

SNOHOMISH DETENTION CENTER EDUCATIONAL PROGRAM

Agreement for Educational Instructional Services Between Snohomish County and Northwest Educational Service District 189

THIS AGREEMENT is made by and between **Snohomish County**, a political subdivision of the state of Washington (hereinafter referred to as the "County"), acting on behalf of the Snohomish County Superior Court as delegated by Snohomish County, and **Northwest Educational Service District 189**, a Washington State political sub-division (hereinafter referred to as "NWESD"), for the purpose of providing educational instruction to juveniles confined within the Snohomish County Detention Center, also known as Denney Juvenile Justice Center (hereinafter referred to as "DJJC"), pursuant to NWESD's Interlocal Cooperative Agreements with local school districts in Snohomish County; and the rules and regulations identified in RCW 28.A.190, WAC 392.122.200, and federal US Department of Education, Title 1 Neglected-Delinquent.

NOW, THEREFORE, it is mutually agreed and understood:

I. DESCRIPTION OF SERVICES

The NWESD agrees to provide and the County agrees to accept the educational services to be provided to juveniles detained in the DJJC. Said educational services are more clearly described in Exhibit "A", attached hereto and incorporated herein by reference.

II. CONSIDERATION

The NWESD will provide these services for the County, and the County hereby agrees to make DJJC available to NWESD at reasonable hours for the provision of educational services to juvenile detainees. Whereas the NWESD is providing educational services in agreement with Snohomish County school districts, no fiscal considerations between NWESD and County are required nor contained herein.

III. GENERAL PROVISIONS

- 1) Administration of Agreement: The County hereby appoints and NWESD hereby accepts the DJJC Assistant Administrator, as the County's representative for the purpose of administering the provisions of this Agreement, including the County's right to receive and act on all reports and documents related to this Agreement, to request and receive additional information from NWESD, to assess the general performance of NWESD under this Agreement, to determine if contracting services are being performed in accordance with the federal, state, or local law, and to administer any other right granted to the County under this Agreement.
- 2) Extent of Agreement: This Agreement contains terms and conditions agreed upon by the parties. The parties agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Agreement.
- 3) Licensing in Compliance with Laws and Regulations: The NWESD agrees that any and all individuals assigned to the County shall be licensed, certified, and/or accredited in compliance with all applicable federal, state, county, and municipal ordinances and statutes.
- 4) Safeguarding Client Information: The NWESD agrees that there will be no disclosure of confidential information obtained from the County, except upon the written consent of the County.

- 5) Assignment and/or Subcontracting: The NWESD shall not assign or subcontract any portion of the services provided within the terms of this Agreement without obtaining prior approval of the County. All terms and conditions of this Agreement shall apply to any approved subcontract or assignment related to this Agreement unless otherwise specified in writing.
- 6) Inspection: The NWESD agrees that the County, by and through the DJJC Assistant Administrator, may make periodic inspections of the work product of NWESD, including but not limited to writing, graphs, and other written materials of every nature whatsoever, which may be prepared, created or manufactured by NWESD during the completion of this Agreement.

The NWESD agrees to notify the County in advance of any inspections, audits, or program review by any individual, agency, or governmental unit whose purpose is to review the services provided within the terms of this Agreement. If no advance notice is given by such individual, agency, or governmental unit, the NWESD agrees to notify the county as soon as it is practical of any inspection that has taken place.

- 7) Relationship of the Parties: The parties intend that an independent contractor relationship will be created by this Agreement. The County is interested only in the results to be achieved; the implementation of services will lie solely with NWESD. Employees of NWESD are not entitled to any of the benefits the County provides for County employees. The NWESD will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this Agreement. In the performance of the services herein contemplated, NWESD is an independent contractor as to the performance of the details of the work; however, the results of the work contemplated herein must meet the approval of the County and shall be subject to the County's general rights of inspection and review and to secure the satisfactory completion thereof.

A minimum of one annual consultation with the NWESD Director of Special Programs and Services, or his/her designee, regarding education services shall be arranged by the Administrative Office or his/her designee.

- 8) Communication: Communications between NWESD and the County shall be addressed to the regular place of business. In the case of the NWESD, the address shall be:

Special Programs and Services
Northwest Educational Service District 189
1601 R Avenue
Anacortes, WA 98221

In the case of the County, communications shall be addressed to:

Brooke Powell, Assistant Administrator
Denney Juvenile Justice Center
2801 10th Street
Everett, WA 98201-1414

- 9) Severability: It is understood and agreed to by the parties hereto that if any part of this Agreement is illegal, the validity of the remaining provisions shall not be affected and the rights and obligations of the parties shall be construed as if the Agreement did not contain the particular illegal part. If it should appear that any provision hereof is in conflict with any statutory provision of the state of Washington, said provision shall be deemed inoperative and null and void insofar as they may be in conflict therewith, and shall be modified to conform to such statutory provisions.
- 10) Modification: No change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing, executed by both parties.

- 11) Venue Stipulation: This Agreement has been and shall be construed as having been made and delivered within the state of Washington, and it is mutually understood and agreed by each party hereto that this Agreement shall be governed by the laws of the state of Washington, both as to interpretation and performance, and that any disputes related to enforcement of any provisions of this Agreement will be resolved pursuant to Article 19 delineated below.
- 12) Non-Waiver of Breach: The failure of the County or NWESD to insist upon strict performance of any of the covenants and agreements of this Agreement or to exercise any option herein conferred in any one or more instances shall not be construed to be a waiver or relinquishment of any such, or any other covenants or agreements, but the same shall be and remain in full force and effect.
- 13) Reduction in Funding: In the event that 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 its normal completion, the NWESD may summarily terminate any portion affected by the funds withdrawn, reduced, or omitted, notwithstanding any other termination provisions of this Agreement. Termination under this section shall be effective upon receipt of written notice by the contracting agency or its representatives.
- 14) Nature of Agreement: The NWESD and the County hereby agree that this Agreement is for the performance of professional services and not a contract of employment. No employee of NWESD shall become an employee of Snohomish County and shall not be entitled to any of the benefits provided to County employees, including, but not limited to, personnel services and/or grievance procedures, pension benefits, health and welfare, and/or unemployment compensation at County expense.
- 15) Termination: If either party fails to comply fully with the terms and conditions of this Agreement, the other party may pursue such remedies as are legally available, including, but not limited to, the suspension or termination of this Agreement in the manner specified herein:
 - A) Suspension: If either party is unable to substantiate full compliance with the provision of this Agreement, the other party may immediately suspend the Agreement pending corrective acts or investigation. This suspension clause is designed to ensure the security of DJJC.
 - B) This Agreement may be terminated by either party upon thirty (30) days' advance written notice of termination.
 - C) Both parties reserve the right to terminate this Agreement in whole or in part without thirty (30) days' written notice in the event expected or actual funding from the State, Federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of the Agreement and prior to normal completion thereof.
- 16) Terms of Agreement: This Agreement shall be in full force and effect, unless sooner terminated under Paragraph 15 above, from the 1st day of September, 2016, to the 31st day of August, 2017.
- 17) Accounting of Personal Property: All property purchased by NWESD with NWESD funds shall become and remain the property of NWESD. All property purchased by the County shall become and remain the property of the County.
- 18) Selection of Personnel: The NWESD shall employ certified and classified personnel to be assigned to perform the services outlined in Exhibit "A" attached hereto. All individuals assigned by NWESD shall undergo screening, security checks, and background investigations as deemed appropriate by DJJC. The County shall have the right to reject the appointment of any individual who fails to meet the security clearance to the satisfaction of the DJJC.
- 19) Dispute Resolution: Disputes shall be resolved by a three-member committee. The representatives shall be selected by NWESD and the County, each selecting one representative. Thereafter,

NWESD's representative and the County's representative shall select an impartial third party who shall serve as the third member of the committee. The purview of the Committee shall be limited to interpretation of the provisions of this Agreement and its decision(s) will be binding on the parties.


Disputes related to legal matters not addressed by this Agreement may be resolved through written amendment acceptable to both parties. Should such an amendment not be attained, either party may seek resolution through Skagit County Superior Court.

- 20) Facilities: DJJC shall provide the physical plant and supports necessary to adequately house the educational program, including furniture and other facility equipment necessary to program operation, pursuant to RCW 28A.190.040.
- 21) Indemnification: It is understood that this Agreement is solely for the benefit of the parties hereto and give no right to any other party. No joint venture or partnership is formed as a result of this Agreement. Each party agrees to be responsible and to assume liability for its own acts and omissions, and those of its elected officials, officers, agents or employees to the fullest extent required by law, and agrees to save, indemnify, defend and hold the other party harmless from any such liability. In the case of negligence of more than one party, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party; and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to each party.
- 22) Suspension and Debarment: The parties to this Agreement certify, and each relies thereon in execution of this Agreement, that neither their entity nor its Principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department. "Principals", for the purposes of this certification, mean officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of subsidiary, division, or business segment; and similar positions). Further, each party agrees to provide the other(s) immediate written notice if, at any time during the term of this Agreement, including any renewals hereof, it learns that its certification was erroneous when made or has become erroneous by reason of changed circumstances. Each party's certification via the execution of this Agreement is a material representation of fact upon which each party has relied in entering into this Agreement. Should either party determine, at any time during this Agreement, including any renewals hereof, that this certification is false, or should it become false due to changed circumstances, it may terminate this Agreement in accordance with the terms and conditions therein.

By signing below, each party affirms that he has the legal authority to enter into this Agreement on behalf of the political subdivision he represents.


Marilyn Finsen, Superior Court
Administrator

4-7-16
Date


Dr. Gerald Jenkins, Superintendent

5/14/16
Date

Northwest Educational Service District 189

EXHIBIT “A”

Educational services provided by the NWESD for Snohomish County Detention Center (aka DJJC), include a Washington State certified teacher and part-time administrator, whose responsibilities shall include the following:

- 1) Fiscal responsibility (in accordance with state and federal guidelines) for all educational program costs, including staffing, curriculum, instructional supplies and equipment, and technology;
- 2) Recruitment, employment and supervision of educational staff to adequately operate the educational program;
- 3) Ensuring that educational staff are subject to the policies and rules and regulations of NWESD, including teacher certification as required by the State of Washington and Title I, Part D funding;
- 4) Providing and maintaining equipment sufficient for internet capacity for student use, in cooperation with the DJJC safety and security policies, which restricts internet contact to educational sites, while protecting youth from accessing social media or other sites where they may incriminate themselves,
- 5) Assuring students receive an appropriate education, including services and timely initial evaluations or re-evaluations while they are detained at the county detention center, as specified in Chapter 392-172A WAC;
- 6) Coordinating the exchange of educationally relevant student information between NWESD, the District, and the student's last known school of attendance to promote learning consistent with each student's learning continuum;
- 7) Maintaining student data (demographics, entry/withdraw dates, courses provided, and credits earned, etc.) in a secure online student information system;
- 8) Establishing appropriate instructional levels in major content areas through informal curriculum-based evaluations and formal evaluations as necessary;
- 9) Utilizing administrative technology to identify appropriate coursework aligned with Washington state grade-level standards for each student through Skyward, CEDARS, email and other on-line systems, to make contact with the student's resident school and/or through existing standardized assessment and/or on-site assessment of student knowledge and skills in major content areas;
- 10) Obtaining appropriate educational materials to assist students in maintaining and developing educational skills during detention;
- 11) Responsibility for all state-required aspects of educational services, (e.g., student assessment, development of instructional program services, educational support services, record-keeping, providing yearly reports to OSPI);
- 12) Providing data-based institutionalized instructional programs for DJJC students in basic skills, including reading, math, language arts and to the extent practical, prevocational and vocational programs, social and behavioral skills;
- 13) Providing written reports to OSPI administration as requested;
- 14) Supervising instructional assistants in teaching/learning activities;

- 15) Contracting or subcontracting with other entities, as needed to provide educational program services (e.g., GED preparation, pre-employment and vocational preparation, counseling and services) which,
 - a) Build partnerships with local school districts, businesses, social services, families, JDEP personnel and probation to provide youth with assistance in the areas of education and employment, acknowledging special education services and alternative placements.
 - b) Provide students with the opportunity to build educational and/or vocational goals.
 - c) Instruct students in pro-social skills, and
 - d) Inform students about educational and career opportunities prior to their transition;
- 16) Maintaining liaison relationship with DJJC, Snohomish County school districts, NWESD, and other agency representatives in providing educational services; and,
- 17) Cooperating with DJJC corrections officers in counseling services, crisis intervention, and physical safety and security procedures as defined in the Snohomish County, DJJC Policy Manual.

Appendix to Interlocal Agreement

**Certification Regarding Debarment, Suspension,
Proposed Debarment and Other Responsibility Matters**

Northwest Educational Service District 189 (NWESD 189) certifies, and the County relies thereon in execution of this Agreement, that neither NWESD 189 nor its Principals are presently debarred, suspended, proposed for debarment, or declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department;

“Principals”, for the purposes of this certification, mean officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of subsidiary, division, or business segment; and similar positions).

NWESD 189 shall provide immediate written notice to County if, at any time during the term of this Agreement, including any renewals hereof, NWESD 189 learns that its certification was erroneous when made or has become erroneous by reason of changed circumstances.

NWESD 189’s certification is a material representation of fact upon which the County has relied in entering into this Agreement. Should County determine, at any time during this Agreement, including any renewals hereof, that this certification is false, or should it become false due to changed circumstances, the County may terminate this Agreement in accordance with the terms and conditions therein.

April 2016



Dr. Gerald Jenkins, Superintendent
Northwest Educational Service District 189
Skagit County, City of Anacortes, Washington State



EXECUTIVE ORDER 2011-22D

**DELEGATION OF SIGNATURE AUTHORITY TO
THE SUPERIOR COURT ADMINISTRATOR**

PURPOSE:

To delegate signature authority to the Superior Court Administrator (Administrator) in order to reduce paperwork and shorten the amount of time necessary to conduct official business while ensuring that the County's interests are protected by a sound legal document and accountability at the most appropriate level.

DISCUSSION:

During the routine course of business in Snohomish County government, a considerable number of official documents require the signature of the County Executive in order to become effective. To expedite routine business in the office of the County Executive, it is desirable to delegate to the Administrator the authority to sign appropriate official documents.

This Executive Order supersedes all previous executive orders relating to the delegation of signature authority to the Administrator.

ACTION:

1. Pursuant to SCC 2.10.010(23), the Administrator is authorized to approve and sign contracts and contract amendments implementing programs or projects administered by the Superior Court, including the Juvenile Court Division of the Superior Court; PROVIDED, the County Council has approved necessary contracts with state, federal, or other sources of funds, if any funds from such sources are used, and the County Council has appropriated funds for such programs or projects.
2. The authority delegated by this Executive Order does not apply to contracts for construction (public works) or to purchases of goods or services that are not unique to the Superior Court and its programs or projects. The authority delegated by this Executive Order can be delegated by the Administrator, but cannot be further delegated.
3. For the solicitation and preparation of contract awards and amendments under this delegation of authority, the Administrator shall utilize relevant purchasing procedures established under Chapter 3.04 SCC and related services of the Purchasing Division. Contracts for information equipment and services are also subject to Chapter 2.350 SCC.
4. The Administrator shall maintain centralized files for contracts approved and signed or amended under this delegation of authority.
5. The Administrator shall submit an annual report to the Executive, not later than January 15th of each year, showing the parties, contract amount, and purpose of each contract and contract amendment approved and signed by the Administrator under this delegation of authority during the prior year.

CANCELLATION:

This Executive Order supersedes Executive Order 2009-22C signed January 9, 2009.

This Executive Order will remain in effect until canceled or superseded.

APPROVED:

Dated this 26th day of October, 2011.



Aaron G. Reardon
County Executive