

RESOLUTION NO. 09-36  
OF EDMONDS SCHOOL DISTRICT No. 15  
SNOHOMISH COUNTY, WASHINGTON

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AUTHORIZE LEARNING RESOURCE COOPERATIVE  
INTERLOCAL AGREEMENT BETWEEN  
EDMONDS SCHOOL DISTRICT No. 15 AND  
NORTHWEST EDUCATIONAL SERVICE DISTRICT 189

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WHEREAS, RCW 39.34, the Interlocal Cooperative Act, provides for interlocal cooperation between governmental agencies; and

WHEREAS, pursuant to RCW 28A.310.810 and RCW 28A.310.020, the Northwest Educational Service District 189 (NWESD) is authorized to establish cooperative service programs for school districts within NWESD, including the right to establish and operate an instructional resource center which includes, but is not limited to, media materials, digital streaming and online research tools as recommended by the school district's superintendents and is further authorized to enter into contracts for the joint financing of cooperative service programs conducted pursuant to said statutes; and

WHEREAS, the NWESD is presently the owner or custodian of a collection of instructional media materials which the District desires to use at various times for educational purposes in the public schools within its boundaries; and,

WHEREAS, the District further desires to enter into a Learning Resource Cooperative Interlocal Agreement, in order to make these instructional resources available to staff and students within the District;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Edmonds School District No.15, Snohomish County, as follows:

1. That the Learning Resource Cooperative Interlocal Agreement by and between Edmonds School District #15 and the Northwest Educational Service District 189 be formed for the purpose of maintaining and loaning, with funds contributed by its members, a library of instructional media materials to be used by the membership and others authorized by the agreement to promote the improvement of classroom instruction through effective use of instructional materials.
2. That the Superintendent or designee of Edmonds School District No.15, Snohomish County, Washington, is hereby designated as representative to the interlocal cooperative agreement, and the Superintendent or designee is further authorized to execute and implement the requisite agreement or agreements to accomplish this purpose.

ADOPTED by the Board of Directors of Edmonds School District No.15, Snohomish County, Washington, at a regular meeting thereof this 7<sup>th</sup> day of July, 2009.

Edmonds School District No. 15  
BOARD OF DIRECTORS

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Ann McMurray, Board President

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Susan Phillips, Vice President

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Gary Noble, Legislative Representative

ATTEST:

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Patrick Shields, Member

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Nick Brossoit, Ed.D.  
Secretary of the Board

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Susan Paine, Member



# Northwest Educational Service District 189

*Together We Can*

*Board of Directors:*  
Steve Colby  
Dr. Alan Erickson  
Darrol Haug  
Claudia Talmadge  
Leann Swanson  
Dr. Jack Thompson  
Jo Vogeler  
Merle Kirkley  
Richard Post

1601 R Avenue, Anacortes, WA 98221  
360-299-4000 • Fax 360-299-4070  
www.esd189.org

Dr. Gerald W. Jenkins, *Superintendent*

June 5, 2009

Dr. Nick Brossoit, Superintendent  
Edmonds School District  
20420 68<sup>th</sup> Avenue W  
Lynnwood WA 98036-7400

RE: Learning Resource Cooperative Interlocal 2009/2010  
ProQuest Suite Only

Dear Dr. Brossoit:

Enclosed you will find two originals of the Northwest ESD 189 Learning Resource Cooperative Interlocal Agreement for 2009-2010. Edmonds School District has requested the *ProQuest Research Databases* for next year. Under our new guidelines, this requires that we have an *Agreement* signed by you or your designee. Please sign both originals and return both to:

Kristi Gunerius, Program Coordinator  
NWESD – LRC  
1601 R Avenue  
Anacortes, WA 98221

The schools requesting ProQuest are listed on page seven (7) of the *Agreement*. The cost to the schools is \$0.25 per full-time enrolled student based on your October 1, 2009 P-223 report filed with OSPI. NWESD will send invoices in November. Should there be other schools wishing to receive the *ProQuest Research Databases*, please add their names and contact information on page seven (7) of the agreement before returning.

If you have any questions, please do not hesitate to contact me at 360-299-4060 or [kgunerius@nwesd.org](mailto:kgunerius@nwesd.org).

Sincerely,

Kristi Gunerius, Program Coordinator  
Learning Resource Cooperative

Enclosures

**Subject:** Questions and Answers re ESD 189 LRC Interlocal Agreement (needed to continue to purchase the ProQuest suite of databases)

Kristi,

Before I send the LRC Interlocal Agreement to someone who can sign it, I wanted to ask a couple of questions about it.

1. Section III: As a district, we don't have automatic renewals. I suspect that is true of many school districts. I understand why the ESD would want to do this, but what happens if that is a deal-breaker for our administration? Do they cross it out? Just refuse to get ProQuest?

*Your district will be contacted in March as to whether you wish to renew ProQuest or add any other services to your agreement. We would not enforce the auto-renewal. Please just be aware that if we receive no response to our request for renewal information, your ProQuest accounts will be cancelled as of 8/31 of that year.*

2. Section IV: Why are we signing an agreement that says we are joining the LRC as a district, but we are not signing up for anything except ProQuest. Why are we signing a form saying we are joining the LRC?

*The distinction is on page seven where you are indicating which services/schools will be participating. In Edmonds' case you would type in the service agreement (if I didn't already) Edmonds School District (this means all schools); the main contact for the district; and then AC (a-la-carte) = ProQuest. This means you are only agreeing to participate in the ProQuest portion of the LRC.*

3. Section IV: I assume that our Homeschool Resource Center is considered a single school (as it always has been) even though it is a K-12 school. Is that correct?

*Yes, that is correct*

4. Section V: Are you saying that if someone at a school ordered a video from the LRC, even though it is not our intent to be members who can order videos, that the district would have to pay the full \$8/FTE for that school? If that is the case, is there some way to block any use by our teachers other than ProQuest?

*That is the meaning. However, Edmonds teachers will not have access to the media system to order materials as you have not requested that service. If a request came in, it would be rejected as not being a member of the physical media portion of the LRC. They can look at the catalog, but won't be able to book anything automatically. If a teacher in one of your schools has a friend or relative in another district that is a member of the physical media, and they have that person order them media materials, then, yes, Edmonds would be billed the \$8/FTE as that would be a violation of the agreement.*

5. Section VIII, A: Section V seems to say that we would be full members of the LRC, which would mean paying \$8/FTE. We have no intention of doing that. Are we just getting the wrong paperwork?

*The way the LRC functions has been completely changed beginning in the 09/10 school year. Instead of a Cooperative where you get all services, districts and schools are able to choose which services they are going to be using - back to page seven indicating which you are requesting. Please be assured that your*

# LEARNING RESOURCE COOPERATIVE INTERLOCAL AGREEMENT

## I. INTRODUCTION

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2009, by and between Northwest Educational Service District 189, hereinafter referred to as "NWESD," and the Edmonds School District hereinafter referred to as "District."

WHEREAS, pursuant to RCW28A.310.180 and RCW28A.310.200, the NWESD is authorized to establish cooperative service programs for school districts within the NWESD, including the right to establish and operate an instructional resource center which includes, but is not limited to, media materials, digital streaming and online research tools as recommended by the school districts' superintendents and is further authorized to enter into contracts for the joint financing of cooperative service programs conducted pursuant to said statutes;

WHEREAS, the NWESD is presently the owner or custodian of a collection of instructional media materials which the District is desirous of using at various times for educational purposes in the public schools within its boundaries; and,

WHEREAS, the District further desires to enter into a Learning Resource Cooperative Interlocal Agreement, hereinafter referred to as "Agreement," with the NWESD in order to make these instructional resources available to staff and students within the District.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth in this Agreement, it is agreed between the NWESD and the District as follows:

## II. NAME/PURPOSE AND ORGANIZATION

The name of the Cooperative to which this Agreement shall apply is the Learning Resource Cooperative of NWESD, hereinafter referred to as "LRC." The purpose of the LRC is to maintain and loan, with funds contributed by its members, a library of instructional media materials to be used by the membership and others authorized by this Agreement to promote the improvement of classroom instruction through effective use of instructional materials. The LRC will also provide online instructional materials including, but not limited to, digital streaming and research databases. The activities of the LRC will be accomplished by the NWESD, with the resources provided through this Agreement. Management and oversight of the LRC rests with the NWESD.

## III. DURATION OF AGREEMENT

The Agreement shall be effective from **September 1 to August 31 of the current year**, and shall be automatically renewed from year to year thereafter, unless the District shall give written notice to the NWESD of its election to terminate this Agreement by April 15, or unless the Agreement is terminated in accordance with Section XI herein.

#### **IV. MEMBERSHIP**

The District shall become a full member or partial member of the LRC effective September 1 upon execution of this Agreement and the payment of the specific charges and fees provided herein. A full member is defined as when the entire District participates. A partial member is defined as when not all schools in the District participate.

A partial membership will be comprised of one or more schools within the District, but not all. A "school" is considered a physical structure that houses at least one academic level (elementary, middle, junior high, or senior high) as defined by the District for purposes other than membership in the LRC. The following are examples:

- A) An elementary school housed in one or more buildings is considered one school.
- B) A junior high and high school located on the same campus is considered two separate schools; a junior high and a high school.
- C) A district has all of its operations on one campus; thus, that campus is comprised of multiple schools (e.g., elementary, middle, junior high, and high).

If there are questions about what constitutes a "school," the NWESD Superintendent has the authority to make the determination, which is appealable to the Executive Advisory Board for final determination.

Membership shall be contingent upon payment of specific fees and the compliance with all other terms and conditions of the Agreement, and as authorized by the Advisory Board Executive Committee. Districts or individual schools desiring membership in the LRC shall apply for membership and execute the necessary Agreement by August 1<sup>st</sup> of the year in which they desire to become a member, however, applications for full District or individual building membership by a school District subsequent to August 1<sup>st</sup> may be accepted at any time provided the District executes an Agreement and pays the required charges and fees as applicable to its chosen membership as set forth herein.

#### **V. FINANCING/COSTS/RATE**

The fees as outlined in this Section, which the District agrees to pay the NWESD, shall be considered as the necessary charge for membership in the LRC, but shall not include those charges made to the District for damaged or lost media materials. It is expected that the monies generated will provide for the operational costs, facility rent, utilities, salaries of employees of the LRC, transportation, indirect costs, and other non-capital improvements or maintenance expenditures.

The District's annual costs for full membership in the LRC shall be based on the resource package selected by the school or district (see Appendix A). All fees based on student FTE shall be calculated based on the October 1, 2009 P-223 report as filed with OSPI. If staff within a member district orders LRC material for use in a school which is not participating, as defined in Section IV of this Agreement, the District agrees to remit the membership fees as described herein for the entire school which uses said materials when said school is not a member.

The above determined membership fees will be paid in twelve equal monthly payments, payable by each District to the NWESD by the fifth (5<sup>th</sup>) of each month, commencing in October. Other fees/billings (e.g., damages,) will be sent as appropriate with said billings to be paid within thirty (30) days.

If this Agreement is not replaced with another document, the fees for membership in subsequent years will be subsequently determined to cover the LRC operational costs, as determined by the NWESD Superintendent.

## **VI. GOVERNANCE/ADVISORY BOARDS & COMMITTEES**

The ultimate authority and responsibility for the operations and maintenance of the LRC shall be vested in the Board of Directors of the NWESD. To this extent, actual management of the LRC shall be vested in the NWESD.

An Advisory Board is established which is composed of Superintendents (or designee) of all districts which are members. From this group there shall be an Advisory Board consisting of four to seven (4-7) participating district superintendents (or designees), with representation from throughout the region. The Advisory Board Executive Committee is charged with the responsibility to provide advice and input to the NWESD on the operation of the LRC. The Advisory Board shall meet at least once annually and at such other times as may be deemed necessary or advisable by a majority of its members, or the NWESD Superintendent.

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

In accordance with this Agreement, the NWESD shall:

- A) Receive the monies described in Section V of this Agreement and use them to pay the costs of providing the service described in this Agreement.
- B) Allow participating districts with a full membership, and to participating schools enrolled in a partial membership, the unlimited number of uses of media material when available and in accordance with the terms of this Agreement.
- C) Provide the existing inventory of media materials which:
  - 1) have been inspected and are in a condition ready to be utilized in the classroom:
  - 2) are delivered on an agreed schedule by postal/shipping service (type of service provided the District shall be by mutual agreement with the LRC); and,
  - 3) is available to all member school districts through the online catalog located on the NWESD website.
- D) Be permitted to rent media materials contained in the collection at the LRC to private and parochial schools and other educational institutions, subject, however, to the following limitations:
  - 1) All full member districts shall have first call on all media materials maintained at the LRC.

- 2) The rental fee, as established by the LRC, must be equitable in terms of other media rental libraries.
- 3) Those schools or institutions renting media materials shall be fully responsible for any loss or damage to such materials.
- 4) The failure of a non-member private or parochial school or other educational institution to return rented media materials by the due date will result in an automatic penalty of an additional rental charge as determined by the Advisory Board of the LRC.

### **VIII. DISTRICT RIGHTS AND OBLIGATIONS**

As a member of this cooperative, which includes other local school districts, the District shall:

- A) Pay the amount defined in Section V of this Agreement to the NWESD as required for membership.
- B) Designate one person in every school who shall respond to LRC inquiries as to orders, late returned materials, etc. Contacts for each participating school shall be indicated on page seven (7) of this Agreement.
- C) Submit request for borrowing materials according to procedures established by the LRC.
- D) Return borrowed media materials to the LRC within three (3) weeks. A late charge may be due if items are not returned in a timely manner.
- E) Upon discovery of any damaged LRC material, immediately notify the LRC staff. The NWESD will bill the District for replacement of damaged or lost media materials when the damage or loss is the result of District's action/inaction.
- F) Advise the NWESD of damaged or badly worn media materials which shall be replaced, if available, at no additional cost to the District, unless the District has been responsible for the damage.
- G) Waive any locally established procurement requirements that are more restrictive than those established by statute for fees/purchases initiated pursuant to this Agreement.
- H) Not use federal funds for payment of any fees/purchases related to this Agreement, unless it provides prior written notice to the NWESD Assistant Superintendent for Finance and Compliance (Carol Browder at the time of approval). This will assure the District and NWESD can proactively explore and meet any federal procurement requirements.



## **IX. DISPUTE RESOLUTION**

Disputes arising out of this agreement, excluding direct and indirect costs and the determination of applying the definition of "school," 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 LRC staff to make a determination. If disagreement continues and desired, the issue may then be referred to the Superintendent of NWESD.
- B) If the dispute is between a participating District(s) and NWESD, then the participating Districts will appoint someone to represent them, 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. Such decisions are limited by the terms and conditions contained within this Agreement.

## **X. SUSPENSION AND DISBARMENT**

The parties to this Agreement certify, and each relies thereon in execution of this Agreement, that their entity nor its Principals are presently debarred, suspended, proposed for debarment, or declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department. "Principals", for the purposes of this certification, mean officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of subsidiary, division, or business segment; and similar positions). 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.

## **XI. TERMINATION/DISSOLUTION AND DISTRIBUTION OF ASSETS**

Any individual district and/or any individual school can elect to discontinue participating in the LRC as of August 31<sup>st</sup> of any year by sending notification to the NWESD by the preceding April 15<sup>th</sup>.

The NWESD may notify the participating Districts of its decision to discontinue acting as host of the LRC with said termination to occur as of August 31<sup>st</sup>. Notice of the intent to discontinue providing the service as administrator to the LRC shall be by July 1<sup>st</sup> prior to said termination date of August 31<sup>st</sup>.

By a majority vote of the Advisory Board, the operation of the LRC can be terminated as of August 31<sup>st</sup> of any year. The vote to terminate must occur by March 31<sup>st</sup> prior to the August 31<sup>st</sup> termination date.

All assets acquired by NWESD, and placed in service for the LRC during this Agreement, shall remain the property of NWESD. Should there be a termination of the operation of the LRC or if the NWESD discontinues acting as the administrator, the assets, including any remaining fund balance, will be used by the NWESD to benefit other programs/services as the NWESD deems appropriate.

## **XII. ASSIGNMENT/WAIVER/SEVERABILITY**

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

Learning Resource Cooperative (LRC) continuation is prerequisite upon school and/or district participation levels. Should the enrollment not cover basic financial requirements of the Cooperative, the Cooperative will be discontinued.

Type of membership desired: Full District  Partial District

The following schools will be participating in the LRC Cooperative for 2009/10 based on package selections (see Appendix A.). All schools/districts must submit a purchase order for membership.

Participating School Name(s), Contacts and Package(s)

*updated contact list attached*

School Name	School Contact	Package VP = Value Package AC = A-la-Carte
Alderwood Middle School	Linda Sager	AC - Proquest
Brier Terrace Middle School	Gail Anderson	AC - Proquest
College Place Middle School	Peggy Nystrom	AC - Proquest
Meadowdale Middle School	Linda Garbo	AC - Proquest
Edmonds-Woodway High School	Becky Endlich	AC - Proquest
Lynnwood High School	Midge Livingston	AC - Proquest
Meadowdale High School	James McGinnis	AC - Proquest
Mountlake Terrace High School	Susan Rahkonen	AC - Proquest
Scriber Lake High School	Sherry Priest	AC - Proquest
Educational Services Center	Chris Keyes-Back	AC - Proquest
Beverly Elementary School	Joan Maybank	AC - Proquest
Brier Elementary School	Dave Sonen	AC - Proquest
Cedar Valley Elementary School	Diana Austen	AC - Proquest
Cedar Way Elementary School	Colette Christensen	AC - Proquest
Chase Lake Elementary School	Patti Vicari	AC - Proquest
College Place Elementary School	Heather Pickar	AC - Proquest
Edmonds Elementary School	Paul Borchert	AC - Proquest
<del>Evergreen Elementary School</del>	<del>Kasey Meier</del>	<del>AC - Proquest</del>
Hazelwood Elementary School	Marlene Weaver	AC - Proquest
Hilltop Elementary	John Snyder	AC - Proquest
Lynndale Elementary	Kristin Galante	AC - Proquest
Lynnwood Elementary	Christine Kolstoe	AC - Proquest
Madrona School	Lynda Fischer	AC - Proquest
Maplewood Co-op	Michelle Mathis	AC - Proquest
Martha Lake Elementary School	Kendall Hubbard	AC - Proquest
Meadowdale Elementary School	Steve Goodwin	AC - Proquest
Mountlake Terrace Elementary	David Winkeljohn	AC - Proquest
Oak Heights Elementary School	Susan Scanlon	AC - Proquest
Seaview Elementary School	Marianne Costello	AC - Proquest
Sherwood Elementary School	Carol Blake	AC - Proquest
Spruce Elementary School	Cristy Whitney	AC - Proquest
Terrace Park	Jenny Sayward	AC - Proquest
Westgate Elementary School	Teresa Wittmann	AC - Proquest
Edmonds Home Schl. Rsc. Center	Danny Rock	AC - Proquest

*School Closes*

Continue on reverse of this page if necessary or attach a list of participating schools, school contacts, and requested packages.

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Superintendent \_\_\_\_\_ Date \_\_\_\_\_

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Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
Northwest Educational Service District 189

Edmonds School District #15

Snohomish County, Washington

\\Kristi\LRC\Budget0910\LRCInterlocal(2009-2010).doc

## APPENDIX A.

The Learning Resource Cooperative (LRC) will be offering two package options for 2009/2010. Each district and school may select either package.

### Value Package (VP) – \$8.00 per FTE \*

- Physical Media (dvds, videos, kits, audiobooks)
- Discovery Education
- Learn360
- NetTrekker.di
- NoodleTools
- ProQuest Suite
- TeachingBooks.net

**À la Carte (AC)** – Districts and schools may choose from the following resources. There are no limits on the number of choices, and discounts are available based on the number of resources requested.

Resource	Fee **
Physical Media	0-249 FTE = \$25 per title requested 250+ FTE = \$4.57 per FTE
Discovery Education Streaming (price is per school)	0-250 FTE = \$1,275 251-500 FTE = \$1,323 500+ FTE = \$1,370 0-250 District wide FTE = \$945
Learn360 Streaming	\$0.68 per FTE
NetTrekker.di	\$1.28 per FTE
NoodleTools	\$0.22 per FTE
ProQuest Suite	\$0.25 per FTE
TeachingBooks.net	\$162 per school

\* Membership savings will be passed on to schools depending on total enrollment in the LRC Cooperative. Greater participation results in lower overhead costs, which would be passed on as lower FTE fees.

\*\* All FTE fees are based on the October 1, 2009 P-223 report, as filed with OSPI.

[www.nwesd.org/lrc](http://www.nwesd.org/lrc)

Kristi Gunerius, Program Coordinator  
[kgunerius@nwesd.org](mailto:kgunerius@nwesd.org) or 360-299-4060