

LETTER OF AGREEMENT FOR PROVIDING SCHOOL NURSE DUTIES FOR SOUTHERN PLAINS EDUCATION COOPERATIVE

The purpose of this Letter of Agreement is to set forth the terms of an agreement for services performed by HUMAN SERVICES OF FARIBAULT AND MARTIN COUNTIES between the dates of August 1, 2021– July 31, 2022 to SOUTHERN PLAINS EDUCATION COOPERATIVE. This Agreement will be for a term of one year and shall thereafter be automatically renewed for successive one-year terms unless either party provides written notice of termination to the other at least thirty (30) days prior to the end of the initial term or any subsequent renewal term.

Activities to be conducted may include, but not be limited to:

- A. Designs health maintenance plans for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
- B. Directs staff to maintain health care plans, medical emergency cards, and immunization records of all students for the purpose of ensuring compliance with state law.
- C. Monitors the administration of all student medications administered at school as required by state and federal law and codes of conduct of the nursing profession.
- D. Direct district staff on administrative duties associated with health and welfare of students (blood borne pathogens, hearing and vision, immunizations, etc.)
- E. Trains and supervises staff in performing specialized physical health care procedures (e.g. catheterizations, gavage feeding, suctioning, etc.) for the purpose of ensuring that procedures that require medically related training are performed in compliance with state law.
- F. Works with staff to report cases of suspected child abuse for the purpose of ensuring compliance with all related requirements of the law.
- G. Works with districts to ensure all staff receive required trainings including health precautionary measures and blood borne pathogen training.
- H. Serves as the medical liaison for special education students (e.g. performing vision and hearing assessment for triennial reassessments, review the health and developmental history of each child, attending individualized education program meetings as needed, etc.) for the purpose of ensuring compliance of state and federal mandates.
- I. Trains staff on wellness, health promotion and prevention, identification of early warning signs of health and mental health problems, and emergency response.
- J. Assists member districts in the development of policies and procedures to ensure member districts and the cooperative follow state and federal laws.
- K. Works with other agencies to facilitate the overall health of children
- L. Coordinates Early Childhood Screening Developmental Screeners for districts requested
- M. Acts as 504 Coordinator and attendance liaison for Southern Plains Alternative Programs
- N. Performs other school nursing duties as assigned or needed.

Fees includes salary, fringe and expenses to employ one Public Health Nurse at 0.5 FTE to provide services as outlined in the above deliverables. Total costs for salary or

fringe will not to exceed \$41,000 per contract year. Fees for services rendered under this Agreement shall be due and payable within thirty (30) days following receipt of monthly billings, which will itemize time expended, services rendered, and necessary expenses incurred.

Human Services of Faribault & Martin Counties would cover the cost for professional liability insurance coverage and computer (laptop) equipment needed for the Public Health Nurse position.

This agreement may be terminated by either party upon thirty (30) days written notice. In the event of termination, Southern Plains Education Cooperative shall be responsible for payments for services rendered prior to and during the thirty (30) day notice period.

Board Chair, Southern Plains Education Cooperative

Date

Board Chair, Human Services of Faribault & Martin Counties

Date