

# WHATCOM COUNTY DETENTION CENTER EDUCATION PROGRAM INTERLOCAL COOPERATIVE AGREEMENT

## I. INTRODUCTION

WHEREAS, legislatively approved staffing ratios preclude the resident districts from generating sufficient staff to meet the needs of students with specialized education program requirements;

WHEREAS, cooperative student programs provide a more efficient and economical basis for managing and implementing special services programs;

WHEREAS, districts have chosen to avoid unnecessary duplication of unusually expensive programs and rather choose to try to free up resources to provide educational programs not otherwise available;

WHEREAS, Northwest Educational Service District 189 (hereinafter referred to as "NWESD") has historically provided special services on a cooperative basis;

WHEREAS, the Whatcom County school districts in Washington have requested that NWESD provide special services for their students;

WHEREAS, RCW 39.34, RCW 28A.310.180, and RCW 28A.310.340 authorize the school districts and educational service districts to join together to engage in various activities, including having the educational service district provide cooperative service programs; and,

WHEREAS RCW 28A.190 and WAC 392-122-200 authorize institutional education programs.

NOW THEREFORE, a cooperative service program is hereby created wherein NWESD will provide education services to the district which is signatory to this Agreement for Cooperative Service Program (herein referred to as "Agreement"), according to the terms and conditions contained herein.

## II. NAME/PURPOSE

The name of this cooperative service program is the Whatcom County Detention Center Educational Program (hereinafter referred to as "Program"). The general purpose of the cooperative is to provide educational programs for children and youth confined in Whatcom County juvenile detention centers as authorized by RCW 28A.310.180 and/or other applicable laws.

This Agreement supersedes any Agreement prior to September 1, 2016, between NWESD and the district which is signatory to this Agreement for the operation of a juvenile detention center education program.

## III. MEMBERSHIP

Membership in this cooperative requires all members to sign this Agreement. "District" shall hereafter refer to districts that have signed the Agreement for the 2016/17 program year and agree to be financially responsible as a cooperative member for a proportionate share of any excess Program costs.

## IV. FINANCING

The students served by this Program are residents of one of the Districts, and accordingly, it is acknowledged that each District retains the responsibility to provide an appropriate public education for its students.

Prior to the start of each year, NWESD will develop a proposed budget, comparing the amount anticipated to be received as apportionment with planned costs of the Program. The NWESD shall receive indirect costs of nine percent (9%) for administering this Program. Such budget will be provided to each District representative and the Advisory Council members for review.

It is anticipated, but not certain, that this Program will be financed by apportionment from the State of Washington to NWESD, with that apportionment covering most, if not all, of the costs of the Program. The Districts agree to pay all unfunded costs of the Program. Any and all such unfunded costs will be proportionately distributed among the Districts. Each District's contribution will be determined by calculating the five-year average percentage of the Program its students represent, and a proportionate share of students who are non-county or Lummi Nation residents. Specifically, each District's total number of student FTE will be divided by the total FTE within the Program, based on monthly enrollment reporting, added to each District's proportionate share of the non-county resident population.

Final settlement will be determined upon the close of all accounts for each program year. Should any payments for unfunded costs be anticipated or required, the NWESD will invoice in accordance with the following schedule.

- A. On or before January 31 of the school year: Fifty percent (50%) of any projected annual unfunded cost for the school year attributable to each District, based upon the estimated shortfall.
- B. On or before June 30 of the school year: Fifty percent (50%) of any projected annual unfunded cost for the school year attributable to each District, based upon the estimated shortfall.
- C. On or before September 30 of the following school year: The difference between the actual and projected annual unfunded cost for the school year attributable to each District, should additional funds be required. If the projected shortfall was greater than the actual shortfall a proportionate share of the overpayment will be credited to each District's future Program obligation.

#### **V. ADVISORY COUNCIL**

An Advisory Council consisting of the superintendent of each participating District, or his/her designee, is hereby created. The purpose of such Advisory Council is to monitor the performance of this Agreement, amend this Agreement (with concurrence of all parties affected), and terminate this Agreement as provided in Section IX.

Activities of the Advisory Council shall take place as needed, called by a majority of its members or by the Superintendent of NWESD, or his/her designee. Decisions by the Advisory Council will be made by a vote of greater than fifty percent (50%) of a quorum. A quorum is defined as at least fifty percent (50%) of the representatives appointed to the Advisory Council. Participation may occur via technological participation, including email providing at least seven (7) calendar days prior written notice was provided to each District superintendent or designee.

#### **VI. RIGHTS AND OBLIGATIONS OF NWESD**

The NWESD Board of Directors and Superintendent agree to provide educational services pursuant to requirements of the Office of the Superintendent of Public Instruction (OSPI). In accordance with this Agreement, NWESD shall:

- A. Operate an education program as approved by the Advisory Council to meet the unique educational needs of children and youth involved in the juvenile justice system;
- B. Implement institutional programming consistent with State standards as identified by OSPI and the State Board of Education (e.g., RCW 28A.190 and WAC 392-122-200).
- C. Maintain quality educational standards, under the guidance of the Advisory Council, identified in Section V above;
- D. Coordinate 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;

- E. Coordinate with last known district of attendance for enhanced educational services to the extent possible within the juvenile justice facility, and pursuant with Section VII.A of this Agreement;
- F. Administer the Program, including filing such documents and obtaining such approvals as necessary to receive all appropriate State funding (e.g., monthly reporting of students to OSPI for CEDARS) to NWESD according to the policies and procedures adopted by the NWESD Board of Directors;
- G. Maintain fiscal record-keeping of expenditures to permit verification that federal Title 1 D funds and state apportionment funds are each used for appropriate purposes and tracked separately.
- H. Recruit, employ, and supervise educational staff to adequately operate the Program. All staff for the Cooperative shall be employed by NWESD and subject to the policies and rules and regulations of NWESD, including teacher certification as required by the State of Washington and Title 1, Part D funding;
- I. Contract or subcontract with other entities to provide needed services to operate this Program including but not limited to GED preparation, pre-employment and vocational preparation, counseling and nursing services, etc.; and,
- J. Be entitled to receive the monies necessary to operate the Program, as described in Section IV.

## VII. RIGHTS AND OBLIGATIONS OF THE DISTRICT

In exchange for having NWESD operate the Program described in this Agreement, the District agrees to permit the NWESD to claim funding on behalf of any student served by the Program and to reimburse the NWESD for excess costs in accordance with Section IV.

Nothing in this Agreement precludes any District obligation to provide educational programs for juveniles in adult jails, pursuant to RCW 28A.194 and WAC 392-122-228, when such adult correctional facility is located within the District service boundaries.

The District acknowledges that by entering into this Agreement they are causing financial commitments by other parties to occur and therefore agree they will not terminate prior to the expiration date without the consent of NWESD and any other party to this Agreement that would suffer financially thereby. In the event of such unilateral termination without consent, the terminating party agrees to indemnify and pay other parties that have not agreed thereto for any financial loss which results from such termination.

Additionally:

- A. The District acknowledges that Chapter 28A.155 RCW, Chapter 392-171 WAC and Chapter 392-172A WAC impose responsibilities and that those responsibilities are not distinguished by delegation, in part or in total, under this Agreement.

To this extent, it is understood and agreed between the parties hereto that the purpose and intent of this Agreement is that NWESD provide cooperative services to deliver the specialized services for which they would otherwise qualify in their resident District. The resident District shall retain the responsibility to:

1. assure their particular students are receiving an appropriate education, including ESA provided services and timely initial evaluations or re-evaluations, as well as the re-evaluation of students while they are detained at the county detention center, as specified in Chapter 392-172A WAC;
2. comply with all provisions as requested by Chapter 28A.155 RCW, Chapter 392-171 WAC, Chapter 392-172A WAC, and Public Law 108-446 (IDEA); and,
3. incorporate Chapter 392-171 WAC, Chapter 392-172A WAC, and Public Law 108-446 (IDEA) required policies.

- B. The District waives any locally-established procurement requirements that are more restrictive than those established by statute for fees/purchases initiated pursuant to this Agreement.
- C. The District will not use federal funds for payment of any fees/purchases related to the Agreement, unless it provides prior written notice to the NWESD Assistant Superintendent for Finance and Compliance. This will assure the District and NWESD can proactively explore and meet any federal procurement requirements.

### **VIII. DISPUTE RESOLUTION**

Disputes arising out of this Agreement, excluding indirect and administration costs, shall be resolved in the following fashion:

- A. If the dispute is between participating Districts, then the disputing parties will present their arguments first to the Director of Special Programs and Services of NWESD to make a determination. If need be, it may then be referred to the Superintendent of NWESD.
- B. If the dispute is between one or more participating District(s) and NWESD, then each participating District will appoint someone to represent it, NWESD will appoint someone to represent it, and those parties will appoint someone as a neutral representative. This panel's decisions will be limited to the provisions of this Agreement, be determined by a majority vote, and be binding on the parties.

### **IX. TERM OF AGREEMENT/TERMINATION**

This Agreement's initial duration is from September 1, 2016, through August 31, 2017, and will be automatically renewed each year unless written notice of termination is given in the manner provided herein. For a termination to be effective, written notice must be provided to the other party by April 1 prior to the termination date, as provided below.

- A. If the Districts wish to terminate the Agreement in its entirety, the Advisory Council shall provide written notice to the NWESD no later than April 1 of the preceding program year (e.g., April 1, 2017, for the 2017/18 program year).
- B. If the NWESD wishes to terminate the Agreement in its entirety, the NWESD shall notify the member Districts no later than April 1 of the preceding program year (e.g., April 1, 2017, for the 2017/18 program year).

This Agreement may be modified only upon recommendation by Advisory Council as per Section V, and fully executed by NWESD and the Districts, specifying conditions and date of modification.

### **X. OWNERSHIP OF ASSETS**

All assets acquired by NWESD and placed in service for the cooperative shall remain the property of NWESD. Any asset acquired by the District and used in the Program, because the Program component is situated within the District, will remain the property of the District. Works created by NWESD under this Agreement shall also remain the property of NWESD (e.g., developed training manuals or other published documents). Should the Program be dissolved, the Advisory Council shall prepare a list of all assets, including any fund balances, and make recommendations to the superintendents of NWESD and member Districts for disbursement.

### **XI. SUSPENSION AND DEBARMENT**

The parties to the 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.

## XII. ASSIGNMENT/WAIVER/SEVERABILITY

No rights or responsibilities required or authorized by this Agreement can be assigned by any party hereto unless allowed in this Agreement.

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

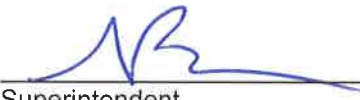
If any term or condition of this Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement which can be given effect without the invalid term, condition, or application; to this end the terms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

## XIII. HEADINGS/SIGNATURES/APPROVAL

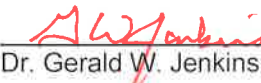
The headings of each section of this Agreement are only provided for the aid to the reader. If there is any inconsistency between the heading and the context, the context will prevail.

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

By signing below, each party affirms that this Agreement has been approved by his/her board of directors or he/she has been given authority by such board to enter into this Agreement. A copy of authorizing school board minutes or resolution, as appropriate, will be attached hereto.

  
\_\_\_\_\_  
Superintendent  
Bellingham  
School District  
Whatcom County, Washington

3/24/16  
Date

  
\_\_\_\_\_  
Dr. Gerald W. Jenkins, Superintendent  
Date  
6/27/16  
Northwest Educational Service District 189  
Whatcom County, Washington

  
\_\_\_\_\_  
S. Woods, NWESD SP&S Assistant Director

  
\_\_\_\_\_  
S. Cutshall, NWESD SP&S Director  
5-19-2016



**OFFICIAL MINUTES OF THE REGULAR MEETING  
BELLINGHAM SCHOOL DISTRICT  
BOARD OF DIRECTORS  
March 24, 2016**

**1.0 OPENING ITEMS**

**1.1 Meeting Date and Location**

March 24, 2016 – 1306 Dupont St., Bellingham, Washington

**1.2 Call to Order/Roll Call**

Board President Camille Diaz Hackler called the meeting to order at 6:15 p.m. Present: Directors Kelly Bashaw, Douglas Benjamin, Camille Diaz Hackler, Quenby Peterson, Steven Smith, Superintendent Greg Baker, and recorder Sheri O'Day.

**1.3 Audience** – One speaker (Catherine Chambers) addressed the board regarding fees that the district charges for the rental of its facilities by outside parties.

**1.4 Superintendent's Announcements and Report:** Summary of Dr. Baker's comments:

- Start/End Times and High School Schedules: On March 23, the district notified the community that the start and end times for elementary and high school students will change effective with the 2017-18 school year. The new high school times (8:30 a.m. – 3:15 p.m.) were well received, but some elementary families are not yet in a good place with the new elementary school times (8:00 a.m. – 2:30 p.m.). The middle school start and end times will remain the same as they are currently (9:15 a.m. – 3:45 p.m.). We are a year-and-a-half out from the changes, which leaves time to prepare.

A team recently visited Bellevue School District to learn more about a 7-period high school schedule; however, the energy seems to be towards an 8-period schedule. Dr. Baker anticipates that a decision on the new high school schedule will be made in April.

- High School Fields: The High School Turf Fields Advisory Group submitted its recommendation to Dr. Baker. He anticipates that a facilities update will go out to the community next week, with another opportunity for community members to provide input. A decision will then be made regarding the fields in April.
- Leadership Update: Linda Wise Miller has been selected as the new principal of Bellingham High School and will begin in that position this summer. She is currently an Assistant Principal at Squalicum High School. The finalist for the position of Director of Teaching and Learning, a position that will focus on technology integration, will be announced soon. Currently the district has three openings for assistant principal at the high school level (two at Sehome High School and one at Squalicum High School).

- **Budget Update:** The legislature is still in session, and district staff is working on the 2016-17 budget. Our priorities include the collective bargaining units (including a state increase, which will be largely locally funded); resources to implement the new schedule for 2017-18; additional supports for special education students; and support for Transportation and Buildings and Grounds to maintain current resources.

The directors agreed to revise the agenda so that Item 6, New Business, would be considered next.

**2.0 NEW BUSINESS:**

- The directors briefly discussed Policy 4260 relating to use of school facilities and agreed this will be reviewed by administrative staff.
- Board President Camille Diaz Hackler noted that she, Kelly Bashaw, Douglas Benjamin, Steven Smith, Quenby Peterson, and Greg Baker will attend the WSSDA 2016 Spring Regional meeting in Stanwood from 6 to 8:30 p.m. on March 28, 2016. Additionally, Kelly Bashaw, Douglas Benjamin and Quenby Peterson will attend the NSBA Conference for Public Education Leaders in Boston, MA, April 7-11, 2016.
- The directors discussed school board communications, including the current Listening Post, and they discussed a variety of options for using and managing email. It was agreed that a next step would be to consider using a board group email address. This discussion will continue at a future meeting.

**3.0 CONSENT ITEMS:** Following discussion, Mr. Benjamin made a **motion**, seconded by Dr. Smith, to approve the following consent agenda. Unanimous affirmative vote.

**3.1 Approval of Minutes of the following meetings:**

- 2/18/16 Regular Board Meeting
- 2/19/16 Board Retreat
- 3/02/16 Executive Session (to be revised to reflect the meeting started at 6 p.m., not 6:15 p.m.)
- 3/02/16 Study Session

**3.2 Approval of Investments – February 2016.**

**3.3 Approval of Expenditures and Payroll - February 2016.**

**3.4 Resolution 7-16, Request to Transfer Funds from the Capital Projects Fund to the General Fund**

**3.5 Authorize Negotiations for General Contractor/Construction Manager (GC/CM) Services related to new Sehome High School project**

Mr. Benjamin commented that he would be interested to know what assessment tool was used for scoring the bids.

**3.6 Authorization to Call for Bids – Squalicum High School Synthetic Turf Field Project**

**3.7 Authorization to Call for Bids – New Options High School**

**3.8 Grant Easement to Puget Sound Energy for Electrical Service at Squalicum High School Field and Track**

Grant Easement to Puget Sound Energy for Electrical Service at Squalicum High School Field and Track and authorize the superintendent to execute documents associated with the easement, as needed.

- 3.9 **North Cascades Institute - Facility Rental for March 18-19, 2016 (#1516-093)**
- 3.10 **North Cascades Institute - Mountain School for Bellingham Family Partnership Program (1516-094)**
- 3.11 **Whatcom County Detention Center Education Program Interlocal Cooperative Agreement (#1516-098)**
- 3.12 **Puget Sound Educational Service District Interdistrict Agreement (#1516-099)**
- 3.13 **Western Washington University Agreement for Gordon Carter Environmental Education Site**

Ms. Peterson asked if only Whatcom Middle School students participate in the program at the Gordon Carter site. It is only Whatcom Middle School students who participate, and this is a program that has existed for several years.

- 3.14 **Approve Flexible Benefits Plan (#1516-095)**
- 3.15 **Personnel Recommendations**
- 3.16 **Personal Services Contracts**
- 3.17 **EL-8, District Calendar**
- 3.18 **Write Off Uncollectible Accounts**
- 3.19 **Approval of Donations**

Ms. Diaz Hackler clarified that the bar code scanners were donated by POSGuys.com, a corporation, rather than by the individual listed (Travis Chun).

- 3.20 **Hire Appraiser**

#### **4.0 POLICY GOVERNANCE REVIEW**

- 4.1 **Ends 2.1 Monitoring Report (Part 3)**: Deputy Superintendent Mike Copland and Director of Research and Assessment Brian Rick shared a PowerPoint highlighting key points in the Ends 2.1 (part 3) Monitoring Report and Data Set. This report is the final installment of the Ends 2.1 sequence for this academic year. Its focus is on student advancement toward on-time or extended graduation. Following the formal presentation, Dr. Copland and Mr. Rick heard feedback from the directors and responded to their questions.

#### **5.0 BOARD RESPONSE TO MONITORING**

- 5.1 **Board Response to Monitoring – EL-4, Staff Treatment, Compensation and Evaluation**: On Feb. 18, 2016, the board heard a monitoring report on EL-4. In keeping with Policy Governance, the board discussed whether the superintendent is in compliance with EL-4 and whether changes are needed to the policy. Following discussion, Doug Benjamin made a **motion**, seconded by Steve Smith, confirming that the superintendent is in compliance with EL-4. (See Attachment A for a full summary of comments.) It was agreed no revisions to the policy are needed at this time.
- 5.2 **Board Response to Monitoring – Ends 2.1, part 2, Student Competence**: On Feb. 18, 2016, the board heard part 2 of a monitoring report, including a data set, on Ends 2.1. In keeping with Policy Governance, the board discussed the progress the superintendent has made in achieving the goals of Ends 2.1, based on this initial report. Ms. Peterson



requested that data on middle school students who are taking high school courses be included. That data will be provided, and the board will discuss its final response to the monitoring report at a future meeting.

**6. INFORMATIONAL ITEMS**

**6.1 Annual Report on Asset Preservation Program**

**6.2 Discussion of School Board Visits and Linkage Meetings:** tabled for discussion at a future meeting

**6.3 School Board Directors' Reports**

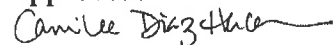
- Mr. Benjamin attended a PTSA meeting at Sehome High School and was impressed by the structure and content of the meeting.
- Ms. Peterson attended the San Juan Music Educators Jazz Festival, the Squalicum High School Swing Dance, and also chaperoned a group of middle school girls to an arts workshop in Port Townsend.

**7. CLOSING ITEMS**

**7.1 Board Assessment of Meeting:** Ms. Peterson assessed the meeting with an overall rating of 4 (good).

**7.2 Adjournment:** 8:47 p.m.

**Approved:**



Camille Diaz Hackler, School Board President

**Attest:**



Greg Baker, Secretary to the Board

*Minutes approved: April 21, 2016*