



IMPORTANT: This form must be completed and received
30 business days prior to the Committee of the Whole Meeting.

FISCAL YEAR: 2026-27

CONTRACT APPROVAL COVER SHEET

Please attach a copy of the contract/agreement (signed and dated by the vendor). Please note that all contracts must be solicitor-reviewed prior to submitting contracts for Board approval.

PLEASE PRINT LEGIBLY

Vendor/Consultant Name: Educational Services of PA LLC

Start Date: July 1, 2026 End Date: July 30, 2027

Building/Department Name: Student Services

Total Cost of Contract: \$ not to exceed \$8,000

Scope of Work: Provide supervision of a doctoral level psychology intern for the 2026-2027 school year

Funding Source: General

Budget Account Code 10-2140-330-0001-00-00-000-000-0053

The attached document has been prepared for accuracy and is ready for approval.

Any supporting documentation regarding this request has been attached.

☐ Document Submitted by: Kathleen Cline

Date: 7/27/26

☐ Office Director Reviewed: _____

Date: _____

☐ Superintendent/Designee Reviewed: Kristy Palmer

Date: 7/27/26

For Office Use Only:

Notes/Comments: _____

Board of Directors Approval / Denial was obtained on this date: _____

Please note: For questions regarding denial, please speak with your immediate supervisor.

**Independent Contractor
Agreement for School
Psychological Services**

This Standard Contract ("CONTRACT") sets forth YOUR and OUR respective responsibilities and obligations with regard to the SERVICES to be provided by YOU to US. When WE use "YOU" and "YOUR" in this CONTRACT, WE mean YOU, the CONTRACTOR that is identified below. When WE use "WE", "US", and "OUR", WE mean the HARRISBURG SCHOOL DISTRICT (HBGSD), whose address is 1010 N. 7th Street, Harrisburg, PA 17102.

Full Legal Name of CONTRACTOR: Educational services of PA LLC	Term of CONTRACT: Begin on the effective date of this CONTRACT and will remain ongoing until the completion of the SERVICES, subject to earlier termination as provided in this CONTRACT, with the said term being capable of extension by mutual written agreement of the parties.
d/b/a Name of CONTRACTOR:	SERVICES to be Provided by CONTRACTOR: Psychoeducational assessments including initial evaluations, re- evaluations, and re-evaluations with new assessments. This contract includes assessments made for the determination of eligibility for Autism but does not include neuropsychological evaluations or Independent Educational Evaluations- which would require an additional contract and fee schedule. Supervision of intern(s) assigned by HBGSD.
CONTRACTOR'S Physical Address: 2297 Forest Lane, Harrisburg PA 17112	CONTRACT Price for SERVICES: See attached fee schedule
CONTRACTOR'S Mailing Address: 2297 Forest Lane, Harrisburg PA 17112	Special Terms:
CONTRACTOR'S Tax Identification Number: 84-2916706	

**TERMS AND CONDITIONS OF
CONTRACT**

ARTICLE I CONSULTATION

SERVICES

1.1 Independent Contractor Status

Contractor and District understand and agree that their relationship is that of an independent contractor of English evaluation services and nothing in this Agreement shall be construed to create an employee/employer relationship. It is further agreed that because of this independent contracting relationship, the District does not have any obligation or responsibility for the payment of unemployment compensation or state or federal withholding taxes with respect to Contractor, including but not limited to the taxed levied or contributions required by the Federal Insurance Contributions Act (FICA), the withholding provisions of the Internal Revenue Code, or any state or local ordinance, the Social Security Act, the Federal Unemployment Insurance Act and Workers' Compensation. In addition, Contractor shall have no claim under this Agreement against the District for vacation pay, sick leave, or retirement benefits. Contractor understands that this is responsible and completely liable for all employment and payroll taxes

or contributions imposed by any one of the above laws or ordinances. The District shall furnish Contractor with a Form 1099 at the end of each calendar year.

1.2 Contractor Responsibilities

For each student requested by the District, Contractor agrees to review all records of the student. Contractor agrees to work with the student and administer psychological assessments as indicated by the Permission to Evaluate. Following the Contractor's assessment, Contractor will provide a summary of the administered assessments and recommendations in a report (Word document) that will be emailed to the District unless access is provided to district system. If access is provided to electronic system, Contractor will input data directly. Contractor will consult with District staff as needed via telephone and E-mail conversations. The Contractor will email her invoices to the District.

1.3 District Responsibilities

District agrees to make the referral, chart the referral, provide the teacher/administrator summary, conduct classroom observations, complete teacher input forms, provide intervention, school and present level information and get parental permission to meet with the student. The District agrees to hold the MDE meeting and all meetings with parents. The District also agrees to maintain records on the District database and provide Contractor with access to data necessary to complete the report. This can be done through emailed file reviews, or by providing access to district information. District agrees to provide a testing location, necessary testing materials, and access to on-line scoring.

1.4 Term

The agreement shall commence July 1, 2026, and terminate July 30, 2027 unless terminated by either party upon sixty (60) days prior written notice to the other party. As of the date of termination, this Agreement shall thereafter be of no further force or effect and neither party shall have any rights under this Agreement, except that the provisions of Section 3.7 shall survive the termination of this Agreement.

1.5 Performance of Services

Contractor shall receive general direction from the District concerning the services to be performed. The Contractor shall retain the right to perform the services according to clinical judgement.

- Contractor shall be provided with workspace, and testing materials for the assessments in the district.
- Contractor agrees to make her services reasonably available to the District, as set forth in paragraph 1.1. Contractor and the District each represent that services will be requested and provided, as the case may be, without regard to race, sex, creed, color, religion, handicap or national origin. Contractor will not attend any meetings during the school day.
- Contractor agrees to prepare and provide documentation and ACCESS billing forms upon the request of the District. If requested, forms will be completed for multidisciplinary evaluations, re-evaluations and will be supplied at time of billing.
- Records required under this contract will be prepared, and collected by Contractor in accordance with professional standards and certified as accurate by Contractor. Protocols will remain the property of HBGSD and will be returned to HBGSD upon completion of assessments and reports.

1.6 Confidentiality

Contractor shall not during or after termination of the Agreement use for its benefit or disclosure or divulge, in any manner to any third party, any confidential information without the written consent of the Harrisburg School District. Confidential information for purposes of this paragraph shall not include the following:

- a. Information is or becomes available to the general public, provided the disclosure of such information did not result from a breach by Contractor of this paragraph.

Additionally, in the event a party fails to perform any of its obligations under this Agreement, the nonperforming party shall have five (5) days following written notice of such non-performance within which to cure the same. If the non-performing party fails to cure within the five (5) day period, the other party may, in addition to any other remedies available, terminate this Agreement.

ARTICLE II

COMPENSATION

2.1 Fee-for-Service/Compensation.

Fee for services is as follows

Service

Fee/Evaluation

Comprehensive Evaluation/Re-Evaluation:

Includes 1-1 test administration of all assessments in alignment with PWN Evaluate/Re-Evaluate, record review, scoring, interpretation, team input, comprehensive report (excludes observation)

\$1,500.00

Autism Evaluation

Includes 1-1 test administration of cognitive assessment (if joint attention and behavioral regulation are appropriate), ADOS-2, behavioral/adaptive scales as determined necessary, observation, and write-up. (excludes academic assessment)

\$1200.00

Re-evaluation with Additional Assessment (no 1:1 assessment)

Includes record review, scoring, interpretation, team input and comprehensive re-evaluation report utilizing data collected by educational team.

\$700.00

Re-evaluation with only Record Review

Re-evaluation report with record review, updated team input, comprehensive report.

\$525.00

Additional Services:

\$100.00 per hour

Additional services include direct supervision of interns, clinical case consultation on complex cases with district school psychologists (with prior agreement from HBGSD), staff training, and additional psychologically focused services agreed upon by Contractor and HBGSD.

Contractor shall receive no other compensation from District for the services performed under this Agreement, unless an express written agreement is executed between the parties concerning the additional compensation. Upon the expiration of this Agreement or termination for any reason whatsoever, Contractor shall be entitled to no further payments under this Agreement except for sums which have accrued as of the date of termination or expiration. Any payments for fees or costs not received by Contractor within 30 days of the invoice date will be deemed late and shall be subject to a 10% per month late charge. This fee is applied for every 30 days that the payment is late.

ARTICLE III
MISCELLANEOUS

3.1 Nonexclusive Agreement

This Agreement is not exclusive. Contractor has the right to perform services for others during the term of this Agreement and the District has the right to use other Contractors to evaluations during the term of this Agreement.

3.2 Non-Assign Ability

This Agreement may not be assigned by Contractor. The assignment or attempted assignment shall be void and of no force or effect.

3.3 Severability

The covenants in this Agreement are severable and if any covenant or a portion thereof is held to be invalid or unenforceable for any reason, such covenant or portion thereof shall be modified or adjusted to the extent necessary to cure the invalidity or unenforceability (or deleted if it cannot be so modified), and all other provisions shall remain valid and enforceable.

3.4 Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

3.5 Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all other agreements, oral or written, which may have been entered into between them. This Agreement may be amended and/or modified only by a writing signed by the parties. This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and permitted assigns.

3.6 Clearances, etc..

Contractor covenants and agrees that she will comply with and, at all times during the term of this Agreement, shall remain compliant with the requirements of state law pertaining to PA Child Abuse Clearance, PA Criminal Record Check, FBI record check, and Mandated Reporter Training Certifications. Contractor shall also notify the District within 72 hours of the arrest of the Contractor for an offense listed in Section 111(e) and (f.1) of the School Code, 24 Pa.C.S.A. 111(e) and (f.1). Copies of all clearances, certifications and verifications shall be made available by Contractor upon the request of the District.

3.7 Professional Liability Insurance/Indemnity

Consultant shall maintain professional liability insurance and shall indemnify and hold harmless the District against any and all liability, claims, damages, and losses for the services provided by the Consultant hereunder.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Harrisburg School District By: _____ Board President or Authorized Signer By: _____ Board Secretary or Authorized Signer	CONTRACTOR: By: ____
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Date: _____	Date: _____
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