



Highline Public Schools Board Action Report

DATE: 4/10/2023

FROM: Dr. Ivan Duran, Superintendent

LEAD STAFF: Gaye Bungart, Darren Spencer—Co-Directors of Special Education

For Introduction: 4/19/2023

For Action: 5/3/2023

I. TITLE Amend existing contract with Maxim Healthcare Staffing Services, Inc to increase contract amount

Select one: ☐ New Item ☐ Renewed Item ☐ Annual Item ☒ Revised Item

II. WHY BOARD ACTION IS NECESSARY

“Board Policy No. 6225, Approval of Contracts, states that “all contracts for more than \$250,000 initial value, excluding sales tax and contingencies, and changes or amendments of more than \$250,000, excluding sales tax and contingencies, must be approved by the School Board. The proposed contract increase is \$700,000, so Board action is required.”

III. BACKGROUND INFORMATION

The Special Education department is requesting to increase the contract amount by \$700,000, from \$545,000 to \$1,245,000, to cover staffing support due to continued staff shortages across the system. The district has been unable to fill all Special Education instructional and related service vacancies. Our need for agency staffing has continued to be high due to staff shortages and significant student needs. We contact all agencies with our requirements, and based on availability, the agencies send resumes for the department to review. We interview all qualified candidates and select the one that best fits our needs.

IV. RECOMMENDED MOTION

I move that the Highline School Board approve the contract amount increase of \$700,000 with Maxim Healthcare Staffing Services, Inc., which increases the total contract amount from \$545,000 to \$1,245,000.

V. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be \$700,000 to Special Education state funding.

The revenue source for this motion is Special Education state funding.

As of 3/31/2023, we have 30 staff from Maxim Healthcare Staffing Inc, which has increased by 18 staff since October 2022. Due to the uncertainties of staffing situation, and whether the district will be able to recruit in district, the initial contract amount increase, submitted in October 2022, only covered the cost for approximately half a year, which leaves the department flexibility to adjust the second contract amount increase, after assessing the staffing situation mid-year.

Expenditure: ☒ One-time ☐ Annual

VI. APPLICABLE POLICY(S)

This action is in compliance with the following:
2161, 6225

VII. ALTERNATIVES

Failure to increase the contract would result in inadequate support to Highline School District students.

VIII. COMMUNITY ENGAGEMENT

Community Engagement Required: ☐ Yes ☒ No

If yes, list community engagement conducted for this issue

IX. ATTACHMENTS

2022-2023 contract

HIGHLINE SCHOOL DISTRICT

Special Education

15675 Ambaum Blvd. SW

Burien WA 98166

206-631-3009

**PERSONAL SERVICES CONTRACT
FOR**

**Maxim Healthcare Staffing Services, Inc
2022-2023**

It is hereby agreed by and between the Highline School District #401, hereinafter referred to as "District", and **Maxim Healthcare Staffing Services, Inc**, hereinafter referred to as "Contractor", that Contractor shall provide services to the District Special Services under the terms and conditions enumerated herein. This agreement supersedes and nullifies all previous agreements entered into between parties.

I

Services: Contractor agrees to perform the following services: To provide Special Education instructional and/or related service staffing to Highline Public Schools for the 2022-2023 school year.

II

Fees: District agrees to make payment to the Contractor in accordance to Schedule A, for performing the services as described in this agreement. Schedule A is attached hereto and is an integral part of this agreement.

Total contract for the 2022-2023 school year shall not exceed **\$245,000.00** , unless prior approval is obtained from the District. The District will make payments to Contractor within thirty (30) days of invoice date from a weekly written invoice by the Contractor. The District does not pay for overtime unless prior approval is received from the Director of Special Education. The District will reimburse mileage at the state reimbursement rate.

III

Duration of Contract: The terms of this agreement shall be **from September 1st, 2022 through August 31st , 2023**. The District may terminate this agreement and/or the assignment agreement at any time upon provision of thirty (30) calendar days of written notice to Contractor when service is no longer needed. If Contractor should become incapacitated and/or unable to perform the services outlined, District may terminate this agreement with thirty (30) days' notice and pay only the amount represented by the percentage of the tasks completed.

IV

Exhibit A: Contractor agrees to provide staff members who meet applicable professional standards and requirements, as listed in Exhibit A, attached hereto.

V

Relationship of parties: This agreement does not create any relationship with the District of employer and employee, master and servant, principal and agent, or landlord and tenant. Contractor has no power or authority to make any statement or representation or to incur any debt, litigation or liability of any kind in the name of the District, for it, or on its account, unless otherwise stipulated in the contracted service description. Contractor and persons engaged by the Contractor agree that they are not volunteers or employees of the District in any capacity.

Contractor is undertaking the tasks/services as an independent contractor. District shall not be responsible for any fringe benefits, including paid sick leave, or remuneration above the amount stipulated in this agreement unless the Contractor is engaged to provide services above and beyond this agreement with such agreement to be in writing. Contractor is responsible for all applicable taxes including, but not limited to, Social Security and Federal Withholding. For any unforeseen or unexpected situation resulting in an unscheduled closure, such as nature related or manmade disasters, the District shall not be held responsible for any fees or costs incurred from the event. As an independent contractor, the Contractor may undertake other work assignments.

VI

Suspension and Debarment

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this

clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposition.
- (3) Contractor is solely responsible for background / fingerprint check (within 2 years) and district may request copies at any time.

VII

Indemnification: The Provider agrees that to the fullest extent permitted by law, Provider will hold harmless, defend, and indemnify the District, its agents, employees, and board members from any and all liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from any and all acts or omission by Provider under this agreement. The District shall have the right to demand that Provider defend any and all claims, lawsuits, or proceedings related to services provided under the agreement, without cost to the District, with legal representation acceptable to the District. The terms of this section shall survive termination of this agreement.

The District agrees that to the fullest extent permitted by law, the District will hold harmless, defend, and indemnify the Provider, its agents, employees, and the board members from any liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from the negligence by the District.

VIII

Insurance: If indicated below, Contractor shall, at its sole expense, purchase and maintain the insurance so indicated; and a certificate of insurance shall be provided to the District prior to starting services. This requirement shall not be interpreted as an assessment of the risks; the Contract Agency shall assess its own risks and procure adequate insurance to cover such risks. Prior to commencing operation of the Program, upon renewal, and as requested, Contract Agency shall provide the District with a certificate of insurance evidencing compliance with the foregoing.

☒ X Proof of Professional Liability Insurance is required, as Contractor will have direct unsupervised contact with students.

☐ Proof of insurance is not requested, as Contractor will be working with district staff and not have direct and/or unsupervised contact with District Students under the terms of this contract. *If*

circumstances change during the duration of this contract to where the Contractor has direct unsupervised contact with students, the Contractor assures the District that proof of insurance will be provided prior to such contact. While not requested, contractors are encouraged to provide a copy of their certificate of insurance to the district.

The Provider, at its own cost, shall maintain and provide evidence of the following insurance coverage.

1. General Liability insurance for bodily injuries (including sickness or death) and property damages in the minimum amount of \$2,000,000 per occurrence, \$4,000,000 aggregate. Highline School District #401, its agents, employees, and board members shall be named as an Additional Insured. Policy shall include a Waiver of Subrogation clause and a Primary & Non-Contributory clause.
2. Sexual Abuse and Molestation insurance in the minimum amount of \$2,000,000 per occurrence, \$3,000,000 aggregate.
3. Employers Liability (Washington Stop-Gap) in the amount of no less than \$1,000,000 per occurrence.
4. Automobile bodily injury and property damage liability in a minimum amount of \$1,000,000 per accident for owned, non-owned and hired vehicles.
5. Professional Liability (malpractice) insurance in the minimum amount of \$2,000,000 per occurrence.

Prior to the commencement of this Contract, Provider will furnish Highline School District #401 with evidence of such insurance protection in the form of a certificate of insurance.

The Agency's insurance shall be primarily to and non-contributor with any insurance maintained by the Highline School District and the insurance with an A.M. Best's rating of not less than A VIII. The insurance requirement shall not reduce the obligations of the indemnification agreement set out above.

IX

Non Discrimination: No person shall, on the ground of race, creed, color, national origin, sex, or marital status or the presence of any sensory, mental or physical handicap, unlawfully be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed under to this contract. Non Discrimination laws applicable to the District and Agency, which each party agrees to abide by, include, but are not limited to, the Federal Americans with Disabilities Act (ADA). The Agency shall notify the District immediately of any allegations, claims, disputes, or challenges made against it under the ADA, or other discrimination acts.

X

Employment of Consultants: For a period of twelve (12) months following that date on which contractor Personnel last worked a shift at the District, District agrees that it will take no steps to recruit, hire or employ as its own employees or as a contractor those Personnel provided by contractor during the term of this Agreement. District understands and agrees that Contractor is not an employment agency and that Personnel are assigned to the District to render temporary service(s) and are not assigned to become employed by the District. The District further acknowledges and agrees that there is a substantial investment in business related costs incurred by contractor in recruiting, training and employing Personnel, to include advertisement, recruitment, interviewing, evaluation, reference checks, training, and supervising Personnel. In the event that District, or any affiliate, subsidiary, department, or division of District hires, employs or solicits contractor Personnel, District will be in breach of this Agreement. District agrees to give contractor either (a) one hundred and eighty (180) days prior written notice of its intent to hire, or employ, continuing to staff Personnel through contractor for a minimum of thirty-

six (36) hours per week through the one hundred and eighty (180) days notice period; OR (b) to pay contractor a placement fee equal to the greater of: five thousand dollars (\$5,000) or the sum of thirty percent (30%) of such Personnel's annualized salary (calculated as Weekday Hourly Bill Rate x 2080 Hours x 30%).

This section X notwithstanding, District may hire personnel provided by contractor once Personnel have completed a minimum number of hours of work for District through Contractor, according to the following schedule:

Aggregate Hours Worked by Personnel For District in a Twelve (12) month period	Conversion Fee
Prior to completing 140 hours	30% of annualized starting salary
After Completions of 140 - 280 Hours	20% of annualized starting salary
After Completions of 280-420 Hours	18% of annualized starting salary
After Completions of 420-1250 Hours	12% of annualized starting salary
After Completions of 1250 Hours	No Fee% of annualized starting salary

Highline Public Schools


Signature

8-30-22
Date

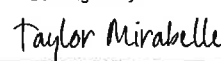
Gaye Bungart/ Darren Spencer

Co-Director of Special Education

Highline Public Schools

Maxim Healthcare Staffing Services, Inc

DocuSigned by:


Signature

30-Aug-22
Date

Name: Taylor Mirabelle

Title: Assistant Controller

SSN/ Federal Tax ID Number

SCHEDULE A

2022-23 School Year Rate sheet

SERVICE	RATE (PER HOUR)	HOURS PER WEEK (NOT TO EXCEED)
Audiologist	\$85	37.5 hours
BCBA	\$125	TBD by District and contractor
Behavior Aide	\$58	35.0 hours
Behavior Technician	\$58	35.0 hours
Para Educator	\$50	35.0 hours
Counselor	\$65	37.5 hours
COTA	\$65	40.0 hours
LPN/LVN	\$60	40.0 hours
Orientation & Mobility Specialist	\$90	37.5 hours
PT/OT	\$80	37.5 hours
RN	\$70	TBD by District and contractor
School Psychologist	\$105	37.5 hours
Sign Language Interpreter	\$75	35.0 hours
SLP	\$85	37.5 hours
SLP - CFY	\$70	37.5 hours
SLPA	\$65	35.0 hours
Social Worker	\$75	37.5 hours
SPED Teacher	\$75	37.5 hours
Mental Health Counselor	\$70	TBD by District and contractor
Medical Assistant	\$50	TBD by District and contractor
TVI	\$80	37.5 hours

EXHIBIT A**HEALTH SCREENING AND CREDENTIALING REQUIREMENTS**

TYPE	FREQUENCY	CERTIFICATIONS AND OTHER CREDENTIALS
Criminal Background Check	Upon hire and facility requirement, reactivation time frame (travel updates if a 52 day break in service. Branch updates after 6 months break in service)	7 years back – all counties lived and worked. SS trace.
OIG/SAM/ Sex Offender	Upon hire, annually, facility requirement, reactivation timeframe	
Education	Upon facility requirement	Primary source of highest level in specialty.
Employment History	Facility requirement	
Application	Upon hire and select items updated annually (legal questions) Work history, and skills list upon reactivation and if there is a change)	Complete work history, no gaps greater than 30 days, education, licensure – registration – certification, background permission, legal questions. This also includes completion of a job description, skills list and competency test. Evidence of identify included.
References	Upon hire, reactivation requirement	Minimum (1) standard or above by manager or (2) by charge. EMPV will satisfy one if unable to obtain a second. One reference must be current.