

**INTERLOCAL AGREEMENT
Agreement No. 20150169**

between

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

Old Capitol Building, P.O. Box 47200
Olympia, WA 98504-7200

and

NORTHWEST EDUCATIONAL SERVICE DISTRICT 189

1601 R Avenue
Anacortes, WA 98221

Federal Identification #91-0868056

THIS AGREEMENT is made and entered into by and between the Northwest Educational Service District 189, hereinafter referred to as "ESD 189," and the Office of Superintendent of Public Instruction, hereinafter referred to as "OSPI."

PURPOSE OF THIS AGREEMENT

This Agreement is necessary for the successful implementation, operation, and management of Teacher/Principal Evaluation Project (TPEP) and support to school districts within ESD 189 during the 2014-15 school year.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

ESD 189 shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth below, in accordance with Attachment A – Budget and Activities:

1. DISTRICT SUPPORT AND TECHNICAL ASSISTANCE

- Provide support to all school districts within the region.
 - Serve as the central point of communication between OSPI, school district leaders, and framework specialists so that evaluators have the information they need to maximize rater agreement.
 - Develop means for sharing resources, tools, and strategies that support the elements of the evaluation cycle (self-assessment, goal setting, collection of evidence, conferencing and feedback, and scoring).
- Statewide coordination/communication with district leadership in ESD 189's region.
- Create a customized network focused on TPEP throughout the 2014-15 school year.

- Offer professional development for principals with three (3) session series.

2. PROFESSIONAL DEVELOPMENT

- Design and facilitate professional growth for educators focused on regional needs for successful TPEP implementation (principal support, central office leader support, and teacher leader support). Professional learning opportunities may include presentations, face-to-face or online networks, and book studies or convening district leadership teams.
- Attend a one (1) day training. Then, coordinate and support Book Study: *Learning-Focused Supervision* with study sessions. Offer clock hours.
- Host Stage 1 and Stage 2 Instructional Framework trainings to support all newly-hired evaluators in the region. Where numbers are small, collaborate with nearby regions to assure that every new evaluator has access to Stage 1 and Stage 2 training.
 - Sub-contract with Instructional Criteria and Framework Feedback Specialists (ICFFS) for both Stage 1 and 2.
 - Facilitate registration, location, clock hours, and print materials.
- Coordinate with external partners, the Washington State Leadership Academy and Learning Sciences International, on Leadership Framework Stage 1 and 2.
- Design and facilitate other educator learning opportunities that respond to common regional needs.
- Facilitate teacher overview trainings. Instructional Framework (IFW) one (1) day workshops.
 - Two (2) CEL.
- Offer a series of sessions for principal and teacher teams with Barbara Lawson.

3. SUPPORT eVAL USERS

Provide support for the use of eVAL as a data management tool:

- Identify one or more eVAL trainers who meet the agreed-to job description.
- Host regional trainings for eVAL users, either face-to-face or a mix of face-to-face and virtual.
- Serve as point of contact and provide Tier 1 eVAL Tool technical assistance to educators in the region.
- eVAL embedded into professional development sessions to show how eVAL can be a useful tool.
- Refer Tier 2 or 3 support to OSPI Customer Service (360-464-6708) or ESD 113 development team email at eval@esd113.org.
 - For the purposes of this Agreement, support regarding Tier 1 shall include handling the calls, assisting if possible, and if not, summarizing and passing calls along to the next level.
 - For definitions of the tiers of support, see http://en.wikipedia.org/wiki/Technical_support#Multi-tiered_technical_support.
 - Phone calls or emails may go to a support staff or an existing help desk (such as Regional Institutional Technical Units (RITU) or data

center) that could route to the Educational Technology Support Center (ETSC) Director if appropriate, or escalate to other support levels if not.

- Gather and summarize eVAL training needs and feature requests to share with the TPEP office and ESD 113 development team.

4. DESIGN AND DEVELOPMENT

ESD 189 will work on the following activities as described in further detail in Attachment A – Budget and Activities:

- Common Core/TPEP Connections
- Student Growth Goals
- Rater Agreement
- Online Resource Sharing

5. Perform other duties as mutually agreed upon by OSPI and ESD 189.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on August 11, 2014, or date of execution, whichever is later, and be completed on June 30, 2015, unless terminated sooner as provided herein.

PAYMENT

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The parties have determined that the cost of accomplishing the work herein will not exceed a total of one hundred and eleven thousand dollars (\$111,000). Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. Compensation for services shall be based in accordance with the budget in Attachment A – Budget and Activities, which is attached hereto and incorporated herein.

BILLING PROCEDURE

ESD 189 shall submit invoices not more often than monthly, to Fatima Morris. The invoices shall include the Agreement number and document to the Superintendent's designee's satisfaction a description of the work performed and payment requested. Each activity in Attachment A shall be billed upon completion of the task associated with the activity. Invoices shall specify the task and dates worked. The invoiced amount shall not exceed the proposed allocations for each activity in Attachment A – Budget and Activities. Within approximately thirty (30) working days of the Superintendent's designee receiving and approving the invoice, payment will be mailed or electronically transferred to ESD 189 by Agency Financial Services, OSPI. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within thirty (30) days after the expiration date or the end of the fiscal year, whichever is earlier.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

CONTRACT MANAGEMENT

The following shall be the contact person for all communications and billings regarding the performance of this Agreement.

ESD 189	OSPI
Kathy Shoop Assistant Superintendent of Teaching and Learning 1601 R Avenue Anacortes, WA 98221 Phone: (360) 299-4036 Email: kshoop@nwsd.org	Fatima Morris Grant and Contract Specialist Old Capitol Building, P.O. Box 47200 Olympia, WA 98504-7200 Phone: (360) 725-6151 Email: Fatima.morris@k12.wa.us

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable state and federal statutes and rules
- Statement of work
- Attachment A – Budget and Activities
- Any other provisions of the Agreement, including materials incorporated by reference.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six (6) years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RESPONSIBILITIES OF THE PARTIES

Each party to this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of any claim, act or omission of any person, agency, firm, or corporation not a party to this Agreement.

RIGHTS IN DATA

Copyright in all material created by ESD 189 and paid for by OSPI as part of this Agreement shall be the property of the State of Washington. Both OSPI and ESD 189 may use these materials, and permit others to use them, for any purpose consistent with their respective missions as agencies of the State of Washington. This material includes, but is not limited to: books, computer programs, documents, films, pamphlets, reports, sound reproductions, studies, surveys, tapes, and/or training materials. Material which ESD 189 provides and uses to perform this Agreement but which is not created for or paid for by OSPI shall be owned by ESD 189 or such other party as determined by Copyright Law and/or ESD 189's internal policies; however, for any such materials, ESD 189 hereby grants (or, if necessary and to the extent reasonably possible, shall obtain and grant) a perpetual, unrestricted, royalty free, non-exclusive license to OSPI to use the material for OSPI internal purposes.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

TERMINATION

Either party may terminate this Agreement upon thirty (30) days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION DUE TO FUNDING LIMITATIONS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, OSPI may, without advance notice and without liability for damages, terminate this Agreement by providing written notice to ESD 189. The termination shall be effective on the date specified in the termination notice.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

TERMINATION PROCEDURE

Upon termination of this Agreement, OSPI, in addition to other rights provided in this Agreement, may require ESD 189 to deliver to OSPI any property specifically produced or acquired for the performance of such part of this Agreement as has been terminated.

OSPI shall pay to ESD 189 the agreed upon price, if separately stated, for completed work and services accepted by OSPI and the amount agreed upon by ESD 189 and OSPI for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by OSPI, and (d) the protection and preservation of the property, unless the termination is for cause, in which case OSPI shall determine the extent of the liability. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause for this Agreement. OSPI may withhold from any amounts due to ESD 189 such sum as OSPI determines to be necessary to protect OSPI against potential loss or liability.

The rights and remedies of OSPI provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law under this Agreement.

After receipt of a notice of termination, and except as otherwise directed by OSPI, ESD 189 shall:

- a. Stop work under this Agreement on the date and to the extent specified, in the notice;
- b. Place no further orders or subcontractors for materials, services or facilities except as may be necessary for completion of such portion of the work under the Agreement that is not terminated;
- c. Assign to OSPI, in the manner, at the times, and to the extent directed by OSPI, all rights, title, and interest of ESD 189 under the orders and subcontracts in which case OSPI has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of OSPI to the extent OSPI may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to OSPI and deliver, in the manner, at the times and to the extent as directed by OSPI, any property which, if the Agreement had been completed, would have been required to be furnished to OSPI;
- f. Complete performance of such part of the work not terminated by OSPI; and
- g. Take such action as may be necessary, or as OSPI may direct, for the protection and preservation of the property related to this Agreement which, in is in the possession of ESD 189 and in which OSPI has or may acquire an interest.

WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

Northwest Educational Service District
189

Superintendent of Public Instruction
State of Washington

Gerald Jenkins *Supt*
Signature Title

Sheryl Turner
Sheryl Turner, Contracts Administrator

Gerald Jenkins *8/11/14*
Print Name Date

August 11, 2014
Date

Who certifies that he/she is the Contractor identified herein, OR a person duly qualified and authorized to bind the Contractor so identified to the foregoing Agreement.

Approved as to FORM ONLY
by the Assistant Attorney General

Statement of Work 1 - District Support and Technical Assistance

ACTIVITY	ACTIVITY DETAILS	PROPOSED ALLOCATION	STAFF
Statewide Coordination & Communication	District leadership in ESD 189 region. Ongoing electronic postings. Five (5) half day meetings and five (5) one hour K20s on alternate months.	\$ 10,000.00	Kathy Shoop
Customized Networks	Meets to share emerging state issues/understandings. Assist districts in self assessment with leadership team (staff, central office staff, building administration, parents, and students). Function as a PLC, meet five (5) times. Train administrator, write, present and facilitate analysis.	\$ 10,000.00	Kathy Shoop
Principal Professional Development Series	Offer three (3) session series in three (3) counties to principals. Session 1 - Data/Goals. Session 2 - Monitoring goals, evidence, and instruction. Session 3 - Putting it together, summative.	\$ 9,000.00	Kathy Shoop and Pam Estvold

Statement of Work 2 - Professional Development

ACTIVITY	ACTIVITY DETAILS	PROPOSED ALLOCATION	STAFF
Leadership Framework Stage 1 and 2	Coordinate with WSLA and Learning Sciences International (LSI). Two (2) dates (TBD). \$200 per day.	\$ 400.00	Jen Longchamps
Coordinate and Support Book Study	Coordinate and support book study with book study sessions. Offer clock hours. Book Study: <i>Learning-Focused Supervision</i> .	\$ 2,500.00	Kathy Shoop and Sarah Southard
Provide Instructional Framework Stages 1 and 2	Statewide plan/management. Stage 1 and 2.	\$ 2,500.00	Kathy Shoop
	Contract with ICFFS for both stage 1 and 2. CEL: Seven (7) days total for stage 1 and 2. \$1,150 per day.	\$ 8,050.00	Sarah Southard
	Facilitate registration, location, clock hours, and print materials. Seven (7) days logistics at \$200 per day.	\$ 1,400.00	Jen Longchamps
Teacher Overview Trainings	Instructional Framework one (1) day workshops: Two (2) for CEL. \$1,150 per day.	\$ 2,300.00	Sarah Southard and Jen Longchamps
	Logistics \$200 per day.	\$ 400.00	
Learning Conversations with Barbara Lawson	Offer a series of three (3) sessions (goal setting, observing and shared learning, summative evaluation, and planning) for principal and teacher teams.	\$ 8,950.00	Barbara Lawson

Statement of Work 3 - Support eVAL Users

ACTIVITY	ACTIVITY DETAILS	PROPOSED ALLOCATION	STAFF
Support eVAL Users	Ten (10) intro training sessions. Three (3) sessions in each of the following counties: Skagit, Whatcom, and Snohomish. One (1) launch event session with Human Resources. \$1,000 per day training.	\$ 10,000.00	Cathey Frederick
	Logistics \$200 per full day.	\$ 2,000.00	Jen Longchamps
	Technical Support	\$ 2,500.00	Cathey Frederick

Statement of Work 4 - Design and Development

ACTIVITY	ACTIVITY DETAILS	PROPOSED ALLOCATION	STAFF
Online Resource Sharing	Adapt for regional context and advertise Resource Sharing Project Results.	\$ 3,000.00	ESD 171 to lead. Kathy Shoop and Jen Longchamps
Rater Agreement	Adapt Rater Agreement products created by Work Group #3 for regional context.	\$ 3,000.00	Kathy Shoop
	Teach framework neutral Rater Agreement sessions.	\$ 3,500.00	
Student Growth Goals Member of Work Group #2	Design and Develop Student Growth (to include Student Growth Inquiry Consequences). Exemplar vetting, state-level workshop development, and regional context development. Part 2 professional development in collaboration with Work Group #2. Statewide work group led by ESD 114.	\$ 3,000.00	ESD 114 to lead. Kathy Shoop
Common Core/TPEP Connections Member of Work Group #1	Collaborative design for resource gathering, posting, and vetting. Create or expand modules to be used for training and connect with other project efforts. Statewide work group led by ESD 189.	\$ 7,500.00	ESD 189 to lead. Kathy Shoop
	Teach TPEP/CCSS Sessions	\$ 10,000.00	Kathy Shoop

Total	\$ 100,000.00
In-Direct 11%	\$ 11,000.00
Grand Total	\$ 111,000.00