



TO: BOARD OF DIRECTORS

FROM: DAN JOHNSTON, Executive Director of Teaching and Learning

SUBJECT: Open Doors Contract with Northwest ESD 189

DATE: August 3, 2021

TYPE: ACTION REQUIRED

The Stanwood-Camano School District (SCSD) entered into a partnership with Educational Service District (ESD) 189 to provide a drop-out recovery program known as Open Doors beginning in the 2017-2018 school year. The program was successfully implemented and has resulted in many students attaining either their GED or Diploma over the past two years.

Open Doors is housed within the SCSD at Port Susan Middle School, but is primarily operated by ESD 189. As part of the agreement, SCSD receives apportionment from the state for these students and passes on 95% of the funds to ESD 189 as they incur the vast majority of the expenses.

As with the past two school years, the ESD is not able to completely sustain this program financially. Just as we did in 19/20 and 20/21 the proposed contract includes SCSD agreeing to fund costs that are above and beyond those funded by the state apportionment. The actual amount of this agreement will vary based on average enrollment in the program. I have attached a copy of the proposed contract for the board's review.

Recommendation:

We recommend the board *move to approve the contract between Northwest Educational Service District 189 and the Stanwood-Camano School District regarding the Open Doors program for the 2021-2022 school year.*

CONTRACT

BETWEEN

Northwest Educational Service District 189
(Hereinafter referred to as NWESD)

1601 R Ave, Anacortes, WA 98221

(360) 299-4000

FAX (360) 299-4070

NWESD Account: 5971

AND Stanwood-Camano School District

Name *(Hereinafter referred to as Client)*

26920 Pioneer Hwy

Address

Stanwood

WA

98292

City

State

Zip

Phone/FAX:

360-629-1200 / 360-629-1242

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

I. PURPOSE

The purpose of this Contract is to provide regular and vocational education opportunities for eligible students through NWESD's Open Doors – Youth Reengagement Program. The Program will meet system definitions and compliance requirements as identified in RCW 28-A.175.100 and WAC 392-700.

II. RESPONSIBILITIES OF NWESD

In accordance with this Contract, the NWESD shall provide all labor, materials and equipment necessary to:

1. Employ qualified teacher(s) who meet Open Doors standards.
2. Employ an Educational Advocate/teaching assistant.
3. Provide the District with a calendar of the school year prior to the beginning of the Program's start date.
4. Provide program enrollment reports to the District on Form P223-1418 on the monthly count day defined in WAC 392-121-119.
5. Provide and oversee all instruction identified in the Scope of Work.
6. Administer standardized tests within one month of enrollment or secure test results from no more than six (6) months prior to enrollment in order to determine a student's initial math and reading levels upon entering the Program.
7. Provide instruction, tuition, and required academic skills assessments at no cost to the students, with the understanding that NWESD may collect related fees as needed.
8. Schedule instruction so enrolled students have the opportunity to attend and work with instructional staff during the Program's standard instructional day.
9. Assume responsibility for the provision of case management services to all enrolled students.
10. Restrict or deny access into specific program elements if NWESD determines a student's academic performance or conduct does not meet established guidelines.
11. Provide the same accommodations to reengagement students under Section 504 of the 1973 *Rehabilitation Act*.
12. Comply with requirements of the school calendar stating that the school year begins in September and ends in August.
13. Maintain student documentation to support eligibility as specified in the Scope of Work. Maintain documentation of case management, student assessment, basic skills gains, attainments of credentials, earned measure of academic progress, and award of credit.

III. RESPONSIBILITIES OF DISTRICT

In accordance with this Contract, the District shall:

1. Provide a confidential setting for day-to-day work and private group meetings.
2. Provide telephone and access to fax machine.
3. Provide ten (10) classroom computers with internet and printer access.
4. Provide access to relevant electronic student information to perform the program's duties
5. Provide adequate locking file cabinets to secure confidential information.
6. Identify all students enrolled in the Program in the District's student information system and in the Comprehensive Education Data and Research System (CEDARS) using the code to be provided by the Office of Superintendent of Public Instruction (OSPI).
7. Work cooperatively with the NWESD to implement the Scope of Work and ensure quality reengagement services are provided in accordance with WAC 392-700.
8. Ensure that the process for awarding high school credits is implemented as part of the District's policy regarding award of credits per WAC 180-51-050(5) and (6).
9. Work with the Program to collect and report student data requested by the Education Data and Research System order to accomplish the longitudinal follow-up of Program students. Specifically, the following unique identifier data points will be collected, to the extent possible, by the NWESD, and verified by the District, for each enrolled student.

IV. TERM OF THE CONTRACT

The start date of this Contract is the later of September 1, 2021 or the date that signatures have been obtained from both parties to the Contract. The end date of this Contract is August 31, 2022 unless mutually extended in writing by both parties. Termination is further specified in the Termination section of this Contract.

V. CONTRACT OBLIGATION

For the performance of the work as set forth in the "Responsibilities of NWESD", the District shall pay an amount as follows:

Basic Education Program:

1. An amount not to exceed 95% of the basic education allotment for the program, as established by the legislature, for each Average Annual Full-time Equivalent (AAFTE). The rate per AAFTE at the time of contract signing is \$8,289.89 (eight thousand two hundred eighty-nine dollars and eighty-nine cents), which is 95% of the non-vocational basic educational allotment of \$8,726.20 (eight thousand seven hundred twenty-six dollars and twenty cents) for each non-vocational AAFTE.
2. Enhanced Education Program: In recognition of District's intent to provide a program that enhances the services beyond the basic education program (outlined in the Scope of Work Agreement related to the operation of an Open Doors (1418) Youth Reengagement Program between Northwest Educational Service District 189 and Stanwood-Camano School District attached to this Contract), payments in accordance with the following will be made:

Prior to the start of each year, NWESD will develop a proposed budget, comparing the amount anticipated to be received as apportionment based upon projected student enrollment (95% of the basic education allotment) 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 the District for review. Any and all program enhancements and associated costs beyond those funded by state apportionment will be billed to the District.

The NWESD will invoice in accordance with the following schedule:

1. Monthly; an amount for the basic education program based upon student enrollment and 95% of the basic education allotment.
2. Quarterly; a pro-rated amount for the enhanced educational program costs in excess of amounts received in A. above. Projected program costs will be adjusted based upon actual student enrollment and updated expenditure projections beginning with the second quarter billing.
3. Annually; an amount equal to the final costs incurred in excess of amounts received in A. and B. above. Final payment will be determined upon the close of all accounts for the school year, but no later than September 15th of the following year.

VI. PAYMENT PROVISIONS

All payments to the NWESD shall be conditioned upon:

1. The Client or its designee determines that the services or goods provided by the NWESD are satisfactory, provided that such determination shall be made within a reasonable time and not be unreasonably withheld; and
2. The NWESD timely submits to the Client Fiscal Department satisfactory invoices detailing the services or goods rendered for requested payment.
3. Any date(s) specified herein for payment(s) to the NWESD shall be considered extended as necessary to process and deliver payment. Such extension will not be greater than thirty (30) days following delivery of satisfactory services or goods and receipt of the appropriate invoices, whichever occurs later.

VII. CONTRACT MANAGERS:

<u>NWESD Contract Manager</u>	<u>Client Contract Manager</u>
Name: Jodie DesBiens	Name: Dan Johnston
Address: 1601 R Avenue Anacortes, WA 98221	Address: 26920 Pioneer Hwy Stanwood, WA 98292
Phone: 360-299-4010	Phone: 360-629-1246
Fax: 360-299-4004	Fax:
Email: jdesbiens@nwesd.org	Email: djohnston@stanwood.wednet.edu

VIII. NONDISCRIMINATION/ANTI-HARASSMENT

In performing its obligations under this contract, the Client shall comply with the NWESD, state and federal guidelines and regulations regarding nondiscrimination and harassment involving any employee/student on the basis of race, color, sex, religion, ancestry, national origin, creed, marital status, age, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or use of a trained dog or service animal by a person with a disability in employment, services, or any other regards.

IX. GOVERNING LAW/VENUE

The terms of this Contract shall be construed and interpreted in accordance with the laws of the state of Washington, without regard to conflicts of laws principles. In the event that legal action or arbitration is commenced to resolve a dispute related to this Contract, the venue of such action or arbitration shall be in Skagit County, Washington.

X. INDEMNIFICATION/HOLD HARMLESS

The Client indemnifies and shall defend and hold the NWESD, its employees, agents and representatives, harmless from and against all third-party claims, actions, liens, suits or proceedings asserted against the NWESD that are related to the Client's obligations or performance under this Contract. The Client shall timely reimburse the NWESD for all costs, expenses, damages, losses, liabilities or obligations, including reasonable attorney's fees, incurred by the NWESD as a result of such third-party claims, actions, liens, suits or proceedings.

XI. TERMINATION

This Contract may be terminated by the NWESD at any time, without reason, upon written notification thereof to the Client. The notice shall specify the date of termination and shall be conclusively deemed to have been received by the Client as of midnight of the second day following the date of its posting in the United States mail addressed as first noted herein. In the event of termination, the NWESD shall be entitled to an equitable proration of the total compensation provided herein for uncompensated services that have been performed as of the date of termination, and to the reimbursement of expenses incurred as of the date of termination, but solely to the extent such expenses are reimbursable under this Contract.

XII. OTHER ASSURANCES

In performing its obligations under this Contract, each party shall promptly comply with all laws, ordinances, orders, rules, regulations and requirements of the federal, state, county or municipal governments or any of their departments, bureaus, boards, commissions or officials concerning the subject matter of this Contract (the "Laws"). This provision applies to Laws currently existing or applicable to a party's duties under this Contract during the term of this Contract.

XIII. ASSIGNMENT

Neither this Contract nor any interest therein may be assigned by the Client without first obtaining the written consent of the NWESD.

XIV. DEFAULT

The Client shall be in default of this Contract upon the occurrence of any of the following:

1. Any covenant, representation or warranty made by the Client was false or misleading when made or subsequently becomes so;
2. The Client fails to perform any of its obligations under the Contract, and unless otherwise specifically stated elsewhere in this Contract, such failure continues for thirty (30) calendar days after the Client receives a notice to cure from the NWESD or its designee;
3. The Client files a petition in bankruptcy or other similar proceeding, makes any assignment for the benefit of creditors, or is the subject of an involuntary bankruptcy petition, receivership or other insolvency proceeding; or
4. After the termination of the Contract, the Client continues to use any of the NWESD's intellectual property.

XV. BREACH/DEFAULT WAIVER

No delay or failure on the part of the NWESD to exercise any rights under the Contract shall operate as a waiver of the NWESD's contractual rights. Also, the NWESD's waiver or acceptance of a partial, single or delayed performance of any term or condition of the Contract shall not operate as a continuing waiver or a waiver of any other breach of a Contract term or condition. No waiver shall be binding unless it is in writing and signed by the party waiving the breach.

XVI. REMEDIES FOR DEFAULT

If the Client is in default of this Contract, the NWESD may pursue any or all of the following remedies, which may be cumulative:

1. Immediately terminate the Contract;

2. Injunctive relief without proof of actual damage and without posting a bond pending resolution by court action or arbitration;
3. Liquidated damages to protect against the immeasurable damage to the NWESD's business and goodwill of \$50.00 for each day that the Client improperly or without permission uses the NWESD's intellectual property;
4. Consequential and incidental damages to the NWESD from the Client's default; and
5. Recover reasonable attorneys' fees and costs for any arbitration or litigation brought to enforce the NWESD's rights under this Contract.

XVII. SEVERABILITY

If any provision of this Contract is determined to be invalid under any applicable statute or rule of law, it is to that extent to be deemed omitted and the balance of the Contract shall remain enforceable.

XVIII. HEADINGS

The headings of each section of this Contract are provided only to aid the reader. If there is any inconsistency between the heading and the content of the paragraph or the context of the contract, the content or context will prevail.

XIX. INTEGRATION/MODIFICATION

This Contract constitutes a fully integrated document containing the full, final and binding agreement of all parties signatory and all persons claiming by or through a signator, and supersedes all other negotiations, offers or counteroffers relating to the subjects treated in this Contract. The parties may amend this Contract only upon a writing bearing the actual signatures of the names of all the parties or their respective, authorized representatives.

XX. NOTICES

Any notice given under this Contract shall be in writing from one party to another, given only by one of the following methods: (i) personal delivery, (ii) United States first class and certified mail, return receipt requested, with postage prepaid to the recipient's business address provided on the front page of this Contract; or (iii) e-mail to the recipient's email address given in the Contract Managers section. Notice shall be deemed to occur in the case of the use of the mail, when the notice is postmarked. Notice shall be deemed received on the date of personal delivery, on the second day after it is deposited in the mail or on the day sent by e-mail. A party may change the place notice is to be given by a notice to the other party. For efficiency, the parties agree that documents sent by electronic means shall be considered and treated as original documents.

XXI. FORCE MAJEURE

A party to this Contract is not liable to the other party for failing to perform its obligations if such failure is a result of Acts of God (including fire, flood, earthquake or other natural disaster), war, government sanction/order/regulation, riot, terrorist attack, labor dispute, or other similar contingency beyond the reasonable control of the parties. Force Majeure does not include computer events, such as denial of service attacks or those that may occur as a result of a third party. Each party shall have backup computer systems to allow it to continue to perform its obligations under the Contract. If a party asserts Force Majeure as an excuse for failure to perform its contractual obligations, then it must prove that it took reasonable steps to minimize delay or damages caused by foreseeable events, that it substantially fulfilled all non-excused obligations and that the other party was timely notified of the likelihood of or actual occurrence of such an event.

XXII. BACKGROUND CHECKS

By executing this Contract with the Client, the NWESD represents and warrants that each of its employees or agents shall have a record check through the Washington state patrol criminal identification system in compliance with RCW 43.43.830 through 43.43.834, 10.97.030, and 10.97.050 and through the Federal Bureau of Investigation before she or he has unsupervised access to any child. The record check shall include a fingerprint check using a complete Washington state criminal identification fingerprint card.

XXIII. COPYRIGHTS

The NWESD reserves all right, title and interest in and to the copyrights it owns, unless otherwise expressly granted to the Client under the Contract. Nothing in the Contract shall be construed to convey any right, title or interest in or to the NWESD's copyrighted works to the Client beyond the use expressly permitted by the Contract. The Client shall have no claim, right, title or interest in or to the goodwill associated with the NWESD's copyrighted works, now or in the future. The Client shall never contest any aspect of the NWESD's intellectual property rights in and to the NWESD's copyrighted works, the goodwill associated with those works or the validity of any license to use those works granted under this Contract. Further, the Client shall reasonably assist the NWESD in protecting and maintaining copyrights owned by the NWESD, including without limitation furnishing samples, signing declarations or providing notice or testimony of infringement of which the Client becomes aware. As to any copyrighted works that the Client owns, the Client represents and warrants that it exclusively owns its copyrighted works; there are no claims, judgments or settlements related to its copyrighted works; and its copyrighted works do not infringe any third-party's rights.

XXIV. CRIMES AGAINST CHILDREN

The NWESD warrants that any of its employees or agents who has pled guilty or been convicted of any crime under RCW 28A.400.330 shall not have any contact with any child at a public school. Failure to comply with this section shall be grounds for immediate termination of this Contract.

XXV. DISPUTE RESOLUTION

If a dispute regarding this contract arises between the Client and the NWESD, then the Client will appoint someone to represent it, the NWESD will appoint someone to represent it, and those two parties will appoint someone as a third representative. Decisions will be made by a vote of the majority of the representatives. The dispute committee shall be limited to resolving issues pursuant to the terms of this Contract, and its decision(s) shall be final.

XXVI. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NWESD agrees that it may create, have access to, or receive from or on behalf of the Client, records or record systems that are subject to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. Section 1232g (collectively, the "FERPA Records"). NWESD represents, warrants, and agrees that it will: (1) hold the FERPA Records in strict confidence and will not use or disclose the FERPA Records except as (a) permitted or required by this Contract, (b) required by law, or (c) otherwise authorized by the Client in writing; (2) safeguard the FERPA Records according to commercially reasonable administrative, physical and technical standards that are no less rigorous than the standards by which the NWESD protects its own confidential information; and (3) continually monitor its operations and take any action reasonably necessary to assure that the FERPA Records are safeguarded in accordance with the terms of this Contract.

XXVII. OWNERSHIP OF WORK PRODUCTS

If the NWESD develops any product or concept for the Client under this Contract, then all correspondence, papers, documents, reports, files, film work products (inclusive of intellectual concepts and properties), and all copies thereof that are received or developed by the NWESD or the NWESD's employee(s) and agent(s) in the course of performing the NWESD's contractual duties, or as incident thereto, shall, immediately upon receipt, preparation, or development, become the exclusive property of the NWESD in perpetuity of any and all purposes unless otherwise provided in this Contract.. All items described above shall be provided to and left with the NWESD.

XXVIII. SUSPENSION AND DISBARMENT ASSURANCES

The NWESD certifies, and the Client relies thereon in execution of this Contract, that neither it 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. Further, the NWESD agrees to provide the Client immediate written notice if, at any time during the term of this Contract, including any renewals hereof, it learns that its certification was erroneous when

made or has become erroneous by reason of changed circumstances. The NWESD's certification via the execution of this Contract is a material representation of fact upon which the Client has relied in entering into this Contract. Should the NWESD determine, at any time during this Contract, including any renewals hereof, that this certification is false, or should it become false due to changed circumstances, the Client may terminate this Contract in accordance with the terms and conditions therein.

XXIX. SIGNATURES/APPROVALS

The undersigned represent and warrant that they are authorized to enter into this Contract on behalf of the parties.

Larry Francois, Superintendent Date
Northwest Educational Service District 189

Deborah Rumbagh, Ed D., Superintendent Date
Stanwood-Camano School District

Reviewed:

Program Manager _____

Fiscal _____

PLEASE SIGN, DATE AND RETURN TWO ORIGINALS OF THIS CONTRACT TO:

NWESD Contact Name: Mia Troy
Northwest Educational Service District 189
1601 R Avenue
Anacortes, WA 98221
Contact Phone: 360-299-4016

A countersigned original will be returned.

1 **SCOPE OF WORK Agreement related to the operation of**
2 **an Open Doors [1418] Youth Reengagement Program**
3 **(included with Contract 2122-5971-002)**
4

5 Northwest Educational Service District 189 (NWESD)
6 (hereinafter referred to as Consortium Lead Educational Agency-LEA)
7

8 AND
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10 Stanwood-Camano SCHOOL DISTRICT
11 (hereinafter referred to as District)
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13 **A. Purpose.**
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15 It shall be the purpose of this Scope of Work to:
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- 17 1. Support the statewide dropout reengagement system as defined in RCW 28A.175.100
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- 19 2. Comply with requirements outlined in WAC 392-700 to provide education opportunities for
- 20 eligible students enrolled in the Stanwood-Camano Open Doors [1418] Youth
- 21 Reengagement Program (hereinafter referred to as Program) operated by the Consortium
- 22 LEA.
- 23

24 * **NOTE:** *The language in this Scope of Work is based on WAC and RCW as of September*
25 *2018. The College, District and Program will comply with any WAC or RCW modifications.*
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27 **B. Duration of Scope of Work.**
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29 This agreement will be in effect from September 1, 2021 through August 31, 2022.

30 Or

31 This Scope of Work will be in effect from September 1, 2022 and shall automatically renew
32 annually until either party notifies the other in writing of their intent to not renew. Notification shall
33 occur, at minimum, 60 days prior to termination of the agreement.
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35 The Office of Superintendent of Public Instruction's (OSPI) will be responsible for notifying the
36 Consortium LE., District, and Program when they are required to be reapproved and of the re-
37 approval process. The Consortium LEA and District are responsible for notifying OSPI if they
38 decide to discontinue the Program. OSPI will examine a minimum of two years of data in the re-
39 approval process
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41 **C. Student Eligibility.**
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- 43 1. Pursuant to WAC 392-700-035, youth are eligible for enrolling in an Open Doors [1418]
- 44 youth reengagement program when they meet the following criteria:
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- 46 a. Under twenty-one (21) years of age, but at least sixteen (16) years of age, as of as of
- 47 September 1,
- 48 b. Has not yet met high school graduation requirements,
- 49 c. Has been found to be credit deficient pursuant to WAC 392-700-035(c)

50 Has been found to be credit deficient pursuant to WAC 392-700-035(c):

51 (c) At the time the student enrolls, is significantly behind in credits based on the student's
52 cohort graduation date. The cohort graduation date is established as the end of the fourth
53 school year after a student first enrolls in the ninth grade.

54 (i) A student who is more than twenty-four months from their cohort graduation date and has
55 earned less than sixty-five percent of the high school credits expected to be earned by their
56 cohort or has a ratio of earned credits to attempted credits that is less than sixty-five
57 percent. A cohort is the group of students that enter the ninth grade in the same school year;

58 (ii) A student who is between twelve and twenty-four months from their cohort graduation
59 date and has earned less than seventy percent of the high school credits expected to be
60 earned by their cohort or has a ratio of earned credits to attempted credits that is less than
61 seventy percent;

62 (iii) A student who is less than twelve months from their cohort graduation date or who has
63 passed their cohort graduation date by less than twelve months and has earned less than
64 seventy-five percent of the high school credits expected to be earned by their cohort or has
65 a ratio of earned credits to attempted credits that is less than seventy-five percent;

66 (iv) A student who is passed their cohort graduation date by twelve months or more and has
67 not met their district, tribal compact school, or charter school graduation requirements; or

68 (v) A student who has never attended the ninth grade and has earned zero high school
69 credits.

- 70
71 d. If determined not to be credit deficient as outlined in WAC 392-700-035(c), has been
72 recommended for enrollment by case managers from the Department of Social and Health
73 Services (DSHS), the juvenile justice system, district approved school personnel, or staff
74 from community agencies which provide educational advocacy services.

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77 2. Additionally, prior to enrollment in the Program, all students must:

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79 a. Have been withdrawn from their last high school, AND
80 b. Have been released from their resident district and accepted by the District, if the District
81 is not the student's resident district.

- 82
83 3. Once determined eligible for reengagement programming, a student will retain eligibility,
84 regardless of breaks in enrollment, until the student does one of the following:

- 85
86 a. Earns a high school diploma. NOTE: Students who earn their General Educational
87 Development (GED) retain their eligibility and may continue to participate in the
88 Program.
89 b. Earns an Associate Degree.
90 c. Becomes ineligible because has turned age twenty-one (21) on or before September 1
91 of a new school year.

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93 **D. Enrollment.**

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95 1. A student will be considered enrolled when he/she has:

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97 a. Met all eligibility criteria specified in Section C.
98 b. Completed all steps of the application process established by the District and the
99 Program.

- c. Been accepted for enrollment by the District.
- d. Been enrolled by the Program.

E. Instruction.

The Consortium LEA will be responsible for the provision and oversight of all instruction under this Scope of Work in accordance with the following:

1. Instruction for reengagement students must include:
 - a. Academic skills instruction and high school equivalency certificate preparation coursework with curriculum, and instruction appropriate to each student's skills levels and academic goals.
 - b. College readiness and work readiness preparation coursework.
2. Instruction for reengagement students may include:
 - a. Competency-based academic and/or vocational training.
 - b. College preparation math or writing instruction.
 - c. Subject specific high school credit recovery instruction.
 - d. English language learner instruction (ELL).
 - e. Other coursework approved by the District, including cooperative work experience.
3. Instruction may not be limited to only those courses or subject areas in which students are deficient in high school credits.
4. All reengagement instruction will be designed to help students acquire high school credits, acquire at least high school skills, and be academically prepared for success in college and/or work. All instruction will be provided in accordance with the skill level and learning needs of individual students and not the student's chronological age or associated grade level. Therefore:
 - a. All instruction that is at the ninth (9th) grade level or higher shall generate credits that can be applied to high school diploma, and;
 - b. All instruction that is below the ninth (9th) grade level shall not generate high school credits but will be counted as part of the Program's instructional programming for the purposes of calculating student enrollment and will be designed to prepare students for coursework that is at the ninth (9th) grade level or higher. (Reference RCW 392.121.107)
5. Each area of coursework, as specified in Sections E.1. and E.2., will have a course outline that specifies:
 - a. Identified instructional materials.
 - b. Specific intended learning outcomes.
 - c. Procedures and standards for determining attainment of learning outcomes.
 - d. Policy for grading and award of credit.
6. The Program may restrict or deny access into specific program elements if a student's academic performance or conduct does not meet established guidelines.

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7. The Consortium LEA will administer standardized tests within one (1) month of enrollment or secure test results from no more than six (6) months prior to enrollment in order to determine a student's initial math and reading level upon entering the Program. A commonly accepted standardized academic skills assessment tools will be used. All required assessments will be provided to the students free of charge.
 8. The Consortium LEA will provide instruction, tuition, and required academic skills assessments at no cost to the students but may collect mandatory fees as established by the Program.
 - a. Consumable supplies, textbooks, and other materials that are retained by the student do not constitute tuition or a fee.
 - b. The Program will establish a waiver/scholarship process for qualifying students.
 9. Instruction will be scheduled so that all enrolled students have the opportunity to attend and work with instructional staff during all the hours of the Program's standard instructional day.
 10. All instructional staff will be assigned by the Consortium LEA but must meet the certification criteria set forth for instruction in Washington state (or if instruction is provided from a college, meet the college hiring criteria) and will have prior experience in working with at-risk youth and/or in providing individualized instruction.

171 **F. Instructional Staff to Student Ratio.**

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1. The scheduled teaching hours of an instructional staff FTE will equal or exceed the hours of the Program's standard instructional day plus one (1) additional hour per every five (5) teaching hours for planning, curriculum development, record-keeping, and required coordination of services with case management staff.
 2. The Consortium LEA will assign instructional staff as needed to maintain an instructional staff FTE to student ratio that does not exceed 1:25.
 3. If the noninstructional staff are part of the calculated instructional staff FTE to student ratio, the following conditions must be met:
 - a. Noninstructional staff may not be a replacement for the instructional staff and must work under the guidance and direct supervision of the instructional staff.
 - b. The ratio of total instructional and noninstructional staff FTE to students may not exceed 2:50.
 4. Only staff time that is dedicated to providing instruction to reengagement students will be included in the calculation of a Program's instructional staff FTE to student ratio.

192 **G. Case Management and Student Support.**

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The Consortium LEA will be responsible for the provision of case management services to all enrolled students in accordance with the following:

- 197 1. Case management staff will be assigned to the Program to provide accessible, consistent
198 support to students, as well as, academic advising, career guidance information,
199 employment assistance or referrals, and referrals to DSHS.
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- 201 2. The Program will maintain a case management staff to student ratio not to exceed 1:75
202 (one case manager FTE to seventy-five (75) enrolled students) on a full-time continuous
203 basis throughout the school year.
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- 205 3. Only the percent of each staff member's time that is allocated to fulfilling case management
206 responsibilities will be included in the calculation of a Program's case management staff
207 FTE to student ratio.
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- 209 4. Even though the provision of case management services will require case management
210 staff to work in the community to meet client needs, case management staff will be primarily
211 based at the Program's instructional site(s).
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- 213 5. The Consortium LEA will ensure that case management services and instruction are
214 integrated and coordinated, and that procedures are established that facilitate timely
215 relevant communication about student progress.
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- 217 6. All case management staff will be employed by the Consortium LEA and will have at least a
218 Bachelors degree in social work, counseling, education, or a related field, OR at least two
219 (2) years experience providing case management, counseling or related direct services to
220 at-risk individuals or sixteen to twenty-one (16-21) year old youth.
221

222 **H. Awarding of Credit.**

223
224 In accordance with RCW 28A.175.100, high school credit will be awarded for all Consortium
225 LEA coursework in which reengagement students are enrolled, including high school
226 equivalency certificate preparation, in accordance with the following:
227

- 228 1. High school credit will be awarded for the Program instruction provided by the Consortium
229 LEA in accordance WAC 392-700-137.
230
- 231 2. The District will ensure that the process for awarding high school credits as described
232 above is implemented as part of the District's policy regarding award of credits per WAC
233 180-51-050(5) and (6).
234
- 235 3. Consortium LEA documentation related to the earned credits will be provided to the student
236 and the District that will be responsible awarding of credits.
237

238 **I. Statewide Student Assessment.**

- 239
240 1. The District will work with the Consortium LEA to ensure that all reengagement students
241 participate in the statewide student assessment and understand that this assessment, or an
242 approved alternative, is a high school graduation requirement for students in some
243 graduating cohorts, and is one of many ways to meet a graduation pathway for the class of
244 2020 onward.
245

- 246 2. The District will include reengagement students when calculating districtwide statistics in
247 relation to the statewide assessments.
248

249 **J. Provision of Special Education and Section 504 of the 1973 Rehabilitation Act**
250 **Accommodations and Transitional Bilingual Instructional program.**
251

- 252 1. The District is responsible for the provision of special education services to any Program
253 student who qualifies for special education in accordance with all state and federal law and
254 pursuant to WAC chapter 392-172A.
255
256 2. The District/Program will provide the same accommodations to any enrolled students under
257 Section 504 of the 1973 Rehabilitation Act as it provides to all students of the district.
258
259 3. The resident district is responsible for the provision of services to students who are eligible
260 for transitional bilingual services and are otherwise qualified for participation in the program.
261 The Consortium LEA may provide these services and the additional funds claimed by the
262 district may be passed through to the Consortium LEA. if the Consortium LEA. is providing
263 the ELL services.
264

265 **K. Annual School Calendar.**
266

267 The following requirements will be met in relation to the school calendar:
268

- 269 1. The school year begins on September 1st and ends on August 31st.
270
271 2. The Consortium LEA will provide the District with a calendar of school year prior to the
272 beginning of the Program's start date.
273
274 3. The school year calendar must meet the following criteria:
275
276 a. The specific planned days of instruction will be identified.
277 b. There must be a minimum of ten (10) instructional months.
278
279 4. The number of hours of instruction must meet the following criteria:
280
281 a. A standard instructional day may not exceed six (6) instructional hours per day even if
282 instruction is provided for more than six (6) hours per day.
283 b. A standard instructional day may not be less than two (2) hours per day.
284
285 5. The Program's total planned hours of instruction for the school year:
286
287 a. Is the sum of the hours of instruction for all instructional months of the Program's school
288 year.
289 b. Must have a minimum of one thousand (1,000) annual planned hours of instruction.
290

291 **L. Reporting of Student Enrollment.**
292

293 Programs will report to the District their Program enrollment using the Form P223-1418 each
294 month. The enrollment will be based on the monthly count day as defined in WAC 392-121-119.

295 The Program will certify by signing the Form P223-1418 the accuracy of the enrollment reported.
296 The Form is due to the District by the eighth calendar day of the months – October through August
297 and for the month of September, the date found on the back of the form.
298
299

300 In accordance with WAC 392-700-160, the following criteria must be met for each student
301 claimed by the Program for state funding on each monthly count day:
302

- 303 1. Meets all eligibility criteria pursuant to WAC 392-700-035 or Section C of this Letter of
304 Intent,
- 305 2. Is enrolled in a Program, as well as, the District,
- 306 3. Meets the attendance period requirement pursuant to WAC 392-700-015(3),
307
- 308 4. Meets the weekly status check requirement pursuant to WAC 392-700-015(23),
309
- 310 5. Has not withdrawn or been dropped from the Program prior to the monthly count day,
311
- 312 6. Is not being claimed by a state institution pursuant to WAC 392-122-221 on the monthly
313 count day,
- 314 7. Whose Program enrollment is not being claimed by a college for postsecondary funding,
315
- 316 8. Is not currently enrolled in a high school program, including Alternative Learning
317 Experience, College in the High School or another reengagement program excluding Jobs
318 for Washington’s Graduate (JWG) program,
- 319 9. If concurrently enrolled in a Running Start, Skills Center, or JWG program, is not exceeding
320 the full-time equivalent (FTE) limitation pursuant to WAC 392-121-136,
321
- 322 10. Has not exceeded the 1.0 annual average FTE (AAFTE) for the school year to include prior
323 months’ enrollment in a high school, at a state institution, and in JWG program. And,
324
- 325 11. After being claimed for three months, has made academic progress by either earning an
326 indicator of academic progress identified in WAC 392-700-015(14) or a credential identified
327 in WAC 392-700-015(11).
328

329
330
331
332 **M. Funding and Reimbursement**

333 The District and the LEA will receive state basic education apportionment funding through
334 OSPI, pursuant to WAC 392-700-165 and according to the procedures set forth below:
335

- 336 1. Distribution of funding will be as follows:
337
338 a. The District will retain five (5) percent of the basic education allocation.
339 b. The Consortium LEA will receive ninety-five (95) percent of the basic education
340 allocation.
341
342
343

- 344 c. By October 1, the District shall provide a written schedule to the Consortium LEA.
345 identifying the dates that the Consortium LEA shall submit invoices for reimbursement to
346 the District. Invoices will correlate to the enrollment reported monthly on the P223-1418
347 form submitted by the Consortium LEA. to the District.
348 d. The District shall remit payment within thirty (30) days of the receipt of an invoice,
349 except for the final payment for the year which will be made by October 31. Payment
350 will be contingent upon the Consortium LEA's submittal of all required reports as defined
351 in Section P.3.
352
- 353 2. The District may report and retain Special Education funding from OSPI for eligible students
354 receiving special education services.
355
- 356 3. The Program may provide transportation for students, but additional funds are not
357 generated or provided.
358
- 359 4. Reengagement students enrolled in a state-approved K-12 transitional bilingual instructional
360 program pursuant to WAC 392-160 can be claimed by the District for bilingual enhanced
361 funding.
362

363
364 **N. Required Documentation and Reporting.**
365

366 The Program and District will maintain the following documentation and provide the following
367 reporting pursuant to WAC 392-700-175.
368

369 1. Student Documentation:
370

- 371 a. The Consortium LEA shall maintain student documentation to support eligibility as
372 specified in Section C. and enrollment as specified in Section D.
373 b. The Consortium LEA shall, on behalf of the District, request school records for each
374 student from the last school they attended.
375 c. The Consortium LEA shall maintain documentation of case management, student
376 assessment, basic skills gains, attainments of credentials, earned measure of academic
377 progress, and award of credit.
378 d. The Consortium LEA will comply with all state and federal laws related to the privacy,
379 sharing, and retention of student records.
380 e. Access to all student records will be provided in accordance with the Family Educational
381 Rights and Privacy Act (FERPA).
382

383 2. Monthly Student Reporting:
384

- 385 a. The District will ensure that all required Program student information is reported in the
386 student information system; and in CEDARS in accordance with OSPI's standard
387 procedures.
388
- 389 b. The Consortium LEA is also responsible for performing required data entry following
390 OSPI's standard procedures for all Reengagement Programs as the owner of the R type
391 school.
392

393 3. Annual Reporting:

- 394
- 395 a. The Consortium LEA will prepare and submit an annual performance report to the
- 396 District no later than October 1st.
- 397 b. The District will review and submit the annual performance report to OSPI no later than
- 398 November 1st.
- 399 c. The annual report will include the following:
- 400
- 401 i. Program's total number of students by gender, age, and race/ethnicity who were
- 402 enrolled, who were dismissed by the Program, and who voluntarily withdrew.
- 403 ii. Program's total number of students by gender, age, race/ethnicity, and credential
- 404 type who earned a credential as defined in WAC 392-700-015(10).
- 405 iii. Program's total number of students by gender, age, race/ethnicity, and indicator of
- 406 academic progress types who attained an indicator of academic progress as defined
- 407 in WAC 392-700-015(14). For high school and college credit, detail the subject area.
- 408 iv. Total number of instructional staff assigned to the Program.
- 409

410 **O. District Administrative Responsibilities.**

- 411
- 412 1. Upon Office of Superintendent of Public Instruction's (OSPI) determination that this Scope
- 413 of Work contains approved standard language that delineates responsibility for all the
- 414 required elements of a Reengagement Program as outlined in RCW 28A.175.100, and
- 415 WAC 392-700, OSPI will assign a school code to be used by the District, the Consortium
- 416 LEA, and OSPI to exclusively identify the Program. The District will use this code in its
- 417 student information system and in Comprehensive Education Data and Research System
- 418 (CEDARS) to identify all students enrolled in the Program.
- 419
- 420 2. The District will work cooperatively with the Consortium LEA to implement this Scope of
- 421 Work and to ensure that quality reengagement services are provided in accordance with
- 422 WAC 392-700.
- 423
- 424 3. The District will designate a primary contact person to work with the Consortium LEA in
- 425 implementing this Scope of Work and to provide oversight and technical assistance.
- 426

427 **P. Longitudinal Performance Goals.**

- 428
- 429 1. Longitudinal performance data for the Program and the statewide reengagement system as
- 430 a whole will be reported through the Washington's P-20 (pre-school to post-secondary and
- 431 workforce) longitudinal data system, the Education Research and Data Center (ERDC).
- 432
- 433 2. The District will work with the Consortium LEA to collect and report student data requested
- 434 by the ERDC in order to accomplish the longitudinal follow-up of reengagement students.
- 435 Specifically, the following unique identifier data points will be collected, to the extent
- 436 possible, by the Program, reported by the Consortium LEA, and verified by the District, for
- 437 each enrolled reengagement student:
- 438
- 439 a. Full legal name.
- 440 b. Birth date.
- 441 c. State student identifier number (SSID).

- 442 d. Social security number.
- 443 e. College student identification number (SID), if applicable.
- 444

445 3. While reengagement students will be encouraged to provide the data needed for
446 longitudinal follow-up, the Program will ensure that a student's unwillingness or inability to
447 provide the requested data will not be a barrier to enrollment.

448
449 **Q. Records.**

450
451 All operations of, and accounting by, either party pertaining to this Scope of Work shall be open
452 to the inspection of either party.

453
454 **R. Indemnification.**

455
456 As part of the terms of this Scope of Work, each party shall each be responsible for the
457 consequences of any act or failure to act on the part of itself, its directors, employees, and its
458 agents. Each party shall be responsible for its own negligence, and neither party shall
459 indemnify or hold the other party harmless; neither party assumes responsibility to the other
460 party for its consequences of any act or omission of any person, firm or corporation not party to
461 this Scope of Work. In the event of fiscal recapture due to inconsistencies or misinterpretation
462 of law, both parties agree to collaboratively address the issue or issues and seek a
463 collaborative solution.

464
465 **S. Applicable Law.**

466
467 This Scope of Work is entered into pursuant to and under authority granted by the laws of the
468 state of Washington and any applicable federal laws. The provisions of this Scope of Work shall
469 be construed to conform to those laws. In the event of any inconsistency in the terms of this
470 Scope of Work, or between its terms and any applicable statute or rule, the consistency shall be
471 resolved by giving precedence in the following order:

- 472
- 473 1. Applicable state and federal statutes and rules.
- 474 2. Statement of work herein.
- 475 3. Any other provisions of the Scope of Work, including materials incorporated by
476 reference.
- 477

478 **T. No Separate Entity Created.**

479
480 No separate legal or administrative entity is intended by this Scope of Work.

481
482 **U. Amendment and Waiver.**

483
484 This approved Scope of Work may be waived, changed, modified, or amended only in
485 writing by authorized individuals of both parties. If any provision of the Scope of Work shall
486 be deemed in conflict with any statute or rule of law, such provision shall be modified to be
487 in conformance with said statute or rule of law.

488
489 **V. Entire Agreement.**


490

491 This Scope of Work constitutes the entire agreement of the parties and supersedes any
492 previous written or oral Scope of Works. Any other Scope of Work, representation, or
493 understanding, verbal or otherwise, relating to the services of Consortium LEA and the District,
494 or otherwise dealing in any manner with the subject matter of this Scope of Work, is hereby
495 deemed to be null and void and of no force and effect whatsoever.
496
497
498

499 Dan Johnston
500 District Program Administrator (print name)

501
502
503
504 Signature _____ Date _____
505

506
507
508 Jodie Ann DesBiens
509 Consortium LEA Program Administrator (print name)

510
511  _____
512 Signature _____ Date 5/19/21
513
514
515

516 **Scope of Work for 1418 Reengagement Program Approved by OSPI:**

517
518
519
520 OSPI Reengagement Program Administrator

521
522
523
524 Signature _____ Date _____
525

526
527
528 OSPI Assistant Superintendent

529
530
531
532 Signature _____ Date _____
533

534 School Code assigned to this Program: _____ Qualification Code(s): _____
535 _____



2021-2022

Student Calendar

Stanwood Open Doors Calendar Dates:

Sept. 1	Open Doors starts
Sept. 6	No School
Nov. 11	Veteran's Day
Nov. 25 - 26	Thanksgiving Break
Dec. 20 - 31	Winter Break
Jan. 17	Martin Luther King Jr. Day
Jan. 26	1 st Semester Ends
Feb. 21	President's Day
Apr. 4 - 8	Spring Break
May 30	Memorial Day
June 17	Last Day of School

OPEN DOORS PROGRAM

Port Susan Middle School
Portable Unit #168 | 7506 26th Street NW
Stanwood, WA 98292

Educational Advocate:
Elli Shook

KEY	
SNOW DAY	
FIRST/LAST DAY SCHOOL	
NO SCHOOL	
Semester Ends	

TOTAL SCHOOL DAYS	185
SCHOOL CLOSED	22
TOTAL PROGRAM HOURS	1789
TOTAL INSTRUCTION TIME	1110

SCHEDULE	Regular Hours	Wednesday No Late Start	Extended T/W/F
MON - FRI	7:30 AM to 4:30 PM	7:30 AM	7:30 AM to 5:30 PM

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2021

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February 2022

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		