



INTERLOCAL AGREEMENT  
**Dual Language Learner (DLL) Training Delivery**  
**AMENDMENT #22-1214-01 TO CONTRACT #22-1214**

**THIS CONTRACT** entered into by and between the State of Washington, acting by and through the Department of Children, Youth, and Families, a department of Washington State government (hereinafter referred to as "DCYF") and Northwest Educational Service Dist 189, an Educational Service District, (hereinafter referred to as "Contractor"), located at 1601 R. Avenue, Anacortes WA 98221, is amended effective July 1, 2022 through June 30, 2023 as follows:

**CONTRACTOR BUSINESS ADDRESS**

Northwest Educational Service Dist 189  
1601 R. Avenue  
Anacortes WA 98221  
TIN: 91-0868056  
UBI: 600-253-146

**CONTRACTOR CONTRACT MANAGER**

Sarah Southard  
ssouthard@nwesd.org  
Phone: (360) 299-4045

**DCYF ADDRESS**

Department of Children, Youth, and Families  
PO Box 40970  
Olympia WA 98504-0970

**DCYF PROGRAM CONTRACT MANAGER**

Athena Jimenez-Manalo  
Dual Language & Multilingual Coordinator  
Athena.Jimenez-Manalo@dcyf.wa.gov  
Phone: (360) 688-0195

**AMENDMENT PURPOSE**

The purpose of this amendment is to extend dual language training services into FY 2023.

**SECTIONS CHANGED**

Section 4 - Period of Performance is amended to extend the Contract end date to June 30, 2023.

Exhibit A - Statement of Work is changed for FY23

Exhibit B Budget is changed as follows:

- Toolkit increase from \$150 each to \$200 each
- Training delivery paypoint increase

Exhibit C- Deliverables is update to include FY23 deliverables.

Attachment 3 - Dual Language Training Scope & Sequence (Blended Cohort) has been added.

**Amendment Effective Date:** July 1, 2022

**Amended Contract Maximum:** \$17,600.00

	<b>Previous</b>	<b>Change</b>	<b>New Total</b>
<b>State Funds:</b>	\$8,250.00	\$9,350.00	\$17,600.00

**Amended Contract Dates:**

**Contract Start Date:** November 1, 2021

**Previous End Date:** June 30, 2022

**Amended End Date:** June 30, 2023

**Amended Contract Title:**

**Previous Title:** Dual Language Learner (DLL) Blended Training Delivery Pilot

**Amended Title:** Dual Language Learner (DLL) Training Delivery

**EXHIBITS AND ATTACHMENTS**

Exhibit A – Statement of Work is hereby revised and replaced with Amended Exhibit A – Statement of Work Amendment 1 attached and incorporated herein as though set forth in full.

Exhibit B – Budget is hereby revised and replaced with Amended Exhibit B – Budget Amendment 1 attached and incorporated herein as though set forth in full.

Exhibit C – Deliverables is hereby revised and replaced with Amended Exhibit C – Deliverables Amendment 1 attached and incorporated herein as though set forth in full.

Attachment 3 - Dual Language Training Scope & Sequence (Blended Cohort) is hereby attached and incorporated herein as though set forth in full.

**ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.**

**SIGNATURES**

The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract Amendment. This Contract Amendment shall be binding on the parties only upon signature by both of them.

**Northwest Educational Service  
Dist 189**

**DEPARTMENT OF CHILDREN,  
YOUTH, AND FAMILIES**

*Larry Francios*

*Kris Gorgas*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Larry Francios

Kris Gorgas

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

Superintendent

Contract Specialist

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

9/19/2022

9/19/2022

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Exhibit A - Statement of Work

### Table of Contents

1. Definitions .....	1
2. Background .....	1
3. Intent of these Services .....	2
4. Trainer Requirements .....	2
5. Training: Blended Cohort .....	2
6. Deliverables .....	3
7. Compensation and Voucher Payment .....	3

#### 1. Definitions

- a. **Agency** - The Department of Children, Youth and Families (DCYF) is the Agency of the state of Washington that is issuing this contract.
- b. **Agency in MERIT (Contractor's MERIT Established Agency)**—the contractor's agency listed in the Workforce Registry, MERIT.
- c. **Blended Approach Cohort Model (Blended Cohort)** – Self-paced cohorts with touchpoints within a shared range of time. Occurs via discussion boards, chatroom, or other online platforms.
- d. **Contractor** – means an individual or entity who is providing services under a signed contract with the Department of Children, Youth, and Families (DCYF).
- e. **DCYF State-Approved Trainer** – Individuals who apply for and are awarded this status by DCYF to provide quality training to direct service providers for children, youth, and families.
- f. **Dual Language Learner (DLL)** – also *Multilingual Learner (MLL)* - Children who are learning two or more languages at the same time.
- g. **Early Childhood Education and Assistance Program (ECEAP)** – A comprehensive state preschool program that provides free services and support to eligible children and their families.
- h. **I-LABS** – Institute for Learning and Brain Sciences. A research institute through the University of Washington.
- i. **Learning Management System (LMS)** – A software application for the administration, documentation, tracking, reporting, and delivery of professional learning opportunities.
- j. **Live Facilitation (virtual or in-person)** – Learning occurs at the same time with other participants via live facilitation and interaction from an instructor. Learning occurs via online webinar, virtual meeting, or in-person delivery.
- k. **Revised Code of Washington (RCW)** – permanent law now in force.

#### 2. Background

- a. In July 2017, Governor Inslee signed HB 1445 into law; an act relating to dual language in early learning & K-12 education. It has since been revised as RCW 43.216.105. This law requires DCYF to:
  - (1) Work with community partners to support outreach and education for parents and families around the benefits of native language development and retention, as well as the benefits of dual language learning;
  - (2) Create training & professional development resources on dual language learning; and Support dual language learning communities for teachers and coaches.
- b. The Department of Children, Youth & Families (DCYF) contracted with the Institute for Learning & Brain Sciences (I-LABS) to develop the Dual Language Learner (DLL) curricula.
  - (1) The Dual Language Learner (DLL) Live Facilitation curricula was designed to develop a shared understanding of the importance of culture in the acquisition of language, the benefits of learning more than one language, and the best practices that support language development for all children.

- (2) The Live Facilitation DLL curricula consists of three components to be delivered over 12 hours with job embedded learning in between sessions
  - (a) Initial training - one (1) session of six (6) hours
  - (b) Community of Practice - two (2) sessions over different days (2 hours each)
- c. Capstone - one (1) session of two (2) hours.

### 3. Intent of these Services

- a. The Contractor's primary responsibility is to execute the DLL training recruitment and DLL training delivery.  
The Contractor shall provide the services and staff, and otherwise do all things necessary or incidental to the performance of work, as set forth in this contract.

### 4. Trainer Requirements

All individuals assigned to deliver the DLL curricula must:

- a. Be an active DCYF State Approved Trainer eligible to train in level 3 competencies or higher for the following core competency areas:
  - (1) Child Growth and Development
  - (2) Curriculum and Learning Environment
  - (3) Family and Community Partnerships
  - (4) Interactions
- b. Be listed in MERIT and associated in MERIT with the Contractor's MERIT established Agency;
- c. Have the DLL Training Template assigned to them in MERIT by either:
  - (1) Attending the approved Train the Trainer for Dual Language Learners
  - (2) Receiving training from another individual who has the DLL training template assigned in MERIT and completes the trainer acknowledgement.  
For information on how to become a DCYF approved trainer please refer to:  
<https://www.dcyf.wa.gov/services/earlylearning-profdev/support-early-learning-provider>
- d. Use the assigned Dual Language Learners training template in MERIT to record training delivery no later than the final business day of each calendar month in which training is delivered.

Comply with all of DCYF's training, approval, and evaluation policies as now or hereafter amended including, but not limited to, quality assurance monitoring as described in the training and trainer approval process. DCYF's training monitoring and approval policies may be accessed at: [www.dcyf.wa.gov/sites/default/files/pdf/Quality\\_Assurance\\_Program\\_Guide.pdf](http://www.dcyf.wa.gov/sites/default/files/pdf/Quality_Assurance_Program_Guide.pdf)

### 5. Training: Blended Cohort

- a. The DLL training consists of three (3) components
  - (1) Initial training
  - (2) Community of Practice
  - (3) Capstone
- b. Blended Cohort Training delivery includes:
  - (1) Moderating the discussion board in the LMS;
  - (2) Emailing discussion board summary to all participants after each discussion.
  - (3) Managing registration in the LMS.
  - (4) Tracking training completion in LMS.
  - (5) Following up with participants who fall behind.
- c. Contractor will receive curriculum and other training materials via e-mail correspondence or other online platform.
- d. No modifications may be made to the DLL training unless otherwise approved by DCYF.
- e. Recruitment
  - (1) Contractor shall strive to recruit 20 licensed child and ECEAP providers to participate in the DLL training.
  - (2) Participants may be multilingual or monolingual.

- f. Training Delivery:
  - (1) Contractor shall deliver the DLL training by June 30, 2023.
  - (2) There shall be no cost to participants to receive this training.
  - (3) Contractor will notify DCYF of scheduled training dates prior to training delivery.
  - (4) Training shall be accessible to participants, delivered at various times during the day, including on evenings and weekends and meet their varied needs.
  - (5) Training shall be delivered in the training language.
  - (6) Contractor must record training rosters in MERIT after training completion and before Contractor bills for service.
  - (7) Contractor shall deliver the following: Blended Cohort 1
  - (8) Contractor shall strive to register 20 participants per cohort.
- g. DLL Toolkit
  - (1) Each training participant shall receive a DLL toolkit upon successful completion of the initial 6-hour training.
  - (2) Contractor shall:
    - (a) Order all materials for toolkit. Toolkits shall total no more than \$200, including shipping and tax.
    - (b) Assemble toolkits.
    - (c) Disseminate toolkits to trainees after a trainee finishes the initial 6-hour portion of the training series. If a trainee should complete the training with another trainer, the program who provides this initial 6-hour portion shall provide the toolkit.
- h. Data Collection and Feedback
  - (1) Contractor shall collect pre and post data from training participants to
    - (a) Inform training revisions
    - (b) Evaluate participant application of training into practice
    - (c) Identify support materials for training and learning
  - (2) Contractor shall complete post-training trainer questionnaire to
    - (a) Inform training revisions
    - (b) Identify support materials for trainers

Contractor shall participate in conferences calls, webinars, and meetings with DCYF to share and review feedback.

## 6. Deliverables

- a. Training Delivery.
  - (1) Deliver DLL training as described in section 5 Training Delivery to licensed childcare and ECEAP providers by June 30, 2023.
  - (2) Deliver DLL Blended pilot training 20 licensed and ECEAP providers by June 30, 2023.
  - (3) Record training rosters in MERIT.
- b. DLL Toolkit.
  - (1) Disseminate toolkits to participants as described in section 5.h DLL Toolkit.

## 7. Compensation and Voucher Payment

- a. Compensation will be based on a payment schedule as described in Exhibit B, Budget and shall not exceed the total budgeted amount in Exhibit B.
- b. The Contractor shall submit monthly invoices by the 10th of each month with the identifying month of service included on the invoice.
  - (1) If there are no monthly expenditures, the Contractor shall email the DCYF contract manager as soon as possible to inform them that no services were rendered for that month.
- c. When billing for training delivery, Contractor must ensure that at least 10 training participants were registered. DCYF will not compensate for training delivery with less than 10 participants registered.

- d. Contractor must complete training rosters in MERIT after training completion, and before submitting invoices for services.
- e. Travel reimbursements made directly to the Contractor for services in this Contact cannot exceed the current State of Washington travel reimbursement rates. The Contractor shall receive compensation for travel expenses at current state travel reimbursement rates and in accordance with the State of Washington Office of Financial Management Travel Regulations. Current rates for travel can be accessed at: <http://www.ofm.wa.gov/policy/10.90.htm#10.90.10..>
- f. If DCYF is not satisfied with the performance of work, DCYF reserves the right to refuse to pay full compensation billed by the Contractor.



## Exhibit B - Budget Report

Any variances to the Payment Points allocated within this Budget must be pre-approved by the DCYF Contract Manager in writing. Failure to obtain pre-approval may result in non-payment of the unapproved expense.

### Budget for State Fiscal Year 2022 (July 1 2021 - June 30 2022):

See original contract package for budget detail. **Total: \$8,250.00**

### Budget for State Fiscal Year 2023 (July 1 2022 - June 30 2023):

Payment Point	Qty	Unit	Unit Cost	Budget	Limit	Note
1. Training Delivery	1		\$4,500.00	\$4,500.00		
2. DLL Toolkits	20		\$200.00	\$4,000.00		
3. Administrative Fee (10%)	1		\$850.00	\$850.00		
			<b>Total:</b>	<b>\$9,350.00</b>		

**Contract Maximum: \$17,600.00**

#### Contract Funding Source(s)

State Funds \$17,600.00



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## Exhibit C - Deliverables Report

### State Fiscal Year 2022 (July 1 2021 - June 30 2022):

#	Deliverable Title, Due Note, Description	Due Date
1.00	Training questionairre <i>Encourage participants to complete questionairre in LMS. Trainers should complete post-training questionairre and email to Athena Jimenez- Manalo</i>	Jun 30, 2022
2.00	Training Delivery	Jun 30, 2022
3.00	DLL Toolkits	Jun 30, 2022





## Attachment 3 - Dual Language Training Scope & Sequence (Blended Cohort)

Week	Topic Overview	Participant Tasks	Trainer Tasks
<b>Week 1</b> Bilingualism, Bias, and Brain Development	Overview -Languages of Washington -Cultural Responsiveness -Implicit Bias Bilingualism in Context Brain Science -Brain Growth and Development -Windows of Opportunity	<b>Section 1</b> <b>Discussion 1:</b> Personal introduction <b>Journal 1:</b> personal language experiences in childhood/youth <b>Section 2</b> <b>Discussion 2:</b> Languages in your care environment <b>Section 3</b> <b>Discussion 3:</b> Bias <b>Section 4</b> <b>Knowledge Check:</b> ungraded	<b>Discussion:</b> -Email discussion summary to all participants -Check for discussion participation <b>Journals:</b> Provide individual journal feedback
<b>Week 2</b> Milestones, CLM, Environments, and Materials	-Language Acquisition -Classroom Language Models -Effective Environments & Materials	<b>Section 1</b> <b>Journal 2:</b> current practice <b>Knowledge Check:</b> true/false ungraded <b>Discussion 4:</b> welcoming care environment <b>Section 3</b> Knowledge Check	<b>Discussion:</b> same as above <b>Journals:</b> same as above
<b>Week 3</b> Video Analysis and Goal Setting	Video Analysis: classroom examples Goal Setting	<b>Section 1</b> <b>Journal 3:</b> addressing misconceptions <b>Section 2</b> <b>Goal-Setting</b> fill out document and email to trainer	<b>Discussion:</b> no discussion this week <b>Journals:</b> same as above <b>Goal-setting:</b> separate participants into 2 cohorts based on goals
<b>Week 4</b> Implementing Changes	Goal Tracking Reflecting on Experience	<b>Section 1</b> <b>Discussion 5:</b> Questions about goal implementation <b>Journal 4</b> personal reflection: bias <b>Section 2</b> <b>Discussion 6:</b> Successes	<b>Discussion:</b> same as above <b>Journals:</b> same as above
<b>Week 5</b> Communities of Practice	Group work: share experience and work together	<b>Journal 5:</b> Race <b>Discussion 7:</b> Goal progress	<b>Discussion:</b> same as above <b>Journals:</b> same as above
<b>Week 6</b> Capstone and Looking Forward	Wrap Up Long-term goal setting	<b>Journal 6</b> Reflecting on practice <b>Discussion 8</b> Reflection on learning <b>Knowledge check</b> – graded <b>Course Assessment</b>	<b>Discussion:</b> same as above <b>Journals:</b> same as above