered given when (i) delivered personally, or (ii) sent by commercial overnight courier with written confirmation of delivery, or (iii) when delivered by United States mail, postage prepaid, certified mail, return receipt requested, addressed to the location below, or other location as has been designated by notice in accordance with this Agreement:

The District: Kenmore-Town of Tonawanda Union Free School District
1500 Colvin Boulevard
Buffalo, New York 14223

Attention: Assistant Superintendent for Finance

Provider: Janet Metcalfe, LMSW
201 Ridgewood Dr.
Snyder, NY 14226

The parties' consent to this Agreement is indicated by their signatures below.

KENMORE-TOWN OF TONAWANDA
UNION FREE SCHOOL DISTRICT

BY: 
Authorized Signatory

[Provider-Name]

BY: 
Authorized Signatory

SCHEDULE A

(Services)

Counseling

SCHEDULE B

(Compensation/Fees)

\$60.00 per hour
Not to exceed \$ 8,400.00