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**DEPARTMENT OF SPECIAL SERVICES  
TOWNSHIP OF UNION PUBLIC SCHOOLS  
M-E-M-O-R-A-N-D-U-M**

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**TO:** Greg Tatum  
**CC:** Diane Cappiello  
Julia Vicidomini

**From:** Kim Conti 

**Re:** Board Agenda Item

**Date:** June 4, 2019

**Approve Starlight Homecare Agency, Inc ., 160 Pehle Ave., Suite 203,  
Saddle Brook, New Jersey 07663 to provide Nursing Services, at the rate of  
\$56.00 for RN and \$43.77 for LPN, not to exceed \$50,000.00 for the 2019-  
2020 school year. (Acct # 11-000-216-320-01-19)**

## Contract for 'In-School' Nursing Services

This agreement is made the 4<sup>th</sup> day of June, 2019, between **Starlight Homecare Agency, Inc d/b/a Star Pediatric Home Care Agency** (hereinafter referred to as AGENCY) located at 160 Pehle Ave, Suite 203, Saddle Brook, NJ 07663 and **Township of Union Public Schools** (hereinafter referred to as SCHOOL) located at 1231 Burnet Ave, Union, NJ 07083.

It is mutually agreed upon by both parties to make provision for on site daily nursing care for the SCHOOL'S specified student(s), in accordance with the terms of this Agreement. Therefore, in consideration for the mutual covenants expressed herein, AGENCY and SCHOOL agree to the terms and conditions outlined herein:

### I. RESPONSIBILITIES OF AGENCY

A. Performance. The following responsibilities shall be assumed by the AGENCY:

1. Services to be provided by AGENCY:

- RN
- LPN
- 2. Acceptance of client for care
- 3. Coordination of services
- 4. Orientation of nurses
- 5. Supervision of services
- 6. Evaluation of services
- 7. Client admission to AGENCY
- 8. Client Assessment (Initial & Ongoing)
- 9. Development of care plan
- 10. Revision of care plan
- 11. Scheduling of hours visits
- 12. Completion of documentation of services.  
Patient care clinical record forms must be recorded on AGENCY forms
- 13. Ownership of the original client records
- 14. AGENCY will maintain the following updated records of the employees
  - Current NJ License
  - Rubella
  - Rubeola
  - TB Clearance
  - Current CPR
  - Physical
  - Certifications
  - Criminal History Record
  - Verification of skills

B. Qualifications of Personnel. The nurse supplied by AGENCY will be a Registered Nurse (RN) or Licensed Practical Nurse (LPN) who will hold a current license, registration or certification to practice in the State of New Jersey, and will provide services pursuant to the applicable state laws.

- C. Service. AGENCY will provide an RN or LPN to care for STUDENT(S) each day that said student attends school. Nursing services will be provided subject to the availability of a qualified nurse. The services to be provided may include escorting STUDENT to and from SCHOOL on the school bus and providing care to STUDENT during the school day. Upon execution of this Agreement, SCHOOL will provide AGENCY with a schedule of the school calendar including scheduled days off.
- D. Place of Performance. AGENCY will provide services on the school bus during transportation and at schools located within SCHOOL's district or other specified location where STUDENT will be during the school day. SCHOOL acknowledges and understands that AGENCY cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.
- E. Insurance. AGENCY will maintain general liability and professional liability coverage for any negligent acts or omissions of AGENCY employees, which may give rise to liability under this Agreement. Throughout the term of this Agreement, AGENCY agrees to provide and maintain General Liability insurance coverage in the amount of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate, per year, and Licensed Professional Liability insurance coverage in the amount of (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate, per year. AGENCY will provide SCHOOL with evidence of such coverage upon request. Upon request, AGENCY will name SCHOOL as additional insured on general liability policy only and only to the extent of AGENCY's negligence. AGENCY will maintain Workers' Compensation insurance for its employees providing services to student.
- F. Indemnification. AGENCY shall indemnify the SCHOOL, its employees and agents from any and all liability arising solely out of the Agency's negligence in connection with the performance of the services described herein.
- G. Policies and Procedures. AGENCY will follow SCHOOL's policies and procedures while providing care in the SCHOOL.
- H. Equal Opportunity Employment. AGENCY agrees to comply with the State of New Jersey requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, AND THE Americans With Disabilities Act, where applicable, during the performance of this Agreement and will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. AGENCY will provide required reports upon request.

## II. RESPONSIBILITIES OF SCHOOL

- A. Payment for Services. SCHOOL will remain responsible to compensate AGENCY for services rendered pursuant to this Agreement. Section III hereunder shall govern billing terms and compensation.

- B. Cancellation of Services. SCHOOL agrees to contact AGENCY as soon as they are aware that the STUDENT will not attend school on a particular day. AGENCY must be notified no less than 4 hours prior to the assigned time. If the AGENCY is not notified or not notified within said time, SCHOOL may be charged a minimum of 2 hours for nurse's paid time of inconvenience.
- C. Insurance. SCHOOL shall maintain at its sole expense valid policies of general liability insurance, covering the negligent acts or omissions of SCHOOL acting through its directors, agents, employees or other personnel which may give rise to liability under this Agreement. SCHOOL shall maintain at its sole expense, Workers' Compensation Insurance for its employees.
- D. Indemnification. Subject to provision of the New Jersey Tort Claims Act, N.J. S.A. 59:1-1 et seq., SCHOOL agrees to indemnify and hold AGENCY harmless from all bodily injury and/or property damage claims arising from any act or omission of SCHOOL, acting through its directors, agents, employees or other personnel.
- E. Confidentiality. During the course of the business relationship, each party may be given access to proprietary or confidential information of the other, including, but not limited to, pricing policies, the identity and personal information of employees, and business policies and systems ("Confidential Information"). Each party shall hold Confidential Information of the other party in confidence, treating such Confidential Information with no less care than it treats its own, and shall not disclose such Confidential Information to any third party or use such Confidential Information for any purpose other than as intended by this Agreement. Upon termination of this Agreement, or sooner if requested by either party, each party shall return all Confidential Information of the other party in its possession, without retaining copies of such Confidential Information. This section shall not apply to information that is in the public domain or required to be disclosed by law or legal process.
- F. Employment Status. SCHOOL understands and agrees that the RN/LPN is an employee of AGENCY and SCHOOL will not attempt to solicit the RN/LPN to work privately for SCHOOL, without written authorization from AGENCY, during the term of this Agreement and for one (1) year following its termination or expiration. SCHOOL recognizes the recruiting, training and retention expenses that AGENCY encounters as an employer and acknowledges that AGENCY is not a placement or referral service. Should SCHOOL desire to hire one of AGENCY's employees, SCHOOL agrees to provide AGENCY with written notice and pay a liquidated damages fee equal to four (4) months of the specific employee's annual gross salary or \$5,000 whichever is greater. This fee shall apply to any AGENCY employee SCHOOL wishes to hire.

### III. BILLING AND COMPENSATION

- A. SCHOOL agrees to compensate AGENCY at the rate of \$56.00/hour of RN services and \$43.77/hour of LPN services provided under this Agreement. SCHOOL will also pay for all time the AGENCY employee spends on the bus or otherwise transporting the STUDENT to and from the SCHOOL.

- B. AGENCY will send SCHOOL an itemized bill on a monthly basis. Each month bill will specify the name of the AGENCY employee providing care, the date of service, the type and length of service provided.
- C. SCHOOL agrees to pay submitted bills within forty-five (45) days of receipt. Any bill not paid within forty-five (45) day period will be considered delinquent. AGENCY reserves the right to pursue any collection remedies in an attempt to resolve a delinquent account. SCHOOL agrees to reimburse AGENCY for all collection costs, attorneys' fees and expenses.
- D. SCHOOL agrees that transportation only cases will require a minimum number of hours. The minimum amount will be determined by location, staff availability, as well as other factors and will be decided upon on a case by case basis.

#### IV. OTHER

- A. In accordance with the New Jersey "Pass the Trash" law, N.J.S.A. 18A:6-7.6 to 7.13 (hereinafter "Law"), which became effective June 1, 2018, [AGENCY] hereby acknowledges its obligations under the Law and certifies that it is in compliance with the Law and all obligations required therein. The [AGENCY] agrees to continue to comply with all requirements of the Law during the term of the Contract.
- B. Furthermore, the [AGENCY] shall indemnify, defend, and hold, the Board and its respective officers, employees, servants, agents, assigns and affiliates ("Indemnified Parties"), harmless from and against, any and all suits, actions, liabilities, losses, claims, damages, and expenses including, without limitation, costs of investigation and defense (including costs of private investigation and surveillance), costs for medical treatment, expert witness fees, legal fees (e.g., fees of attorneys, paralegals and other legal professionals for the defense of the underlying suits, etc.), expenses and diminution of value, whether or not involving a third party claim, arising out of or in any manner connected with the Company's compliance with, or lack thereof, its obligations under the Law, N.J.S.A. 18A:6-7.6 to 7.13, to be provided for the Indemnified Parties, including, but not limited to, services performed under this Agreement and Addendum, or any such other work performed for the Indemnified Parties, in any way related to the acts or omissions of the Company, its agents, servants, employees, Subcontractors, subconsultants, anyone directly or indirectly employed by them or anyone for whose acts or omissions they may be legally liable ("Covered Parties") to the extent that such suits, actions, liabilities, losses, claims, damages and expenses are caused by the Covered Parties. If in a given case a court rules that the Company is not negligent and/or did not breach its statutory duty, then the Company no longer has an obligation to defend and indemnify the Board in such case.

#### V. DURATION AND TERMINATION

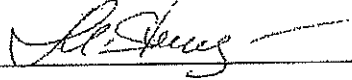
- A. This Agreement will come into effect beginning on July 1, 2019 and will remain in effect through June 30, 2020.
- B. Either party may terminate this Agreement, for any reason, upon thirty (30) days prior written notice.

- C. Either party may terminate this Agreement immediately, by giving written notice, upon the occurrence of the following events.
1. Dissolution of either SCHOOL or AGENCY.
  2. Failure of either SCHOOL or AGENCY to maintain the insurance coverages required hereunder
  3. Breach by SCHOOL or AGENCY of any of the material provisions in the Agreement.

SIGNATURES

Date: 6/4/2019

Date: \_\_\_\_\_

BY: 

BY: \_\_\_\_\_

Marina Stengart, RN

\_\_\_\_\_

Printed Name

Printed Name

Executive Director of Nursing

\_\_\_\_\_

Title

Title

Signing with Authority for Star Pediatric Homecare Agency

Signing with Authority for SCHOOL