

**AMENDMENT NO. 4
TO
EMPLOYEE ASSISTANCE PROGRAM AGREEMENT**

This Amendment No. 4 (the “Amendment”), effective October 1, 2020 (“Effective Date”), is made by and between KEPRO Acquisitions, Inc. (hereinafter referred to as “KAI”) and Lake Stevens School District (hereinafter referred to as “Employer”).

WHEREAS, KAI and Employer entered into an Employee Assistance Program Agreement on October 1, 2016, pursuant to which KAI provides certain employee assistance program services for the benefit of Employer’s employees and their dependents (the “Agreement”); and

WHEREAS, KAI and Employer have interest in amending the Agreement to reduce the administrative burden associated with the preparation and execution of annual renewal documentation.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Section 7.2 shall be deleted in its entirety and restated as follows:
 - 7.2 This Agreement shall automatically renew for successive one-year terms, unless terminated by either Party upon at least sixty (60) days’ written notice, and no action on the part of either Party shall be required to effect such renewal.
2. A new Section 7.3 shall be added:
 - 7.3 The number of employees covered, rates, and payment provisions agreed to by the Parties are outlined in **Exhibit B, “Scope of Coverage, Rates, and Payments, and Exhibit C, “Optional Services and Fees.”** KAI reserves the right to adjust the rates set forth in Exhibit B and Exhibit C annually by providing Employer with written notice of such rate adjustment at least ninety (90) days prior to the renewal date (“Rate Adjustment”). Such Rate Adjustment notice shall require written acknowledgement of Employer, and a Rate Adjustment bearing the authorized signatures of KAI and Employer shall act as a formal amendment to the Agreement.
3. The column headings in rate table set forth in **Exhibit B, “Scope of Coverage, Rates, and Payments,** shall be revised to read:

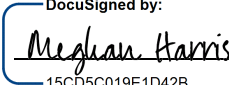
Employee Count Confirmation	Total Covered Employees	PEPM Rate
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For avoidance of doubt, the deletion of any date ranges in the “Initial Rate” column is intentional and shall have the effect of extending the rate set forth in the Agreement, or any prior amendment thereto, until such time a Rate Adjustment is executed by the Parties.

4. All other terms and conditions set forth within the Agreement which are not expressly deleted, revised or otherwise modified herein shall remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their duly authorized representatives as of the Effective Date set forth above.

KEPRO Acquisitions, Inc. (“KAI”)

By: 
Name: Meghan Harris

Title: EVP, Chief Operations Officer

Date: June 26, 2020 | 10:49 AM PDT

Lake Stevens School District (“Employer”)

By: 
Name: Teresa Main

Title: Assistant Superintendent of Business & Operations

Date: June 26, 2020 | 10:40 AM PDT

Certificate of Completion

Envelope Id: 9B7878CC747042379967693A822992C2
 Subject: AMD 4 Lake Stevens School District EAP
 Source Envelope:
 Document Pages: 2
 Certificate Pages: 5
 AutoNav: Enabled
 Enveloped Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:
 Dave Clifford
 777 East Park Drive
 Harrisburg, PA 17111
 dclifford@kepro.com
 IP Address: 68.47.230.138

Record Tracking

Status: Original
 June 25, 2020 | 15:18

Holder: Dave Clifford
 dclifford@kepro.com

Location: DocuSign

Signer Events

Teresa Main
 teresa_main@lkstevens.wednet.edu
 Assistant Superintendent
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 73.169.227.76

Timestamp

Sent: June 25, 2020 | 15:24
 Viewed: June 26, 2020 | 12:39
 Signed: June 26, 2020 | 12:40

Electronic Record and Signature Disclosure:

Accepted: June 26, 2020 | 12:39
 ID: cec2465a-b1f2-452b-9efc-64dfdb749b8f

Meghan Harris
 mharris@kepro.com
 Co
 Uu

DocuSigned by:

 15CD5C019E1D42B...
 Signature Adoption: Pre-selected Style
 Using IP Address: 68.47.218.149

Sent: June 26, 2020 | 12:40
 Viewed: June 26, 2020 | 12:49
 Signed: June 26, 2020 | 12:49

Electronic Record and Signature Disclosure:

Accepted: March 9, 2020 | 12:01
 ID: ba4486cc-4713-4e1e-8bd2-7c019f93ebc2

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Suzi Brennan
 sbrennan@kepro.com
 Security Level: Email, Account Authentication
 (None)

COPIED

Sent: June 25, 2020 | 15:24
 Viewed: June 26, 2020 | 12:50

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
john_balmer@lkstevens.wednet.edu john_balmer@lkstevens.wednet.edu Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: June 25, 2020 15:24
Suzi Brennan sbrennan@kepro.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: June 26, 2020 12:49
john_balmer@lkstevens.wednet.edu john_balmer@lkstevens.wednet.edu Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: June 26, 2020 12:49
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	June 26, 2020 12:49
Signing Complete	Security Checked	June 26, 2020 12:49
Completed	Security Checked	June 26, 2020 12:49
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact KEPRO:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: mpalmer@kepro.com

To advise KEPRO of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at mpalmer@kepro.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from KEPRO

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to mpalmer@kepro.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with KEPRO

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to mpalmer@kepro.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify KEPRO as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by KEPRO during the course of your relationship with KEPRO.