



# **SCHOOL BOARD ACTION REPORT**

**DATE:** August 21, 2019  
**FROM:** Denise Juneau, Superintendent  
**LEAD STAFF:** Wyeth Jessee, Chief of Schools; Tara Davis, Interim Executive Director of Athletics, [tardavis@seattleschools.org](mailto:tardavis@seattleschools.org)

**For Introduction:** September 18, 2019  
**For Action:** October 2, 2019

## **1. TITLE**

RFP01545– Athletic Trainer Support Services, Renewal of Contract for the Athletic Trainers Program for final two years, 2019-21

## **2. PURPOSE**

This Board action renews an existing contract with an option to renew for an additional two years to provide athletic trainer services for eleven (11) high school athletic programs for the 2019-20 and 2020-21 school years, thereby providing access to all student-athletes who participate in Washington Interscholastic Activities Association (WIAA) sanctioned sports.

## **3. RECOMMENDED MOTION**

I move that the School Board authorize the Superintendent to renew the contract with Seattle Children’s Hospital for two additional years covering the period from Aug 1, 2019 to June 30, 2021, at a cost of up to ~~\$380,000~~[\\$380,600](#) per year, for a total cost of up to ~~\$760,000~~[\\$761,200](#) for two years, for athletic training services, with any minor additions, deletions, and modifications deemed necessary by the Superintendent and to take any necessary actions to implement the contract. Approval of this motion would renew the maximum three-year contract for the final two years.”

## **4. BACKGROUND INFORMATION**

### **a. Background**

The Board previously approved a contract with Seattle Children’s Hospital to provide Certified Athletic Trainers support to the SPS athletic programs at ten district high schools throughout the city of Seattle: Ballard, Cleveland, Franklin, Garfield, Nathan Hale, Ingraham, Rainier Beach, Roosevelt, Chief Sealth, and West Seattle. Now, with the opening of Lincoln High School, renewal of this contract will provide Certified Athletic Trainers at 11 district high schools.

Seattle Public Schools has contracted for athletic training services to support WIAA sectioned athletics since 2000. The proposed motion would allow Children’s Hospital Certified Athletic Trainers to continue the support and care -of all high school students competing in WIAA sanctioned sports. [WIAA sanctioned sports:](#)

- Fall Season

- Football
- Boys and Girls Golf
- Boys and Girls Cross Country
- Girls Soccer
- Girls Swim and Dive
- Girls Slowpitch
- Girls Volleyball

Winter Season

- Boys and Girls Basketball
- Boys Swim and Dive
- Boys and Girls Wrestling
- Girls Gymnastics

Spring Season

- Baseball
- Boys Soccer
- Boys and Girls Tennis
- Boys and Girls Track and Field
- Girls Fastpitch

**b. Alternatives:**

It is standard practice for Seattle Public Schools and surrounding districts to provide athletic trainer services at athletic events. Athletic trainers administer tape, preventive services, therapeutic services, and immediate concussion and other injury response to provide a safe environment for student athletes and to mitigate risk for the district.

**c. Research:**

During a previous contract process, the Athletic Office surveyed surrounding districts to compare practices for athletic trainers. There has been no change since that time.

<u>District</u>	<u>Staff</u>	<u>Considering contracting out?</u>	<u>District-mandated for athletic events?</u>	<u>Funding source</u>
Tacoma	Stipends for CTE teachers	No	Yes	CTE, stipends from after-school funds
Highline	2 FTE for 4 high schools	No	No	CTE, general funds
Spokane	1 FTE	No	No	CTE program
Bellevue	1000 hr/school/year; school employees	Yes	Yes	General fund
Federal Way	Stipends for employees	Yes	No	General fund

Renton	One teacher; student practicum	Contract some now	No	CTE, general fund
North Shore	700 hours stipend	Yes	Yes	General fund
Issaquah	One teacher; contract out for two schools	Yes	No	CTE, General fund
Lake Washington	Teacher at each school	Contract some now	Yes	General fund

**5. FISCAL IMPACT/REVENUE SOURCE**

Fiscal impact to this action will be up to \$380,000 per year for a total of up to \$760,000 through 2020-2021.

The revenue source for this motion is the General Fund.

Expenditure:  One-time  Annual  Multi-Year  N/A

Revenue:  One-time  Annual  Multi-Year  N/A

**6. COMMUNITY ENGAGEMENT**

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

The Children’s Certified Trainer Program:

- Conducts: annual pre-season meeting to inform all student participants and families of access to certified trainer services from Children’s Hospital.
- Collaborates with each designated school trainer and the school athletic director to create access to timely medical information for students, coaches, and families.
- Offer additional preventative test measures for student participants.
- Offer First Aid and Cardio ~~Pulmonary~~ Pulmonary Resuscitation (CPR) trainings within the school communities to provide opportunities for students, parents, coaches, and the school community to receive certification.
- Meet quarterly with the District Athletic office to analyze student injury data report.

Tier 2: Consult/Involve

Tier 3: Collaborate

## 7. **EQUITY ANALYSIS**

### Title IX Analysis

Participation in athletics in Seattle Public Schools is reflective of the diversity of the overall student population. An equity analysis is administered annually via Title IX reporting to the Office of the Superintendent of Public Schools (OSPI) to ensure equitable lenses lead our decisions. We use recommendations of OSPI to analyze all student access to Certified Trainer Services, facilities, equipment and coaching. Trainers are at all of the comprehensive high schools, including Lincoln High School, regardless of the total enrollment of the school. Additionally, the District Athletic office supports all programs equitably and has received a grant to provide additional trainer service hours for school athletic programs who currently don't have the resources to pay for these services.

## 8. **STUDENT BENEFIT**

### **Athletic Trainers:**

- Coordinate ongoing efforts to increase the quality of the athletic training rooms at each school.
- Advise the school as to the supplies and athletic training equipment needed for their schools specific athletic training program.
- Assist the school faculty and athletic coaching staff in enhancing current programs that assure the continuation of quality conditioning programs.
- Provide conditioning and flexibility training suggestions to the school coaching staff.
- Maintain current medical records system for tracking athletic injuries at each school site.
- Monitor athletic injuries and continue to develop injury prevention training and programs.
- Coordinate and provide injury follow-up evaluations.
- Identify, stabilize, and treat injuries as they occur.
- Attend practices and games of each school for all athletic sporting events.
- Work with athletic department personnel to augment current systems that ensure competitive and safe athletic programs.
- Work with District Athletic Director to provide certified athletic trainers to each secondary school that participates in interscholastic athletic events.
- Maintain and operate an outpatient physical therapy facility in the greater Seattle area with certified athletic trainers and support employees.

## 9. **WHY BOARD ACTION IS NECESSARY**

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract

Legal requirement for the School Board to take action on this matter

Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item

Other: \_\_\_\_\_

**10. POLICY IMPLICATION**

Per Policy No. 6220, Procurement, contracts over \$250,000 require Board approval. Athletic trainer support services will be provided under the contract in alignment with Policy No. 3418, Response to Student Injury or Illness.

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Operations Committee meeting on September 5, 2019. The Committee reviewed the motion and approved to move for introduction on September 18, 2019.

**12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, the Athletic Department will take appropriate steps to implement this contract.

**13. ATTACHMENTS**

For Reference:

- Renewal of Athletic Trainer Contract RFP
- Amendment 1



**SEATTLE PUBLIC SCHOOLS  
AMENDMENT NO. 1  
FOR CONTRACT NO. RFP01836  
ATHLETIC TRAINER SUPPORT SERVICES**

THIS AMENDMENT is made between the Seattle School District no. 1, (hereinafter called “District”), and Seattle Children’s Hospital (hereinafter called “Vendor”) regarding Contract No. RFP01836 for Athletic Trainer Support Services.

Whereas, the District and the Vendor entered into a one-year term contract dated July 31, 2018; and herein incorporated by this reference; and,

Whereas, the District and the Vendor acknowledge that the contract allows for up to two (2) annual contract renewals and wish to exercise its first option to renew and extend the term of the contract for one (1) additional year with an amount NOT TO EXCEED a base contract fee of \$380,600 for twenty-six (26) hours per week for ten (11) high schools and \$30,000.00 for additional hours that can be purchased at the hourly rate identified in the contract.

NOW, THEREFORE, District and Vendor agree as follows:

1. The term of the contract is extended from August 1, 2019 to June 30, 2020.
2. Any of the other provisions of the subject contract not modified in writing shall remain in full force and effect.

## SEATTLE PUBLIC SCHOOLS CONTRACT AMENDMENT FORM

<b>CONTRACTOR NAME AND ADDRESS</b> (Legal Name – MUST match registered Name with Tax ID Number)	<b>CONTRACT AMENDMENT MUST BE FULLY EXECUTED IN ADVANCE OF SERVICES</b>	
PO Number (Ex: 7500000001):	Amendment Number: 1 of 2	RFP/RFQ/Contract Number: RFP01836
Name: Seattle Children's Hospital	WA Business License (UBI#): 178 019 356	
DBA:	Phone: 206-987-7988	Fax:
Address: 4800 Sand Point Way NE	E-mail: James.santucci@seattlechildrens.org	
City/State/Zip: Seattle, WA 981051	Vendor Number: 115252	

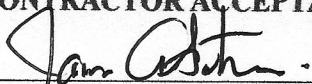
This Contract Amendment is made between the Seattle School District (“the District”) and the above-named contractor (the “Contractor”) under the above-referenced PO Number. All terms and conditions in the above referenced contract shall apply.

District employees, other than personnel in the District Financial Services Department, are not authorized to make promises for contractual services, promises for a particular period of time or promises of a particular level of payment. Any verbal or written statements to that effect by District employees other than Financial Services personnel are null and void.

<b>CHANGE to an existing Contract</b> - Identify the nature of amendment (Check all that apply): <input checked="" type="checkbox"/> Extension of Time (1) <input checked="" type="checkbox"/> Dollar Amount Increase (3) <input type="checkbox"/> Dollar Amount Decrease (3) <input type="checkbox"/> Cost Center Revision (2) <input type="checkbox"/> Other (4):							
Explain the change in conditions since the initial contract and other applicable considerations that clearly justify the decision to amend the original contract or last approved amendment: This is extension 1 of 2 for this contract. The Board Action will renew the existing one-year contract for the final two years to provide Athletic Training Services. Extension 2 of 2 will not need to go to the Board for Action.							
For sections 1-4 below, complete only what is relevant to the nature of your change noted above.							
1) Last Approved End of Service Date: 6/30/2019 Revised End of Service Date: 6/30/20	2) Last Approved Cost Center: 83001281C0 Revised Cost Center: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 70%;">Cost Center</th> <th style="width: 30%;">Amount (\$)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Cost Center	Amount (\$)				
Cost Center	Amount (\$)						
3) Original Approved Contract Amount (\$): 346,000 Total Amount Added From Previous Mods (\$):  Amount of Increase/Decrease for this Mod (\$): 34,600 (for the addition of Lincoln)	4) Contract Language to Add or Revise (attach separate document(s), listing new exhibits, if needed): Amendment 1, Contract, Board Action						
<b>REVISED Total Contract Amount Not to Exceed (\$): 380,600</b>							

1. Capital funds may not be combined with grant or general funds; a separate Contract Amendment should be established.
2. If the modification is solely to revise budget coding, it is considered an administrative change and the contractor is not required to sign the amendment.
3. A certificate of insurance will be required if the revised total contract amount now exceeds \$50,000.

## SEATTLE PUBLIC SCHOOLS CONTRACT AMENDMENT FORM

<b>CONTRACTOR ACCEPTANCE:</b>	
 _____ Signature	8/9/19 _____ Date
James A. Santucci _____ Printed Name	james.santucci@seattle.k12.wa.us _____ E-mail

**DISTRICT USE ONLY**

Except as specifically modified above, the original contract remains in force. This amendment becomes a part of the original contract when signed by the Contractor and the Seattle School District Accounting Director for amendments up to \$75,000, Chief Financial Officer (CFO) for amendments \$75,000 to \$100,000. Amendment amounts in excess of \$100,000 require the additional approval of the Superintendent. Amendments which exceed \$250,000 require the additional approval of the School Board. Amendments with an increase of more than 25% of original contract amount are required to be signed by the CFO.

<b>CONTRACT ADMINISTRATOR:</b>		
_____	_____	_____
Signature	Printed Name	Date
<b>ADDITIONAL DEPT. APPROVAL (if required):</b>		
_____	_____	_____
Signature	Printed Name	Date
<b>ACCOUNTING DIRECTOR (All amendments):</b>		
_____	_____	_____
Signature	Printed Name	Date
<b>PROCUREMENT (Amendments more than \$20,000 or 25% greater than original contract amount):</b>		
_____	_____	_____
Signature	Printed Name	Date
<b>LEGAL (Amendments more than \$20,000 or 25% greater than original contract amount):</b>		
_____	_____	_____
Signature	Printed Name	Date
<b>CHIEF FINANCIAL OFFICER (Amendments more than \$20,000 or 25% greater than original contract amount up to \$100,000):</b>		
_____	_____	_____
Signature	Printed Name	Date
<b>SUPERINTENDENT (Over \$100,000)</b>		
_____	_____	_____
Signature	Printed Name	Date
<b>BOARD APPROVAL DATE (Required if amendment is over \$250,000):</b>	<b>BOARD COMMITTEE INFORM DATE (For amendments with a total aggregate that exceeds \$250,000):</b>	
_____	_____	
Date	Date	
<b>FOR ACCOUNTING USE ONLY</b>		
Grant Review Approval: _____	Date: _____	
Funds Encumbered (\$): _____	Date: _____	Accounting Initials: _____



# JUSTIFICATION FOR CONTRACT AMENDMENT

This form is to be included if the contract amendment amount is greater than twenty-five percent (25%) of the original contract amount.

## CONTRACT INFORMATION

Contractor Name: Athletic Training Support Services	Purchase Order No./Amendment No.: 1 of 2
SPS Contract Owner: Athletic Department	SPS Contract Owner Phone/E-mail: 206-252-1800/ tadavis@seattleschools.org

## JUSTIFICATION SUMMARY

- Amendment Purpose.** Describe the type of services that is to be included under this amendment. Amended services must align with the original contract's purpose and scope of work:

1)Add Lincoln High School to the contract.  
2)Amend the total numbers of hours a week from 24 hours to 26 hours

- Specific Problem or Need.** What is the business problem or need that requires this amendment?

1)Lincoln High School to be added to "Scope of Services" as outlined in last year terms  
2)Update contract to reflect the total number of hours. The amount of contract will not increase with this amendment.

- Contract Amendment.** State the rationale for amending an existing contract rather than competitively procuring the good and/or services and awarding a new contract.

1) Lincoln High School will open in 2019-20 School year. As written in original contract, Lincoln will be included as the 11th comprehensive SPS high school.  
2) Current weekly hours are 26 not 24. The 2 additional hours are included and not an additional cost of service for school.

- Are the proposed services under this amendment within the scope of the original contract? If the answer is "no", explain what conditions have changed since the original contract and other applicable information that clearly justifies the decision to amend the contract.

YES

**INSURANCE  
CERTIFICATE IS  
COMPLIANT IN MYCOI**