



**CONTRACT AGREEMENT/ MEMORANDUM OF UNDERSTANDING  
BETWEEN  
Kennewick School District AND Educational Service District 123**

Pursuant to the mutual approval of this agreement, Educational Service District 123 (ESD 123) agrees to provide the following Student Assistance Program Services to Southridge High School in the Kennewick School District for the 2022-2023 school year.

**Kennewick School District will participate in the Behavioral Health COVID-Response Student Assistance Program by agreeing to the following:**

- 1) Provide a contribution for the sustainability of \$15,000.00 annually to support the cost of a full-time Student Assistance Professional (SAP), in order to maintain the program after the state funding ends.
  - In Years 1 & 2 (2021-2022 & 2022-2023), the Behavioral Health SAP program will have a sustainability contribution of \$15,000 each year.
  - In Year 3 (2023-2024), if the District agrees to continue the program, the sustainability contribution provided in years 1 and 2 will be utilized, in full, as a credit in year 3 towards the purchase of services.
- 2) Submit necessary information and assurances for ESD123 to complete the application for funds, progress reports, and year-end summaries.
- 3) Support the Student Assistance Prevention Intervention Services Program (SAPISP) by
  - Integrating the Student Assistance Professional (SAP) into the district's multi-tiered system of support (MTSS) and multi-disciplinary teams (MDT) for student support services;
  - Securing confidential space, phone, district email, and internet access for staff;
  - Allowing release time for student 1-1 counseling support, Behavioral Health screenings, and support groups;
  - Arranging time for the SAP to present at a faculty meeting(s) and to disseminate information about the program;
  - Meeting with the SAP bi-weekly to review the schedule of planned events and assist with logistics of planning events;
  - Working with ESD 123 to support staff development training and evaluation activities (i.e. interviews, surveys, and data related to the student failing grades);
  - Providing the SAP with access to student information that is relevant to performing their job, and necessary for program evaluation;
  - Orienting the SAP to school building procedures for crisis plans, internal student referrals, external service referrals, information sharing, and other district policies that may be pertinent to a staff person working in your building, and any changes to those procedures.

**Educational Service District 123 Agrees to:**

- 1) Assign a full-time Behavioral Health Coordinator to recruit, hire, train, and supervise a qualified SAP to be located at Southridge High School 195-8-hr days/school year. The SAP assigned for 2021-22 will continue assignment for the 2022-23 school year unless a change to employment status occurs. Duties of the SAP will include:
  - Providing Tier 1 and Tier 2 behavioral health education, screening, brief interventions, and/or referrals to address behavioral health concerns and other social support needs that are a barrier to their academic success;
  - Providing a rapport-building coach/advocate relationship with students, focused on data-based goal setting and problem-solving for improved school attendance, class engagement, work completion, and graduation;
  - Facilitate, monitor, and support referrals of individual Tier 2 SAP students to needed community services to ensure coordination of care;
  - Providing parent & staff support and training;
  - Engagement and assistance to school multi-tiered system of support (MTSS) and multi-disciplinary teams (MDT) for student support;
  - Coordination/Implementation of school-wide health promotion messaging and events;
  - Provide classroom, small group, and individual student behavioral health education; and
  - Community referrals, outreach, and collaboration.
- 2) Provide supervision/training with SAP staff.
- 3) Conduct on-campus site visits with SAP staff and building administration.
- 4) Provide a mid-year quality survey response regarding SAP staff performance and SAP program fit.
- 5) Coordinate all program activities which include:
  - Submission of iGrant application;
  - Provide professional development course offerings related to behavioral health;
- 6) Ensure the employee:
  - Follows the established Educational Service District 123 job description guidelines;
  - Attends all ESD 123-sponsored staff meetings; regular monitoring and evaluation meetings with ESD 123 supervisors; and mandatory in-service trainings. Additional meetings or trainings may be required for professional development throughout the school year.
- 7) Assistance in selecting/implementing best practice curricula and promising approaches to mental health literacy, prevention messaging, and tobacco, alcohol, and other drugs prevention/intervention.

## Suspension and Debarment

Consultant/Contractor hereby certifies, by signing this agreement, it is not on the Excluded Parties List Report, that they, nor their 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 purposes of this certification, mean officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity). Contractor/Consultant shall provide immediate written notice to ESD 123 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.

DocuSigned by:

*Dr. Traci Pierce*

11/2/2022 | 4:53 PM PDT

Date

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Dr. Traci Pierce, Superintendent  
Kennewick School District

DS  
VR

DS  
BL

DS  
MS

DocuSigned by:

*Steve McCullough*

8/10/2022 | 7:42 AM PDT

Date

B2D6D628A9814B6...  
Steve McCullough, Superintendent  
Educational Service District 123

DS  
AM

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MD



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## Signature

DS  
AM

Signature Adoption: Pre-selected Style

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## Electronic Record and Signature Disclosure:

Accepted: 1/4/2022 10:14:13 AM

ID: 6f05b767-b605-493b-b531-6edc739ea3ed

Brian Leavitt

brian.leavitt@ksd.org

Security Level: Email, Account Authentication  
(None)

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BL

Signature Adoption: Pre-selected Style

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## Electronic Record and Signature Disclosure:

Accepted: 10/7/2022 9:31:24 AM

ID: 7e61405d-a558-4d93-b9e0-f5c828d5d73b

Matt Scott

matt.scott@ksd.org

Security Level: Email, Account Authentication  
(None)

DS  
MS

Signature Adoption: Pre-selected Style

Using IP Address: 162.218.180.230

Sent: 10/19/2022 11:11:06 AM

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## Electronic Record and Signature Disclosure:

Accepted: 8/22/2022 2:33:24 PM

ID: 99ebca9a-bb8c-4468-8a34-ace6898f7de7

Dr. Traci Pierce

traci.pierce@ksd.org

Superintendent

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
Dr. Traci Pierce  
F3784A11E98E4CC

Signature Adoption: Pre-selected Style

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11/2/2022 4:53:25 PM  
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Educational Service District 123 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

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.

### **All notices and disclosures will be sent to you electronically**

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 Educational Service District 123:**

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: [kvotaw@esd123.org](mailto:kvotaw@esd123.org)

#### **To advise Educational Service District 123 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 [kvotaw@esd123.org](mailto:kvotaw@esd123.org) 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 Educational Service District 123**

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 [kvotaw@esd123.org](mailto:kvotaw@esd123.org) 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 Educational Service District 123**

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 [kvotaw@esd123.org](mailto:kvotaw@esd123.org) 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 access and read this Electronic Record and Signature Disclosure; and
- 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 Educational Service District 123 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 Educational Service District 123 during the course of your relationship with Educational Service District 123.