



**Olympic Educational Service District 114  
105 National Avenue  
Bremerton, WA 98312**

### **2017-18 Cooperative Services Agreement**

**THIS AGREEMENT** is made and entered into by and between the Olympic Educational Service District 114, hereinafter referred to as "OESD 114," and North Kitsap School District hereinafter referred to as the "District."

WHEREAS, OESD 114 as authorized by RCW 28A.310.200 (7) provides cooperative services to school districts;

WHEREAS, the District and OESD 114 as authorized by RCW 28A.310.200, RCW 28A.310.020 and RCW 39.34.080 are empowered to enter into agreements for interlocal agreements and cooperative service programs;

WHEREAS, the District desires to enter into a cooperative service agreement with OESD 114 for the purpose of membership in the OESD 114 Cooperative Services agreed to in Appendix A.

IT IS HEREBY AGREED that OESD 114 shall receive funds from the District and shall expend such funds for the purpose of providing the services agreed to in accordance with the terms and conditions set forth in the attached appendices. This contract supersedes any previous contracts for the services outlined in the appendices.

#### **1. TERM OF AGREEMENT**

This agreement shall be effective from September 1, 2017 to August 31, 2018 and shall be automatically renewed from year to year thereafter with the subsequent fee schedules and service revisions as adopted by the member district superintendents. The District must give written notice of its election to terminate the agreement or change membership status at least one-hundred eighty (180) days prior to August 31, 2018, or at least one hundred eighty (180) days prior to August 31 of any year thereafter, unless the agreement is terminated in accordance with paragraph 6 herein.

#### **2. MEMBERSHIP IN OESD 114 COOPERATIVE**

The District shall become a member of the Cooperative agreed to in Appendix A effective September 1, 2017.

#### **3. COOPERATIVE SERVICES**

During the term of this agreement, the OESD 114 agrees to provide services as set forth in Appendices attached.

#### **4. COST TO THE DISTRICT**

The annual cost to the District for services provided under this agreement shall be the total of the Annual Membership Fee and any optional resources selected by the district from Appendix A. For those fees based on student enrollment, adjustments will be made based upon the agreed to enrollment count date or annual average of enrollment as specified in the scope of services in that agreement.

#### **5. DISPUTES**

Any dispute, claim, or grievance arising out of or relating to the interpretation or application of this agreement may be submitted to the superintendent of the District and the superintendent of OESD 114 for resolution.

**6. TERMINATION FOR BREACH**

If either party fails to comply with the terms and conditions of this agreement, the other party, upon thirty (30) days prior written notice to the breaching party, may terminate this agreement.

**7. INTERLOCAL AGREEMENT**

This agreement shall be in addition to the authority vested in the parties pursuant to RCW 28A.310.200 and RCW 28A.320.080, be deemed to be in satisfaction of the provisions of RCW 39.34, and that this agreement shall be deemed a contract pursuant to RCW 39.34.080.

**8. ASSIGNMENT**

This agreement may not be assigned by either party without written consent of the parties.

**9. WAIVER AND SEVERABILITY**

No provision of this agreement or the right to receive reasonable performance of any act called for by its terms shall be deemed waived of a breach thereof as to a particular transaction or occurrence.

If any term or condition of this agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions or applications of the agreement which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this agreement are declared severable.

The parties acknowledge that they have read and understand this agreement, including any supplements or attachments hereto, and do agree thereto in every particular. The parties further agree that this agreement, together with all appendices, constitutes the entire agreement between the parties and supersedes all communications, written or oral, heretofore related to the mutual consent of the parties.

AUTHORIZED AND APPROVED BY:

\_\_\_\_\_  
Patty Page, Superintendent  
North Kitsap School District

\_\_\_\_\_  
Gregory J. Lynch, Superintendent  
Olympic Educational Service District 114

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

 <sup>DS</sup>  
J Rhoads Business Manager



Olympic Educational Service District 114

105 National Avenue  
Bremerton, WA 98312

2017-18  
Cooperative Services Agreement  
Appendix A

NORTH KITSAP SCHOOL DISTRICT

Service	Category	Type	Per Unit Price	Quantity	Notes	Total
<b>Instructional Materials</b>						
Appendix B	IMC & Proquest					\$ -
		Electronic ProQuest Fee	\$ 2.50	5,816.30	Estimated	\$ 14,540.75
		Non-IMC Member	\$ 0.30		\$300 Minimum	\$ -
Appendix C	Science Kit					
		Per Student FTE	\$ 32.00			\$ -
		Per Kit Fee	\$ 215.00	50.00	Estimated	\$ 10,750.00
<b>Network Services</b>						
Appendix D	Day/Week Factor		\$ 19,800.00			\$ -
	Firewall Support		\$ 1,980.00			\$ -
	Enhanced Support Services		\$ 1,980.00			\$ -
<b>Services Contract Information</b>						
Appendix E	Certification Contracts	Per Student FTE	\$ 0.50	5,816.30		\$ 2,908.15
Appendix E	Clock Hour Co-Op	Per Certificated FTE	\$ 7.00	408.57		\$ 2,859.96
<b>Western Regional Information Service Center</b>						
Appendix F	Fiscal System Only				220 Minimum FTE	
		WSIPC	\$ 18.14			\$ -
		WRDC	\$ 12.24			\$ -
	Fiscal and Student System	WSIPC	\$ 18.14	5,816.30	Estimated	\$ 105,507.68
		WRDC	\$ 23.48	5,816.30	Estimated	\$ 136,566.72
<b>Student Services &amp; Security</b>						
Appendix G	Safety & Security					
		Tier I Per Student FTE	\$ 2.25	5,816.30	Estimated	\$ 13,086.68
		Tier II Per Student FTE	\$ 1.25			\$ -
Appendix H	School Counseling Crisis Response Team Support		\$ 750.00	1.00		\$ 750.00
Appendix I	Student Assistance Professional		\$ 12,000.00	1.00		\$ 12,000.00
	21st Century Success Afterschool Program		\$ 11,104.00			\$ -



Special Education and Related Services						
<b>Appendix J</b>						
	Occupational Therapy	Per .1 FTE	\$ 14,400.00			\$ -
	Physical Therapy	Per .1 FTE	\$ 14,400.00	0.30		\$ 43,200.00
	Speech and Language Therapy	Per .1 FTE	\$ 14,400.00			\$ -
	School Psychology	Per .1 FTE	\$ 14,400.00			\$ -
	Audiology	Per .1 FTE	\$ 14,400.00			\$ -
	Teacher of Visually Impaired	Per .1 FTE	\$ 14,400.00	1.20		\$ 172,800.00
	Orientation and Mobility Specialist	Per .1 FTE	\$ 14,400.00	0.20		\$ 28,800.00
	Nursing Services	Per Hour	\$ 62.00			\$ -
Financial Services						
	Business Manager	Per Hour	\$ 100.00			\$ -
	Payroll/Personnel	Per Hour	Negotiated			
	Grant Claims	Per Hour	Negotiated			

**ESD USE ONLY**

APPROVED/REVIEWED:  
INITIAL:

KS KSchutte

JA JAcuna

EJ EJohnson

CM CMiller

\_\_\_\_ SLathrop

\_\_\_\_ MHunsaker

\_\_\_\_ TSchulz

**APPENDIX B**  
**Instructional Materials Cooperative Services**

The Olympic Educational Service District 114 Instructional Materials Cooperative (IMC) shall provide the following services to the District:

1. The IMC shall provide access to electronic instructional resources for use by the District in accordance with the agreement including, but not limited to, Learn360 and the ProQuest databases licensed by the Washington State Library Statewide Database Licensing Project.
2. The IMC shall, upon the recommendation and approval of a committee of regional representatives, purchase or subscribe to instructional materials to be added to the IMC collection and/or replace current IMC collection titles.
3. The IMC shall provide training and support as requested by IMC members for setting up accounts and accessing the resources listed above.

**A. CONFIDENTIALITY AND ACCESS TO RECORDS**

No IMC records of the District shall be made available for public inspection or copying by OESD 114 without express written authorization of the District. Requests pursuant to RCW 42.56 for inspection or copying of public records of the District, held or maintained by the IMC, shall be referred to the District.

**B. APPROPRIATE USE OF INSTRUCTIONAL MATERIAL**

No instructional material shall be used in any way that is in violation of this agreement or any law or regulation governing the item's use.

Material is intended for use within the District only and may not be used for profit, used for non-educational purposes, or used outside the District.

**C. OWNERSHIP OF INSTRUCTIONAL MATERIAL**

All rights, title, and interest in and to all instructional materials of the IMC shall remain the property of the IMC.

**D. FEE CALCULATION.**

The annual fee is calculated by multiplying student FTE reported to OSPI by the District for October of the current year multiplied by the IMC Fee. Invoices will be issued in October, after OSPI has published the student FTE reported by the District. Fees are estimated and will be revised once the actual FTE is posted.

**APPENDIX C**  
**Science Kit Cooperative Services**

The Olympic Educational Service District 114 Science Kits Cooperative shall provide the following services to the District:

1. Science Kit Acquisition – OESD114 shall facilitate the acquisition and first-time preparation of FOSS inquiry-based science modules. As needed, OESD114 will also be responsible for the maintenance and restocking of all science kits. When available, OESD114 will share current research, resources for instruction and assessments that support the effective use of these science modules.
2. Science Materials Support System – OESD114 shall coordinate with District administration to schedule deliveries in a manner that aligns with existing programs. OESD114 shall coordinate the distribution and collection of kits using the District's transportation system, or previously established Courier Contract. Assistance will be provided to District teachers and staff by providing telephone consultation (during refurbishment center business hours), email, and website support. Attention to and monitoring of the distribution system, scheduling system, kit/supporting materials and the overall quality of the services provided by the Science Kit Center, shall also be provided by OESD114.
3. Professional Development – OESD114 shall coordinate initial kit use training for FOSS K-6 science modules. Such coordination shall include facilitating regional professional development opportunities for science teachers.
4. The Alliance Advisory Committee – OESD114 shall coordinate, organize and facilitate the Alliance Advisory Committee meetings and membership on the Committee. The Advisory Committee will meet during the year to review the financial status of the cooperative, satisfaction with current services, possible new or expanded services, and to recommend the following year's budget.
5. Evaluation – OESD114 and the District's administration shall maintain ongoing communication and information exchange in order to evaluate the Alliance's existing curriculum support services and professional development programs, and to strategically develop future services and programs.
  - A. **ALLIANCE MEMBER DISTRICTS** agree to actively participate in the Alliance Advisory Committee and take an active role in the decision making process. Each District is responsible for all loss or damage to the instructional materials provided by the Alliance. All materials must be returned to OESD114 prior to July 1 of each year.
  - B. **APPROPRIATE USE OF INSTRUCTIONAL MATERIALS**. No item furnished to the District by OESD114 shall be used in any way that is in violation of this agreement or any law or regulation governing the item's use. Items furnished to the District are for use solely within the District and may not be loaned, used for profit, or used for non-educational purposes.
  - C. **OWNERSHIP OF INSTRUCTIONAL MATERIALS**. All rights, title and interest in and to all instructional materials acquired as a result of this partnership shall become the property of OESD114.
  - D. **FEE CALCULATION**. The science kits annual refurbishment fee is calculated by multiplying the number of kits used in the current year by the kit refurbishment fee. Invoices will be issued based on the number of kits the District schedules for the current year. Fees are estimated and will be revised once the final kit schedule is provided by the District to OESD.

**APPENDIX D**  
**Network Services**

The following technology support services are provided:

**A. SUPPORT OF DISTRICT NETWORK, including:**

1. Wide area network support:
  - Problem identification and tracking to resolution.
  - Installation support - network infrastructure project management and assistance.
  - Direct maintenance or coordination of third-party maintenance of District-owned network equipment.
2. Local area network support:
  - Problem identification and tracking to resolution and any required third party coordination.
  - Installation support, network infrastructure project management and design coordination for new installations, facility expansions, moves or redesigns.
  - Traffic monitoring, minor wiring repair and additions, and wireless network configuration.
  - Coordination of third-party maintenance contracts for District-owned network equipment.
3. Consultation, advice and assistance to District on topics related to network operations.
4. Basic server support:
  - Installation, setup and support for Windows and Linux servers providing basic network functions such as web services, FTP, DHCP, DNS and directory services. Support for standard and virtual servers.
  - Where no district technology staff person is designated to share administrative duties, full administrative access to the server is limited to OESD114 Network Services. Most server administration is performed when the technician is on-site, with some tasks being performed remotely via network access.
  - Performance of data backups on servers during days a technician is on-site. District is responsible to provide server upgrades and blank media, if required.

**B. DESKTOP SUPPORT SERVICES, including:**

1. Installation of computer workstation hardware and peripherals.
2. Installation of operating systems and district-owned software onto computer workstations.
3. Configuration of supported personal computers and district-owned mobile devices to function in a network environment.
4. Troubleshooting computer workstation and peripheral equipment problems, documentation and submission of information for items needing repair.
5. Identification of application software problems and reporting to appropriate parties if beyond a simple fix.
6. Workstation hardware and software upgrades, as required.

**C. COORDINATION AND REPORTING:**

1. District will designate an individual to be the primary point of contact for communications.
2. Network Services program summary to be reviewed with District twice annually.

**D. COST TO THE DISTRICT:**

Services provided under Appendix D, Network Services are based on the average number of days per week a technician will be in the district for the period covered by this contract. One tenth of the total will be invoiced over the first ten months of the agreement unless the contract total is less than one thousand dollars. If the contract total is less than one thousand dollars, the full amount will be invoiced at the start of the year.

**Software licenses and equipment acquisition, replacement and maintenance costs are not included.**

**APPENDIX E**  
**Clock Hours and Certification Services**

**Certification Services**

**Purpose:**

This cooperative services agreement is offered to all districts within the OESD service area and additional Certification Co-op members (District). The purpose of this agreement is to continue regional certification services (see *Duties of Olympic ESD 114* below) and to provide these services at no cost to personnel from districts entering into this service agreement. Applicants not covered under the terms of this agreement will be assessed a \$45 service fee per certification transaction.

In consideration of the promises and conditions contained herein, OESD and the District do mutually agree as follows:

**A. DUTIES OF OLYMPIC ESD 114:**

1. OESD shall provide the following certification services to the satisfaction of the District:
  - Phone, email and face-to-face assistance in application process.
  - A public access computer that applicants can use at the OESD (located on second floor of Conference Center)
  - Temporary permits, as allowable by OSPI. **Note:** OSPI is the only entity permitted to issue permits for Career and Technical Educators, Conditional ESA or Continuing ESA.
2. OESD will invoice District as a part of the annual OESD Cooperative Services Agreement.

**B. DUTIES OF DISTRICT:**

1. District will assist OESD in communicating supports and services available to district personnel who would be served under this agreement. The following should be communicated to staff:
  - This agreement does not replace fees due to OSPI for certification.
  - In order to have an allowable permit printed by OESD, the application must be complete and OSPI fees must be paid.
2. District shall, in consideration of satisfactory performance of the duties set forth herein, compensate OESD in the amount of \$.50 per current Student FTE as of the October Student FTE Enrollment Report of the previous school year.

**Clock Hour Services**

The Clock Hour Co-op created between the Olympic ESD 114 and Member Districts was created to administer and manage clock hour records for member districts. Olympic ESD 114 is an authorized approving agency for Washington State clock hours.

Among the services we deliver are:

- Provide clock hours to districts and organizations in the Olympic ESD 114 region for classes of benefit to teachers. Olympic ESD 114 is a Washington State approving agency for clock hours.
- Register teachers' clock hours
- Maintain a database of earned clock hours.
- Provide transcripts to participating districts twice a year.
- Provide transcripts to teachers upon request for a \$5 fee per transcript.
- Maintain a record of evaluations for each clock hour class offered

Each year, the Clock Hour Co-op fees are billed out to each Clock Hour Co-op district. These fees are based on the October 1<sup>st</sup> member districts' Certificated FTE (Full Time Employees) provided to the State in November multiplied by \$7.



**APPENDIX F**  
**Western Regional Information Service Center**

Western Regional Information Service Center (WRISC) shall provide the following services to the District:

- A. **SOFTWARE AND HARDWARE SERVICES.** The Skyward fiscal and student applications and databases are hosted by WSIPC for the WRISC. Cooperative membership in WRISC includes hardware acquisition and support systems administration and maintenance, data backups, and a geographically separated disaster recovery site. WRISC members may contract for fiscal or student, or full services which means both fiscal and student services.
- B. **CONSULTING AND SUPPORT SERVICES.** WRISC support services are available to employees of the District for the application service under contract. This service includes telephone response, formal classroom training, on-site training, user documentation materials and consulting in conjunction with implementation of the WSIPC software. When the District contracts with outside consultants, District employee(s) must participate in any training provided to the consultant for WRISC systems. Analysts are available to district staff Monday – Friday from 8:00 AM until 5:00 PM.
- C. **TRAININGS.** Trainings are provided to District staff throughout the year. General training sessions are offered at OESD114 facilities in Bremerton and on the Olympic peninsula.
1. Cyclical trainings are offered in advance of key district processing deadlines.
  2. Module trainings are offered as requested by district, or to cover new functionality introduced in the software.
  3. Open lab sessions are offered so district staff can work with an analyst on specific tasks.
  4. Districts may request custom training sessions delivered at their location.
- D. **DOCUMENTATION.** WSIPC provides software educational materials available in digital and/or printed forms as needed by the ISC and local school districts. WSIPC will regularly update these materials to ensure they are current and relevant. WRISC staff use WSIPC materials during training; supplemental materials may be developed if needed to enhance clarity or highlight key process steps.
- E. **PRINTING.** Districts may print reports onsite or at the WRISC central printing facility in Bremerton. Computer forms used to produce the regular batch output of the application software systems are supplied for the service area(s) contracted under this agreement. Paper used in the district on terminals, personal computers and other office machines are provided by the district and may be procured through the WSIPC Purchasing Cooperative or WRISC.
- F. **CONFIDENTIALITY AND ACCESS TO RECORDS:**  
No records of the District shall be made available for public inspection or copying by OESD 114, WRISC, or WSIPC without express written authorization of the District. Requests pursuant to RCW 42.56 for inspection or copying of public records of the District, held or maintained by the IMC, shall be referred to the District.

All materials furnished to the WRISC and the WSIPC by the District pursuant to this agreement, including but not limited to: source data, computer files, reports, listings and computer programs, shall remain the property of the District and shall not be disclosed to third parties except by written consent of the District.

By written agreement of OESD 114 and the District, there may be a release of data.

The WRISC and WSIPC shall utilize reasonable security procedures and protections to assure that District material is not disclosed to third parties without written consent of the District, with the exception of the Washington State Auditor and/or Washington State Legislature to whom may be given such records as they request except for information governed by legislation on confidentiality of personnel records.

**G. RIGHTS IN COMPUTER SOFTWARE:**

The ideas, concepts, know-how, techniques, systems, designs, and application software developed by the WSIPC shall be owned by the WSIPC. Any distribution of software to members for use on equipment owned by the District shall not imply ownership by the District. Such distribution shall only occur under programs approved by the Board of Directors of the WSIPC.

**H. OWNERSHIP OF INSTRUCTIONAL MATERIALS:**

All rights, title, and interest in and to all instructional materials of the WRISC and WSIPC shall remain the property of the WRISC and WSIPC respectively.

**I. FEE CALCULATION:**

The annual cost to the district for the Student and Fiscal services provided under this agreement will be calculated by multiplying the current fee times enrolled FTE. If the enrolled FTE is less than 220, then the annual cost shall be calculated using 220 FTE. This cost includes amounts for sales, use or other similar taxes related to the services provided herein. One twelfth of the annual cost will be invoiced for the each month of the agreement. Initially, the Student FTE count used shall be the average annual FTE for the previous year extracted from the OSPI web site after May enrollment has been reported by the district. A final adjustment shall be made using the actual average annual FTE for the current year.

**APPENDIX G**  
**School Safety and Security Cooperative Services**

**A. OESD 114 AGREES, THROUGH THE SCHOOL SAFETY AND SECURITY COOPERATIVE TO:**

1. Receive funds from the District and shall expend such funds to support the School Safety Cooperative ("Cooperative" hereinafter) and provide technical assistance, professional development opportunities, and purchasing of safety equipment and supplies in accordance with the terms and conditions set forth and prioritized by the advisory board.
2. Continue to work with the Cooperative Board Advisory to support school safety and security efforts and provide direction in prioritizing co-op activities.
3. Provide a consistent level of service and expertise across the region to school districts within the co-op in school safety and security efforts.
4. Set a budget and determine service levels for the next school prior to April 30.

**B. THE SCHOOL DISTRICT AGREES, THROUGH THE SCHOOL SAFETY AND SECURITY COOPERATIVE TO:**

1. To designate and support a district contact to:
  - Work with the OESD assigned staff and provide two-way communication between the Cooperative and District
  - Represent the district at the Advisory Committee School Safety and Security Cooperative meetings.
  - Take a leadership role in the identification and coordination of training needs for school personnel, parents and students as applicable to the Cooperative Priorities,
  - Partner and work with local agencies, including law enforcement, public safety, public health, mental health and local government, in the improvement and strengthening of Safety and Security Plans.

**C. SCHOOL SAFETY AND SECURITY DELIVERABLES:**

1. Improve the capacity of senior leadership in school districts to prevent, prepare and respond to school emergencies by:
  - Assisting and serving as a liaison with the school districts, community, and first responder's participation in emergency response activities to improve effectiveness of response.
  - Coordinating and sponsoring training, prioritized by the committee as follows –
    - Hosting convening networking sessions with first responders, emergency management and mental health partners.
    - The OESD serves as the lead for training school and district level I & II teams; brings teams together for ongoing training and team maintenance as assist with implementation.
2. Additional services and trainings may include (*depending on funding availability for personnel*):
  - Create a Parent/Student Training Module and provide technical assistance and training as needed.
  - Planning and coordinating related and emerging school safety and security events.
  - Resilience Strategies for Educators (repeat training)
  - High Quality Emergency Operation training (repeat training)
  - Training for School-wide Crisis Planning Teams
  - Coordinating table top exercises with law enforcement, fire and emergency services and emergency management.
  - Provide technical assistance to help school districts remain current with state WACs and RCWs, federal law and regulations regarding comprehensive school safety.
  - Assist with reviewing school policies for weapons, drugs, dress codes, gangs in schools, search and seizure and harassment, intimidation and bullying; suicide threat assessment, and review student handbooks for compliance and alignment with school policy.
  - Coordination and collaboration of training calendar events with Emergency Management.

- Investigate Memorandum of Understanding/Partnership agreement possibilities/templates to put in place prior to an event for services related to long-term recovery support for large scale catastrophic events.
- Develop a link through the OESD Website for Cooperative members only to access for resources/information and training calendar.
- Convene and facilitate Regional Compliance Officer Meetings once a year.

**D. SAFETY AND SECURITY COOPERATIVE TIERED LEVEL CONSIDERATIONS FOR SCHOOL YEAR 2017-18:**

**Tier I – Cooperative member’s \$2.25/FTE**

- ✓ Advisory Board Members – prioritize services and training needs and provide direction to OESD staff to the cooperative.
- ✓ Priority seating for all training events.
- ✓ Provide input into the Regional meetings (i.e. content, presentation/training topic)
- ✓ Free registration fee.
- ✓ Access to OESD SSC Website for up-to-date information, resources and activities
- ✓ Consultation and Technical Assistance at no charge.
- ✓ Attendance at Regional meetings with fire and emergency services, law enforcement and mental health services professionals.

**Tier II – Cooperative member’s \$1.25/FTE**

- ✓ Advisory Board Members – attend meeting, provide input but no voting power.
- ✓ Provide input into the Regional meetings (i.e. content, presentation/training topic)
- ✓ At least 50% off registration fees for training – second priority for all training events.
- ✓ Access to OESD SSC Website for up-to-date information, resources and activities
- ✓ Fee for services for any Consultation and Technical Assistance at \$75/hr.
- ✓ Attendance at Regional meetings with fire and emergency services, law enforcement and mental health services professionals.

**Tier III – Non members**

- ✓ Full registration cost for all trainings and selective Regional events – space available.

\*For school districts with 450 students or less – flat fee of \$1012.00



**APPENDIX H**  
**Regional Crisis Support Team Services**

**A. THE OLYMPIC EDUCATIONAL SERVICE DISTRICT AGREES TO:**

1. Work within each county to maintain a school counseling team network to work across districts responding to crisis.
2. Maintain a phone tree for lead counselors to use in the time of a crisis response.
3. Provide assistance in mobilizing (calling) school counselors for the response.
4. Respond on site if available and within the area.
5. Provide phone technical assistance/consultation during a crisis to district, school counselor(s) or school administration (i.e. response plan for the students, follow up support recommendations, counselor debriefing).
6. Provide resource materials and work behind the scenes with state and national consultants to provide effective follow up support services.
7. Conduct 1-2 meetings for school counseling teams and other appropriate staff, to meet, conduct table top drills and/or discuss response procedures.
8. Offer 1-2 training during the program year to counselors on coordinating a crisis response.
9. Travel reimbursement would be available to the school counselors traveling outside a district, if sufficient funds are available in the budget.

**B. THE DISTRICT AGREES TO THE RESPONSIBILITIES DESCRIBED BELOW:**

1. To designate and support a district contact to:
  - Work with the OESD assigned staff and provide two-way communication between the OESD staff and District in coordinating crisis responses.
  - Assist OESD assigned staff in arranging training for counselors and other appropriate staff on counseling crisis response supports and assist in promoting the training.
  - Represent the district at the 1-2 crisis response coordination meetings/debriefing.
2. To designate lead counselor or district designee. The lead will be responsible for:
  - Attend School Counseling Response Lead training and 1-2 meeting(s) per year on communications structure across districts and debriefing crisis responses/lessons learned as applicable.
  - Communicate with District & School Administration for approval to mobilize counselors within the District.
  - Mobilize the crisis team of counselors by contacting counselors within your district; or if outside of district contact the OESD and or lead counselor for that school district (as per regional/county crisis counselor phone tree).
  - Develop a team response plan, assign roles and provide on-site direction to the team members.
  - Contact OESD Student Services Center Executive Director Kristin Schutte (wk 360-405-5833 or cell 360-689-5036) or Coordinator Michelle Dower (wk 360-478-6893 or cell 360-689-7100 as needed to assist in the plan development, response and recovery phase as needed.
  - Provide general assistance with district administration/school on crisis as needed/requested, this may include updates, and distribution of resource information and how to trouble shoot/navigate difficult situations (i.e. responding to parents).
  - Give feedback to administration/school on support provided by team with suggestions for follow up.
  - Keep OESD Student Services Center Executive Director Kristin Schutte informed of the team activities and responses.

**APPENDIX I**  
**STUDENT ASSISTANCE PROFESSIONAL SERVICES**

**THE OLYMPIC EDUCATIONAL SERVICE DISTRICT AGREES TO:**

1. Assign a Student Assistance Prevention/Intervention Professional (SAP) to serve Kingston High School full time.
2. Coordinate all activities, including: Submission of IGrant application, provide professional development course offerings related to substance abuse prevention and intervention, assist with needs assessment data review, planning and development as part of school improvement planning.
3. Ensure the employee:
  - a. Follows the established Olympic ESD 114 job description guidelines.
  - b. Attends all OESD-sponsored monthly staff meetings; regular monitoring and evaluation meetings with OESD supervisors; and mandatory in-service trainings. Additional meetings or trainings may be required for professional development throughout the school year.
4. Ensure OESD-level supervision for the Student Assistance Professional under the direction of an assigned Student Services Center Supervisor and the Centers Director, Kristin Schutte.

**NORTH KITSAP SCHOOL DISTRICT AGREES TO PARTICIPATE IN THE COMMUNITY PREVENTION WELLNESS INITIATIVE (CPWI), AND ADHERE TO THE RESPONSIBILITIES DESCRIBED BELOW:**

1. Register in the Spring of 2018 for the Healthy Youth Survey grades 6, 8, 10 and 12.
2. Release district and building level 2018 Healthy Youth Survey (HYS) results, (2000-2016). The 2018 HYS data will be released to the ESD through AskHYS.net, a website connected to the Education Data System. The OESD Student Services Center (SSC) staff will be accessing the data. The HYS information will be used by the OESD 114 in assessing school district needs, development of new initiatives and grants that support student achievement through supportive learning environments. The SSC staff will also prepare and present on the HYS current and trend data as requested and approved by the district and building level administration. Information that is requested to be released to another entity other than the OESD staff or the Community Coordinator for CPWI coalition (item 3) for the above described purposes will be not released without approval by school district.
3. Allow the assigned Community Coordinator to the CPWI Coalition access to district and building level results for strategic planning purposes and to prioritize prevention services with the coalition.
4. Kingston High School Principal or designee (other than the Student Assistance Professional) agrees to participate on the school-community coalition and attend a minimum of 8 meetings during the course of the year.
5. Kingston High School Principal or designated administrator will support the initiative, specifically the Student Assistance Prevention Intervention Services Program (SAPISP) by:
  - a. Securing confidential space, phone, locking file cabinet and district email address for Student Assistance Professional.
  - b. Ensuring that the Student Assistance Professional has access to student class schedules, discipline and attendance data.
  - c. Arranging time for Student Assistance Prevention Interventionist to present at a faculty meeting(s) to discuss the program.
  - d. Meeting with the Student Assistance Prevention Interventionist weekly to review schedule of planned events and assist with logistic of planning events (in-kind match).
  - e. Ensuring student referral process is operating.

- f. Allowing release time for student 1-1 counseling support, alcohol and other drug screenings and support groups.
- g. Ensuring the Prevention Education Series is delivered in the 9<sup>th</sup> grade.
- h. Allowing the Student Assistance Professional to participate in the student study/guidance team meetings.
- i. Working with OESD Program Manager to support staff development training and evaluation activities (i.e. interviews, surveys and data related to student failing grades).
- j. Releasing student level data for the purpose of program evaluation as per grant requirements. All data needs to be collected by the end of the program year in June. Specific data to be released is as follows: grades and attendance.

**APPENDIX J**  
**Special Education and Related Services**

**A. ORGANIZATION AND GOVERNMENT**

An Advisory Council consisting of one representative of each participating district shall be created. The purpose of the Advisory Council shall be to monitor the performance of this agreement and provide advice on matters relating to this agreement to the Special Services Director of OESD who shall manage this agreement. The OESD Special Services Director shall solicit the prior advice of the Advisory Council on all matters affecting the terms of this agreement by scheduling annual meetings. Special meetings may be called by the OESD Special Services Director or the representative of any participating district at any time.

The Advisory Council shall have the power to prepare, adopt, amend and repeal rules and regulations and general policy statements for the organization, government and guidance of the cooperative, provided that action taken with respect thereto is not inconsistent with State law, the Washington Administrative Code and policies of the Olympic Educational Services District 114 Board of Directors. The Advisory Council will consist of seven members plus the OESD Special Services Director. They shall meet at least four times per year. Their organizational structure shall be determined by the council on their first annual meeting. Their term of office shall be consistent with the district's participation in the cooperative.

**B. FINANCE AND BUDGET**

Each district participating in or wishing to participate in the cooperative shall inform the OESD Special Services Director by April 1 of the previous year, the percentage of an FTE of a specified related service provider, teacher, or other services the district wishes to purchase from the Special Education and Related Services Cooperative for the following school year. Upon receipt of this request, the OESD Special Services Director shall inform the Advisory Council, in writing, of the request for services.

Funds to cover mileage and travel expenses as well as materials required for each provider to perform their job related duties have been built into the annual budget for each position. Materials purchased shall be the property of the OESD to be used solely for the purpose of providing services to districts who participate in the Special Education and Related Services Cooperative. Funds have also been included for the related service providers and teachers to attend trainings to learn new techniques, research and trends in their individual fields in order to provide professional development to the district staff to improve their practice and service delivery. Professional development provided by the OESD related service providers and teachers shall be delivered free of charge to districts who participate in the cooperative and for a fee to all non-participatory districts.

**C. GENERAL RESPONSIBILITIES OF THE OESD**

The general responsibilities of the OESD are as follows:

1. Employ and/or contract with professional staff with appropriate training, experience, and or certificate to provide the required assistance identified by the District. Services provided under this agreement are contingent upon the employment of appropriate certificated and professional staff.
2. Materials required for the related service providers and teachers to deliver services will be purchased and maintained by the OESD.
3. Maintain appropriate forms to meet district requirements.
4. Ensure staff develop Individualized Education Plans for the students on their caseloads in accordance with all pertinent State and Federal Regulations.
5. Schedule the services provided by this contract.
6. Complete evaluations of service providers in collaboration with district staff.
7. Recruit, employ, train, assign, supervise and evaluate staff in the areas of IDEA-B and 619, Part C, Title 19, Discipline of Disabled Students, Title II of ADA, Section 504, FERPA, HIPAA
8. Provide and track timesheets of staff for district verification.
9. Provide staff for Extended School Year services if required by the student's IEP.



**D. GENERAL RESPONSIBILITIES OF THE DISTRICT**

The general responsibilities of the district are as follows:

1. Provision of space for service delivery at the school site at which the student attends.
2. Provide staff to facilitate teletherapy sessions with students on-site if required by the student's IEP.
3. Ensure K20/Skype capability.
4. Participate in Advisory Council.
5. Provide academic calendar to OESD Special Services director by May 15 of the academic year prior to the academic year for which they are requesting services.
6. Provide service provider with training on district IEP format, district systems and initiatives.
7. Provide access to district IEP format.
8. Provide master schedule of annual IEPs.
9. Complete all local, state and federal reporting requirements.
10. Provide an estimate of service needs for the following academic year, to the OESD by April 1.
11. Fulfill their Child Find obligations.
12. File all necessary documents to insure application and the receipt of funding by the granting source for compliance with state and federal regulations.
13. Provide transportation services to students if OESD Co-operative services are not available in their school or district of residence.
14. District will comply with all HIPAA and FERPA regulations in obtaining written consent from parents and guardians to allow the OESD employees, agents and directors access to confidential information.

**E. TERMS OF SERVICE**

*Special Education and Related Services Co-operative services:*

1. Speech and Language Therapy
2. Occupational Therapy
3. School Psychology Services
4. Physical Therapy
5. Audiology Services
6. Teacher of the Visually Impaired
7. Orientation and Mobility Services
8. School Nurse

Specialist staff will provide service to the District 8 hours per day which shall include travel time commencing on a mutually agreeable date on or after September 1st. The OESD will work with the District prior to August 15th to develop a schedule of services mutually agreeable to all parties. Total cost of service is detailed on the following page.

- **Travel:** Travel costs will be calculated within the base rate for all services.
- **Caseload/Workload:** The OESD and school district recognize that a .1 FTE is equivalent to 20 days or 160 service hours per year for related service providers. In cases of estimate reduction, the district will in good faith attempt to sublet the services elsewhere. The OESD will also work in good faith to attempt to meet any increased need with available personnel. The school district and the OESD understand individual services providers possess full loads prior to the start of the school year and the individual provider will not provide service above the estimated load requirement for more than 20 school days.

- **Service Logs:** The school district recognizes OESD providers often work in multiple districts and service logs will provide brief information designed only to verify service and meet state audit requirements. Providers will log district served, date served and a minimal descriptor of service (training, direct service, preparation, consultation, research, IEP preparation, IEP meeting). The ESD will not address alternative logging formats after October 1 of each service year except for instances where the Safety Net Committee or State Auditor Office would require alternative formatting. These requests will only be considered if the district is in possession of a written request from either above named entity.
- **Service Delivery:** The school district recognizes the type of service purchased is direct and consultative. Service may be conveyed on site or through a previously agreed to video conferencing format. Off-site services, in the form of telephone, e-mail, lesson planning, research and materials generation may also be used.
- **Training of Support Personnel:** The school district will supply any mutually required training for staff (certified and classified) to assist in supervising special education and related services.