

Book	Policy Manual
Section	800 Operations
Title	Contracted Services
Number	818
Status	Active
Adopted	April 22, 1999
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Purpose

The Board of School Directors (“Board”) of Springfield School District (“District”) in its effort to provide cost effective programs, may use outside independent contractors for a variety of purposes. The district is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the district. This policy is adopted to outline those requirements and the manner in which the district shall direct and monitor contractor compliance. The Board will continue to supervise and evaluate such services to assure their effectiveness.

Definitions

For purposes of this policy, **contractor employee** shall include an individual who:

1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and
2. Has or will have direct contact with children.

Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[\[1\]](#)

For purposes of this policy, **independent contractor** shall mean an individual or entity that contracts with the district to provide services.

This policy is to assist the Board in maintaining qualified and legally certified services.

Authority

The Board is required by law to ensure that independent contractors and their employees submit a report of criminal history record and child abuse history clearance from the Pennsylvania State Police and Pennsylvania Department of Public Welfare or other relevant law enforcement agencies. Independent contractors and their employees shall report, on the designated form, arrest and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution. Forms to apply for these records shall be available in the school district office.[\[1\]](#)[\[2\]](#)[\[3\]](#)

All independent contractors and their employees who contract with the District or are hired by the independent contractor after January 1, 1986, shall not do any work for, at, or on behalf of the District

until such independent contractor or employee of an independent contractor has complied with the mandatory background check requirements and the District has evaluated the results of that screening process.

It is the policy of the District that contracts provided by professional and other service contractors, as licensed by the State of Pennsylvania, with the exception of the SSD/SEA and SSD/SESPA Labor Contracts, will be reviewed whenever deemed necessary. Professional services that are utilized on a regular basis will be reviewed yearly and quotations solicited every three (3) years as deemed necessary by the Board.

The Superintendent or designee shall prepare rules and procedures to assure that the legal requirements for contracted services are complied with. Failure to comply with this policy and the background check requirements by an independent contractor may lead to cancellation of the contract.

SUPERSEDES: Policy No. 818(a), Review of Professional and Other Services Provided by Contractors

DISCLAIMERS:

This policy is superseded by all current federal and state laws and mandates.

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- Legal
1. 24 P.S. 111
 2. 22 PA Code 8.1 et seq
 3. 23 Pa. C.S.A. 6301 et seq
- 24 P.S. 1205.6
- 24 P.S. 2070.1a et seq