



Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 05/16/2024

Contract/Agreement Vendor: Dr. Katie Dalton

Name of Vendor & Contact Person

kbdalton74@gmail.com

Vendor Email Address

Physician Consultant Agreement

*Describe Contract (Technology, program, consultant-prof Development, etc.)*

*Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.*

BAPS Students/Schools Nurses/ Health Aides

Reason/Audience to benefit

06/03/2024

BOE Date

\$ 3,000.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Rachel Kaiser

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal &/or Director or Administrator: [Signature]

Does this Contract/Agreement utilize technology? YES (NO)

If yes, Technology Admin: \_\_\_\_\_

Cabinet Team Member: [Signature]

Funding Source: 11/125 125-2132-336-000-0000-000-050

Fund/Project

OCAS Coding

☒ **Consent**

☐ **Action**

Accept and approve the RENEWAL agreement between Broken Arrow Public Schools and Dr. Katie Dalton. This agreement will allow Dr. Dalton to provide consultation services to the District regarding student health policies and procedures. In addition, Dr. Dalton will provide standing orders for over-the-counter medications used in school health offices. She will periodically attend meetings with our school nurses and health aides in order to share information and offer guidance relating to student matters. The cost to the district will not exceed \$3000.00 and will be paid from General Funds. R. Kaiser

**Summary**

*This area must be complete with full explanation of contract*

*The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*

# Memorandum of Understanding

Broken Arrow Public Schools

&

Dr. Katie Dalton

*Physician Consultant*

## 1. Services Provided

- a. Dr. Dalton shall provide physician consultant services ("services") to Broken Arrow Public Schools. These "services" include:
  - i. Policies and Procedures
    1. The physician will review BAPS Health Services policies and procedures to help ensure they are in accordance with best practice and guidelines set out by the Oklahoma School Nursing Handbook. Policies will be reviewed on an annual basis by the physician consultant and Health Services Coordinator.
    2. The school physician consultant will review BAPS policies on exclusion, such as for communicable diseases, head lice, mononucleosis and hepatitis.
    3. The Health Services Coordinator, Director of Health Services, and Executive Director of Student Services will have access to the physician for questions relating to implementation of school health care.
  - ii. Resource
    1. The physician consultant shall provide standing orders for over-the-counter and other specific medications used in school health offices.
    2. The physician consultant will act as a resource to BAPS regarding best practices. He/she will be a link to/with other physicians in the community as well as to/with the American Academy of Pediatrics.
    3. The physician consultant will attend periodic nurses' meetings and shall provide in-service to the nurses as well as to the staff of BAPS committees and/or task forces as requested.
- b. Dr. Dalton shall provide services throughout the term of the agreement. In the event that Dr. Dalton is unavailable, she will appoint an alternative physician to be available to assist Broken Arrow Public Schools if needed.

## 2. Consideration and Cost of Services

- a. The Broken Arrow Public Schools shall reimburse Dr. Dalton \$3000.00 for the length of this agreement.

- b. Should any extenuating circumstances occur, additional fee(s) will be negotiated with Dr. Dalton.
- c. It is understood that the cost of services will include payment for services approved by Broken Arrow Public Schools for Broken Arrow Public Schools' students or approved transfer students.
- d. It will be Dr. Dalton's responsibility to pay taxes and social security on wages earned.

**3. Duration of the Contract**

- a. The effective date of this contract is July 1, 2024, concluding June 30, 2025.

**4. Cancellation**

- a. This agreement is subject to termination upon 30 (thirty) days advance written notice by either party. Said written notice must be forwarded by certified mail.

**5. Amendment**

- a. This agreement is subject to amendments at any time but only upon fully disclosed written consent and approval by both parties.

Signatures:

K. Dalton, MD

Dr. Katie Dalton  
Physician Consultant

5/16/2024

Date

\_\_\_\_\_  
President  
Broken Arrow Public Schools, Board of Education

\_\_\_\_\_  
Date