

**SUBJECT: WALK-ON** Board Certified Behavior Analyst (BCBA)

**PERSON(S) RESPONSIBLE:** Clare Davies, Director of Student Services

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**RECOMMENDATION:**

The District Administration recommends that the Board review and approve the proposal to use restricted mental health funds to contract with Central Coast Kids and Families, NPA, to provide a Board Certified Behavior Analyst to conduct Functional Behavioral Assessments for individual students as determined needed by the students' IEP teams.

**BACKGROUND:**

A Board Certified Behavior Analyst is a master degreed professional that has taken additional course work in Applied Behavioral Analysis, completed a supervised internship, and passed the BCBA licensing exam. A BCBA is an expert on observing and assessing behavior, identifying target behaviors, developing behavioral intervention and supports, designing the means of data collection, converting data into graphs for analysis, and providing training to staff. A BCBA also assesses the environment to identify possible triggers of behavior and assesses the conditions under which either maladaptive or adaptive behaviors emerge, and makes recommendations to alter the environment accordingly.

**INFORMATION:**

As per the proposal to the SELPA Finance Committee January, 2017 restricted mental health funds were approved to be used to contract with a BCBA to conduct Functional Behavioral Assessments for individual students who present challenging behavior that impede their access to the educational process and/or create disruption to the educational environment for other students. The BCBA develops and presents a report to the IEP team including recommendations of behavioral strategies and interventions.

This is a new contract to continue the service that was provided last school year with Board approval.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

**435 Hillcrest Avenue**

**Pacific Grove, CA 93950**

**CONTRACT FOR SERVICES**

(To be used for provision of services involving **no** potential for liability exposure for District)

This contract is an agreement between the Pacific Grove Unified School District and **Central Coast Kids and Families** for services rendered as specified below.

**1. Scope of Service:**

To provide BCBA in school consultation services for students with special needs and to conduct Functional Behavioral Assessments and reports as needed.

**2. Evaluation and/or expected outcome(s)**

The BCBA will assess and develop behavioral intervention programs for students with special needs that exhibit maladaptive behavior that prevent the student from accessing their education and/or disrupt the learning environment for other students. The BCBA will conduct Functional Behavioral Assessment reports with behavioral recommendations and strategies to support the needs of students.

**3. Length of the Contract:**

Service is to be provided on the following date(s):  
August 25, 2017-June 30, 2018

**4. Financial Arrangements:**

Consultant to be paid at the rate of: \$85.00 an hour not to exceed \$15,000  
Funding Source restricted mental health funds only to be used for students on IEPs  
01-6512-0-5001-0000-8590-00-000-1546-0000

Consultant: Central Coast Kids and Families, NPA

Address: 1245 10<sup>th</sup> St., Monterey, CA 93950

Signed \_\_\_\_\_ Date \_\_\_\_\_  
☐ District Employee ☐ Independent Consultant \*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Site/Program Administrator – (Check appropriate box below)

☐ Contracted work was assigned using District's normal employment recruitment process.

☐ Contracted work was not assigned using District's normal employment recruitment process.  
Attached Criteria Page (REQUIRED) identifies reason.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Director of Human Resources

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Assistant Superintendent

**ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.**

**\*Independent Consultant** must sign and submit a W-9 to District prior to providing service.



## Contract for Services Criteria

**District/Site Administrator – Please circle criteria that apply and sign below.**

- (1) There is a specifically documented cost savings relative to using district employment. (The documentation requirements are specified and must be attached).
- (2) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- (3) The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
- (4) The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
- (5) The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
- (6) The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.
- (7) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
- (8) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

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District/Site Administrator

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Date