

**NWESD English Language Learner (ELL) Cooperative
COOPERATIVE AGREEMENT**



I. INTRODUCTION

WHEREAS, legislatively approved staffing ratios preclude the resident districts from generating sufficient staff to meet the needs of students with English Language Learner (herein after referred to as "ELL") needs;

WHEREAS, cooperative student programs provide a more efficient and economical basis for managing and implementing some ELL-related services;

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

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

WHEREAS, several local school district Boards of Directors within the Northwest Educational Service District 189 (hereinafter referred to as NWESD) service area have determined that support and training to districts to build effective ELL programs can be accomplished on a cooperative basis more economically and efficiently, they have requested that NWESD form an ELL Cooperative to help provide this support;

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

WHEREAS, the Board of Directors and Superintendent of NWESD have agreed to coordinate and operate the Cooperative.

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

II. NAME/PURPOSE

This Cooperative will be known as the NWESD ELL Cooperative (hereinafter referred to as "Cooperative"). The purpose of the Cooperative is to develop capacity by providing support and training to districts to develop effective ELL programs.

III. MEMBERSHIP

Membership in this Cooperative will be limited to school districts and private schools located within the boundaries of NWESD, or their sponsored entities. All membership applications require submission of two (2) appropriately completed copies of this Agreement, signed by the local school district Superintendent, or private school Administrator.




Membership in this Cooperative requires all members to sign this Agreement. "District" shall hereafter refer to districts that have signed the Agreement for the initial 2016/17 program year, or any successor year, and agree to be financially responsible as a Cooperative member for the annual fees established pursuant to Section V of this Agreement.

IV. ORGANIZATION FINANCE/BUDGET MAINTENANCE

It is the desire of the members to have NWESD operate and supervise the Cooperative. To this extent, NWESD will incorporate in its General Fund Budget the dollars collected from the districts participating in this Cooperative, will account for the expenditures of this budget as all other expenditures in the General Fund are accounted for, including the internal controls necessary to protect the funds of this Cooperative, and will collect the monies from the members of this Cooperative and spend said monies for the operation of the Cooperative as allowed for by this Agreement.

Prior to the start of each year, NWESD will develop a proposed annual budget, including indirect costs of nine percent (9%) for the NWESD administration of the Cooperative. Such budget will be provided to each District representative and the Advisory Council members for review.

Attachment A to this Agreement describes the fee schedule for 2017-18. Each District choosing to participate will pay a 2017-18 base membership fee in the amount of three thousand five hundred dollars (\$3,500.00). This base membership fee will include training and support for one district administrator and up to three district ELL specialists. Two additional service packages are available to districts for an additional fee – as described in Attachment A. However, two (2) exceptional situations have been identified and will apply: 1) Orcas Island and Lopez Island school districts will collectively be considered one (1) district (e.g., the \$3,500 fee and training/support seats would be proportionately based upon October 1 student full time enrollment), and 2) as the K-8 Conway School District will participate as a component of the Mount Vernon School District and will collectively be considered one (1) district (e.g., the \$3,500 fee and training/support seats would be proportionately based upon October 1 student full time enrollment). Membership fees for the Lake Stevens School District are calculated as follows:

- NWESD ELL Cooperative Base Fee, \$3,500 ) please initial
- Training for new ELL Specialists & Teachers, \$2,000 ) please initial
- Training for Paraeducators, \$2,400 ) please initial

These rates may be adjusted annually by the Advisory Council, but will minimally be set at a level that permits recovery of all operating costs, including NWESD indirects.

Invoicing will occur in October. Any adjustments to the fee schedule that are approved by the Executive Committee will be provided to all participating districts within thirty (30) days. Any deficit incurred by the Cooperative may be reclaimed from subsequent year(s) profits.

V. ADVISORY COUNCIL

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

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

VI. DUTIES OF DISTRICT

In accordance with this Agreement, each participating district shall:

- A) Waive any locally established procurement requirements that are more restrictive than those established by statute for fees/purchases initiated pursuant to this Agreement.
- B) 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.
- C) Pay necessary membership fees to NWESD. Delinquent accounts are to be assessed an interest charge of one and one half percent (1.5%) per month.
- D) Appoint one district administrator to serve on the Advisory Council, pursuant to Section V and assure this representative attends/participates in scheduled Advisory Council meetings. The appointed district administrator will participate in a professional learning community.
- E) Appoint up to three district ELL Specialists to attend trainings that will enhance their ability to design and deliver professional learning opportunities for classroom teachers. The appointed ELL Specialist(s) will participate in a professional learning community with their colleagues.
- F) Participate in, and support, decisions related to the setting of the annual Cooperative fees.
- G) Participate in, and support, decisions related to the priorities of ELL training development.

VII. DUTIES OF NWESD

In accordance with this Agreement, within the resources provided from districts participating in this cooperative, NWESD shall:

- A) Employ and/or contract with the personnel to meet the terms of this Agreement for its duration.
- B) Act as overall administrator for Cooperative consistent with this Agreement and will bring to the attention of the participating districts any concerns with implementing the terms herein.
- C) Maintain adequate records for the accounting of the costs of Cooperative, including the payment of bills and auditing of those bills.
- D) Keep on deposit with the designated County Treasurer, all funds attributable to Cooperative which have not been used to operate the Cooperative. (No separate fund will be established, but a separate accounting of these funds will be accomplished.)
- E) Maintain a minimum fund balance of no less than one month (1/12) of total budgeted cooperative expenditures as per NWESD Policy 6060.

VIII. TERM OF AGREEMENT/TERMINATION

This Agreement's duration is from August 1, 2017, through August 31, 2018, and will be automatically renewed for each consecutive fiscal year (September 1 through August 31) following August 31, 2018, unless written notice of termination is given in the manner provided herein. For a termination to be effective, written notice must be provided to the other party by April 1 prior to the termination date, as provided below.

- A) If the districts wish to terminate the Agreement in its entirety, the Advisory Council shall provide written notice to the NWESD no later than April 1 of the preceding program year (e.g., April 1, 2018, for the 2018/19 program year).

- B) If the NWESD wishes to terminate the Agreement in its entirety, the NWESD shall notify the member Districts no later than April 1 of the preceding program year (e.g., April 1, 2018, for the 2018/19 program year).
- C) Any participating District may terminate its participation in this Cooperative upon the conclusion of this Agreement's annual term, August 31, providing written notice is provided no later than April 1 of the preceding program year (e.g., April 1, 2018, for the 2018/19 program year).
- D) Any participating District may also terminate its participation upon the approval of the remaining Cooperative members after they have considered and approved resulting rate adjustments, pursuant to Sections IV, V, and VI.
- E) By mutual agreement of the parties, this Cooperative can be discontinued at any time, without the prescribed required notice.

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

IX. DISPUTE RESOLUTION

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

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

X. DISTRIBUTION OF ASSETS ON TERMINATION

Since NWESD as the designated administrator of the Cooperative, will have title to all equipment acquired through this Cooperative, and is operating other Cooperatives for the various school districts within its service area; should the Cooperative dissolve, title to all remaining equipment and assets from the Cooperative will remain with NWESD to be used for NWESD purposes.

If any District decides to discontinue participation in the Cooperative, no assets will be distributed to said departing district on such termination.

XI. CRIMES AGAINST CHILDREN

In accordance with RCW 28A.400.330, employees, agents, and contractors of the Cooperative and its Members are prohibited from working at a District school if they have or may have contact with children at a public school during the course of their employment and have pleaded guilty to or been convicted of the crimes identified in RCW 28A.400.322. Any failure to comply with this section shall be grounds for the District immediately terminating the contract.

XII. INDEMNITY

NWESD shall defend, indemnify, and hold harmless a Member District in full for any and all claims against the District or its employees, officials, or contractors which arise from the acts or omissions for NWESD and its employees, officials, and contractors in the provision of the services under this Cooperative Agreement. The Member Districts shall defend, indemnify, and hold harmless NWESD in full for any and all claims against NWESD or its employees, officials, or contractors which arise from the acts or omissions of the District and its employees, officials, and contractors in the provision of the services under this Cooperative Agreement.

XIII. ASSIGNMENT/WAIVER/SEVERABILITY/HEADINGS

Rights or responsibilities required or authorized by this Agreement are not assignable by the parties.

No provision of this Agreement or right to receive reasonable performance or any act called for by its terms shall be deemed waived by 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 extent, the terms and conditions of this agreement are declared severable.

The headings of each of these sections are provided only to guide the reader and shall not be used to change the meaning of the content of any of said sections.

XIV. SUSPENSION AND DEBARMENT

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.

XV. READ AND UNDERSTOOD/SIGNATURES

By signing this Agreement, the parties acknowledge that they have read and understood 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, theretofore related to the subject matter of this agreement. This Agreement may be modified or amended by written mutual consent of the collective parties signing this Agreement. With the signatures below, the parties indicate approval by their respective governing board to enter into this Agreement.

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

Ablock
Superintendent
Lake Stevens School District
Snohomish County, Washington

7/20/17
Date

Larry Francois 8/28/17
Larry Francois, Superintendent Date
Northwest Educational Service District 189
Skagit County, Washington

P. Estvold 8/27/17
Pam Estvold, Cooperative Director Date
NWESD Asst Supt for Teaching & Learning



Northwest Educational Service District 189

Together We Can

Board of Directors:
Claudia J. Buxton
Linda M. Byrnes
Charles Crabtree
Dr. Alan Erickson
Gordon W. Griggs
Merle Kirkley
Claudia Talmadge
Dr. Jack Thompson
Mark Venn

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

Larry Francois, Superintendent

October 30, 2017

17/18

Lake Stevens School District
ATTN: Graham Cook
12309 22nd St NE
Lake Stevens, WA 98258

Dear Graham,

Enclosed is the contract amendment for the ELL Cooperative. This amendment reduces the ELL Cooperative base membership fee from \$3,500 to \$2,500 as agreed upon by the ELL Cooperative Council. Please have your Superintendent sign these amendments and return one of the amendments to me in the enclosed envelope. The other original you can keep for your records.

I have also enclosed the invoice for your districts ELL Cooperative membership. This will need to be submitted to your fiscal office for payment. Feel free to contact me with any questions.

Thank you,

Jennifer Longchamps
Administrative Assistant for T&L
(360) 299-4095

Signed + returned 11/07/17
L. Andersen

AMENDMENT TO ELL COOPERATIVE AGREEMENT
BETWEEN

Northwest Educational Service District 189 AND Lake Stevens School District
(Hereinafter referred to as NWESD) *(Hereinafter referred to as District)*

THE PURPOSE OF THIS AMENDMENT is to reduce the base membership fee for the ELL Cooperative.

Section IV. ORGANIZATION FINANCE/BUDGET MAINTENANCE reads as follows:a

Attachment A to this Agreement describes the fee schedule for 2017-18. Each District choosing to participate will pay a 2017-18 base membership fee in the amount of three thousand five hundred dollars (\$3,500.00). This base membership fee will include training and support for one district administrator and up to three district ELL specialists. Two additional service packages are available to districts for an additional fee – as described in Attachment A. However, two (2) exceptional situations have been identified and will apply: 1) Orcas Island and Lopez Island school districts will collectively be considered one (1) district (e.g., the \$3,500 fee and training/support seats would be proportionately based upon October 1 student full time enrollment), and 2) as the K-8 Conway School District will participate as a component of the Mount Vernon School District and will collectively be considered one (1) district (e.g., the \$3,500 fee and training/support seats would be proportionately based upon a October 1 student full time enrollment). Membership fees for the Lake Stevens School District area calculated as follows:a

- NWESD ELL Cooperative Base Fee, \$3,500 _____, please initial

- Training for new ELL Specialists & Teachers, \$2,000 _____, please initial

- Training for Paraeducators, \$2,400 _____, please initial

Amended Section IV. ORGANIZATION FINANCE/BUDGET MAINTENANCE reads as follows:a

Attachment A to this Agreement describes the fee schedule for 2017-18. Each District choosing to participate will pay a 2017-18 base membership fee in the amount of two thousand five hundred dollars (\$2,500.00). This base membership fee will include training and support for one district administrator and up to three district ELL specialists. Two additional service packages are available to districts for an additional fee – as described in Attachment A. However, two (2) exceptional situations have been identified and will apply: 1) Orcas Island and Lopez Island school districts will collectively be considered one (1) district (e.g., the \$2,500 fee and training/support seats would be proportionately based upon October 1 student full time enrollment), and 2) as the K-8 Conway School District will participate as a component of the Mount Vernon School District and will collectively be considered one (1) district (e.g., the \$2,500 fee and training/support seats would be proportionately based upon a October 1 student full time enrollment). Membership fees for the Lake Stevens School District area calculated as follows:a

- NWESD ELL Cooperative Base Fee, \$2,500a _____, please initial

- Training for new ELL Specialists & Teachers, \$2,000a _____, please initial

- Training for Paraeducators, \$2,400a _____, please initial


	<u>Current</u>	<u>Amended</u>
Obligation Amount	\$7,900	\$6,900

All other terms and conditions of this agreement remain in full force and effect.

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



Larry Francois, Superintendent Date
Northwest Educational Service District 189



Superintendent Date
Lake Stevens School District

Reviewed:

Program Manager 
Fiscal 

**PLEASE SIGN, DATE AND RETURN ONE ORIGINAL
AMENDMENT TO:**
Jennifer Longchamps
Northwest Educational Service District 189
1601 R Avenue, Anacortes, WA 98221



Northwest Educational Service District 189

Together We Can

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Larry Francois, *Superintendent*

NWESD ELL Cooperative Attachment A to Interlocal Agreement

Base Fee: \$3,500

Base fee includes:

- Participation at three Admin/EL Specialist PLC events;
- Participation at three EL Specialist Trainings where EL Specialists will work on:
 - Presentation skills,
 - Mentoring,
 - Coaching,
 - Focused Areas of Learning, and
 - Direct Instruction;
- 3 Council meetings;
- Based on 11 districts participating*;
- Each district receives 4 seats at each of these events;
- Includes lunches at each event.

Add On Packages:

A. Training for New EL Specialists & Teachers: \$2,000

- Repeat of year 1 modules:
 1. Understanding Language Acquisition & Development
 2. Instructional Strategies for Student Engagement
 3. Scaffolds for Language Learners;
- 6 Districts Participating
- Each district receives 6 seats at each of these events;
- Includes lunches at each event.

B. Para Ed Modules: \$2,400

- Three trainings specifically designed for Paraeducators;
- 5 Districts Participating
- Each district receives 6 seats at each of these events;
- Includes lunches at each event.

NWESD ELL Cooperative 2017-18 Event Schedule

Month	Event	Date
September	ELL Specialists & Administrators PLC (1 of 3) – Cooperative Council Meeting	September 26 th ; 8:30 a.m. – 3 p.m. Cap Sante & Mt. Erie Rooms
October	Paraeducator Training #1	October 5 th ; 9:00 a.m. – 2:30 p.m. Reid Harbor Room
	New EL Specialist & Teacher Training #1	October 10 th ; 8:30 a.m. – 3:00 p.m.a Reid Harbor Room
	ELL Specialist (1 of 3)	October 26 th ; 8:30 a.m. – 3:00 p.m. Reid Harbor Room
November	ELL Specialists & Administrators PLC (2 of 3)	November 28 th ; 8:30 a.m. – 3 p.m. Cap Sante & Mt. Erie Rooms
December	New EL Specialist & Teacher Training #2	December 12 th ; 8:30 a.m. – 3:00 p.m. Reid Harbor Room
January	Paraeducator Training #2	January 9 th ; 9:00 a.m. – 2:30 p.m. Reid Harbor Room
	ELL Specialist (2 of 3)	January 23 rd ; 8:30 a.m. – 3 p.m. Reid Harbor Room
March	ELL Specialists & Administrators PLC (3 of 3) – Cooperative Council Meeting	March 9 th ; 8:30 a.m. – 3 p.m. Cap Sante & Mt. Erie Rooms
	Paraeducator Training #3	March 20 th ; 9:00 a.m. – 2:30 p.m. Reid Harbor Room
	New EL Specialist & Teacher Training #3	March 27 th ; 8:30 a.m. – 3:00 p.m. Reid Harbor Room
April	ELL Specialist (3 of 3)	April 17 th ; 8:30 a.m. – 3:00 p.m. Reid Harbor Room

Please Note:

Events marked in **BOLD** are included in the base membership fee.

Other events are part of the add-on packages