

Glassboro Public Schools



MEMO

To: Al Lewis

From: Michael Sloan

Date: 06/24/2026

Re: Occupational Therapy Contract

Recommend Board approval of the contract between Laurel Therapy and Glassboro Public Schools for occupational therapy services for the 2026–2027 school year. This agreement represents the first year of a three-year contract and includes an option for annual renewal.



June 3, 2026

Michael Sloan
Business Administrator/Board Secretary
Glassboro Board of Education
560 Joseph Bowe Blvd.
Glassboro, New Jersey 08028

Dear Mr. Sloan,

Laurel Therapy appreciates the opportunity to continue supporting Glassboro Public School District with Occupational Therapy services. We value the collaborative relationships we have built with your team and remain committed to providing consistent, student-focused care throughout the school year.

Enclosed, please find the proposed contract for Occupational Therapy services for the 2026–2027 school year, including Extended School Year (ESY) support. As we begin coordinating staffing for both summer and fall services, we kindly ask that you share any anticipated needs as soon as possible to help ensure timely coverage and continuity of care.

We appreciate your time and consideration in reviewing the enclosed agreement. Please feel free to contact us with any questions or revisions as you review the contract.

Thank you again for the opportunity to continue working with Glassboro Public School District. We truly value our partnership and look forward to supporting your students and staff in the upcoming school year.

Sincerely,

Abbe Dantzig, OTR/L
President Laurel Therapy

Jennifer McGarry, OTR/L
Vice President Laurel Therapy



**AGREEMENT BETWEEN LAUREL THERAPY AND GLASSBORO PUBLIC SCHOOL DISTRICT
SCHOOL YEAR 2026-2027 (INCLUSIVE OF ESY)**

This Agreement is made on July 1, 2026 between Laurel Therapy, Inc., hereinafter "Laurel Therapy", 9 Alderton Lane, Mt. Laurel, New Jersey and Glassboro Public School District hereinafter "School" provider of educational services located at 506 Joseph Bowe Blvd. Glassboro, New Jersey 08028, to provide school based occupational therapy services as agreed to and indicated herein.

The following is mutually agreed to between Laurel Therapy, Inc. and Glassboro Public School District.

Services Provided

- * The therapy services shall be of good quality, of a professional nature and performed by a licensed therapist.
- * Laurel Therapy shall furnish to such clients of the school, as designated by the school during the term of this Agreement, such therapy services as are deemed necessary on a case-by-case basis as determined by the therapist and administrator of the school.
- * Laurel Therapy shall be responsible for the coordinating, scheduling and providing staff for services to be rendered.
- * In fulfilling this Agreement, Laurel Therapy shall consult and communicate both verbally and in writing with the Administrator, teachers, and when appropriate, others involved in client care.
- * Laurel Therapy agrees to provide as requested, customary and reasonable in-service education programs to the personnel of the school, in areas related to therapy at rate quoted below. This charge shall include preparation time to be agreed upon by Laurel Therapy and the school in advance.
- * Laurel Therapy will provide supervision to school staff, as indicated including but not limited to chart review, treatment observation, case review and treatment planning.
- * To assist Laurel Therapy in fulfilling its responsibilities under this Agreement, Glassboro Public School District shall provide, at School's sole expense, all necessary supplies, therapy equipment and use of office equipment to meet the needs of Laurel Therapy in connection herewith as determined in consultation with School.
- * Glassboro Public School District shall provide adequate, clean space in an area designated for therapy services, which is suitable to meet client needs. Glassboro Public School District shall make available to Laurel Therapy adequate space and facilities, including workspace, to perform administrative tasks in connection with Laurel Therapy's clinical services hereunder.

* **School Year 2026-2027:**

During the terms of this Agreement, Glassboro Public School District is required to refer a *minimum* of: 15 hours per week of Occupational Therapy work, acknowledging shortened weeks as per the school calendar (i.e., holidays, in-service days, etc.). When students are serviced in the home or child care setting a minimum of 1.5 hours will be billed for treatment sessions (inclusive of travel); **notice of cancellation must be within 24 hours to avoid charges for the session.**

Extended School Year 2026:

During the terms of this Agreement, Glassboro Public School District is required to refer a *minimum* of: 8 hours per week of Occupational Therapy.

Terms of Agreement

- * This Agreement shall be from July 1, 2026 to June 30, 2027.

Fees

- * Compensation and costs shall be as follows: Occupational Therapists (OTR/L) \$84.00 per hour. This fee includes direct client therapy time, consultation services, screenings, preparation and planning of treatment reports, attendance at required meetings and in-service presentation. Compensation and costs for Occupational Therapy evaluations shall be \$365.00 per evaluation. Each day of treatment will include 15% time for non-contract functions inclusive of therapy preparation, documentation time and communication with teachers and other team members as needed. In addition to direct service provision, various indirect billable services may include: Annual reviews, Team meetings, preparation of year end reports/IEP's, consultation with sending districts, and parent meetings as requested.
- * The School Administrator in coordination with Laurel Therapy will approve any changes in weekly hours.

Invoice for Services

- * Laurel Therapy shall bill Glassboro Public School District for services rendered on a monthly basis. Glassboro Public School District shall remit all amounts payable to Laurel Therapy within thirty (30) days following receipt of each such invoice/statement.

Insurance/Certifications

- * All Laurel Therapy OTR/L's shall be covered by professional liability insurance in connection with therapy services performed in the school in an amount not less than \$1,000,000.00 per claim \$3,000,00.00 aggregate. Laurel Therapy shall provide Glassboro Public School District proof of such coverage in the form of a copy of policy or certificate within thirty (30) days of commencement of this Agreement. All OTR/L's will be school certified by the State of New Jersey Department of Education, licensed by the state of New Jersey and in compliance with N.J. S. A. 18A: 6-7.1 regarding Criminal History Reviews. Laurel Therapy will provide and maintain updated documentation of all credentials for all clinicians providing services.

Confidentiality

Laurel Therapy and Glassboro Public School District acknowledge that they will, under this Agreement, be privy to matters and affairs regarding students and/or certain proprietary business matters such as student names, student histories and information and related information, all of which is deemed to be confidential. Accordingly, Laurel Therapy and Glassboro Public School District will not, either during the terms of this Agreement or at any time thereafter, except as required by law, disclose or furnish directly or indirectly to any person, agency, business, firm or enterprise and other student any confidential information acquired during the terms of this Agreement.

Employment

During the term of this Agreement and for a period of two (2) years following the termination of this Agreement, Glassboro Public School District agrees not to hire as an employee, consultant, or independent contractor, any therapist who as of the date of the termination of this Agreement is under contract with Laurel Therapy. Should Glassboro Public School District employ an independent contractor of Laurel Therapy, a placement fee will be made to Laurel Therapy in the amount of \$35,000.00 within thirty (30) days of the beginning of this employment.

Termination of Agreement

This Agreement shall commence on July 1, 2026. Either party may terminate this Agreement if the other party major defaults in the performance of or compliance with any of its duties or obligations hereunder and fails to cure such defaults within fourteen (14) days after receipt of written notice. Upon termination, the parties shall have no further liability or obligation under the Agreement, except as provided herein. Prior to termination, any and all past due balances owned to Laurel Therapy will be paid in full. Final invoice for services rendered will be provided by Laurel Therapy within five (5) after said termination and will be required to be paid by Glassboro Public School District within fifteen (15) days of receipt unless other arrangements have been agreed upon by both parties. Any notice required under this Agreement

shall be in writing, sent by certified mail return receipt request, to the respective parties at the addresses indicated below:

Glassboro Public School District
560 Joseph Bowe Blvd.
Glassboro, New Jersey 08028

Laurel Therapy, Inc.
9 Alderton Lane
Mount Laurel, New Jersey 08054

Arbitration

Both parties agree that any dispute arising between them regarding fulfilling the terms of this Agreement shall be settled by binding Arbitration through the American Arbitration Association whose rules shall govern, and not by recourse to courts of law.

Accounts

Laurel Therapy agrees to keep and make available to School all of its books, documents and records during the term of this Agreement and for a period of three (3) years after the termination of this Agreement.

No Waiver

None of the provisions of this Agreement shall be considered waived by either party hereto, unless such waiver is reduced to writing and signed by the party to be charged. No waiver shall be construed as a modification of any of the provisions of this Agreement or as a waiver of any past or future default on breach hereof, except as expressly stated in such waiver.

Civil Rights

Both parties agree to comply with requirements of the Title IV Civil Rights Act of 1964.

Amendments

This document represents the entire Agreement between the parties. This Agreement may not be amended, altered or modified in any manner, except in writing, signed by the parties hereto. This Agreement may not be transferred or assigned to any other party.

Construction of this Agreement

These parties acknowledge that this Agreement shall be governed by and construed in accordance with the applicable laws of the state of New Jersey. If any provision of this Agreement shall be declared invalid by judicial determination or act of any legislative body with authority to affect this Agreement, only such provision is declared invalid shall be thus affected, and all other provisions not directly dependent thereon shall remain in full force and effect.

In witness whereof, and intending to be legally bound, the parties hereto set their hand and seals.

Laurel Therapy

By: Albert Dantzig

Title: President

Date: 6/3/26

Glassboro Public School District

By: _____

Title: _____

Date: _____