



Memorandum of Agreement for Services Provided by ESD 123

Between

Educational Service District 123 (ESD 123)

3924 West Court Street • Pasco, WA 99301

AND

Kennewick School District (District/Contractor)

1000 W. 4th Avenue • Kennewick, WA 99336

In consideration of the premises and mutual promises herein, the parties hereto agree to enter into a contractual arrangement with the following terms and conditions:

- A. Purpose:
The purpose of this Agreement is for Kennewick School District to have access to pdEnroller registration and Clock Hour services through the ESD 123 pdEnroller portal.
- B. Responsibilities of ESD 123:
 1. Provide access to pdEnroller registration and Clock Hour services.
 2. Provide training and support to the district as needed.
 3. Invoice district based upon October 1, 2024 student FTE count at a rate of \$1.25 per student FTE.
 4. Act as a liaison between the district and ESD 112 when troubleshooting issues or requesting system updates.
- C. Responsibilities of District/Contractor:
 1. Payment upon receipt of invoice in the amount of \$1.25 per student FTE.
 2. Confirm October 1, 2024 student FTE count.
 3. Maintain clock hour approval process compliant with WAC 181-85-200 & WAC 181-85-030.
 4. Be responsible for managing district pdEnroller content.
 5. Designate an individual(s) to be the liaison with ESD 123.
 6. Provide staff who will maintain and administer pdEnroller on a district level.
 7. Not disclose or make available any software or documentation associated with the services to any parties or persons not using the services on behalf of the district.
 8. Not change, modify, or alter any software without prior written permission, nor infringe on or violate any vendor license agreement entered into on their behalf.

D. Following its approval by the authorized signatory for the District/Contractor this agreement shall commence and be effective for the period beginning September 1, 2024, and shall terminate at midnight on August 31, 2025, with the exception of Sections III and V on page 2, which will continue to bind the parties, their heirs, and success

PAYMENT PROVISIONS

Contract Fees paid by the District/Contractor not to exceed \$25,000. ESD 123 shall submit properly computed invoices to the district upon receipt of contract.

In witness whereof, the District/Contractor and the ESD 123 have read, understand, and executed this entire agreement.

DocuSigned by:
Educational Service District 123
Steve McCullough
 9/3/2024 | 1:29 PM PDT

Steve McCullough, Superintendent
Educational Service District 123

0107.23.7000.8250.00

ESD 123 Budget Account Code(s)

DS MB DS MAT DS KH DS MP

DocuSigned by:
Kennewick School District
Dr. Traci Pierson
 9/3/2024 | 12:27 PM PDT

Dr. Traci Pierson, Superintendent
Kennewick School District

Initial DS Initial
 MB ASH

I. INDEPENDENT CONTRACTOR STATUS OF DISTRICT/CONTRACTOR

District/Contractor and District/Contractor's employees shall perform all duties pursuant to this Contract as an independent contractor. The District/Contractor certifies they are filing a schedule of expenses with the Internal Revenue Service, has established an account with the Washington State Department of Revenue and other appropriate state taxing agencies, and is maintaining a separate set of records for their business.

II. PROHIBITION AGAINST ASSIGNMENT

Neither this contract nor any interest therein may be assigned by either party without first obtaining the consent of the other party.

III. SUPPLANT

No use of funds from this agreement shall be used to supplant existing programs.

IV. OWNERSHIP OF WORK PRODUCTS AND RESTRICTION AGAINST DISSEMINATION

If the District/Contractor is required by this Contract to develop a concept of product for ESD 123, then all correspondence, papers, documents, reports, files, film work products (inclusive of intellectual concepts and properties), and all copies thereof which are received or developed by the District/Contractor and District/Contractor's employee(s) and agent(s) in the course of performing, or as incident thereto, District/Contractor duties pursuant to the agreement shall, immediately upon receipt, preparation, or development, become the exclusive property of ESD 123 in perpetuity of any and all purposes. All items described above shall be provided to and left with the ESD 123.

When ESD 123 obtains such rights, the District/Contractor and District/Contractor's employees and agent(s) shall not, without prior written approval of ESD 123, either during the term of this agreement or at any time thereafter, directly or indirectly disclose or give to any person, firm, partnership, corporation, agency, or political subdivision; any state or federal governmental; any educational agency, institution, or organization any portion of the above-described items and properties or any information acquired in the course of or as an incident to the performance of contracted duties hereunder, for any purpose or reason.

V. COPYRIGHT

ESD 123 shall be responsible for the acquisition of any necessary copyright releases for materials used in the performance of services under this Contract. This shall not include materials originated under this Contract to which ownership belongs to ESD 123.

VI. INDEMNIFICATION

The District/Contractor and the ESD 123 agree to mutually indemnify and hold each other harmless for any and all claims which hereafter arise on the part of any and all persons as a direct or indirect result of the District/Contractor or the ESD 123 employees or agents' performance or failure to perform duties pursuant to this Contract.

VII. MALPRACTICE INSURANCE

All Contractors providing services to minors must have valid malpractice insurance coverage. Upon request by ESD 123, Contractor must be able to show evidence of such coverage.

VIII. TERMINATION

This Contract may be terminated by the Superintendent upon written notification thereof to the District/Contractor. In the event of termination by the ESD, District/Contractor shall be entitled to an equitable proration of the total compensation provided herein for uncompensated services which have been performed as of the termination.

IX. VERBAL AGREEMENTS

This written Contract constitutes the mutual agreement of the District/Contractor and the ESD as a whole. No alternation or variation of the terms of this Contract and no oral understandings or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding.

X. APPLICABLE LAW

The laws of the State of Washington shall govern this Contract.

XI. NONDISCRIMINATION

No person shall, on the grounds of race, creed, color, national origin, gender, or handicapping condition be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under activities performed pursuant to this Contract.

XII. SUSPENSION AND DEBARMENT

District/Contractor hereby certified, 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 agreements 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). District/Contractor shall provide immediate written notice to ESD 123 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.

Certificate Of Completion

Envelope Id: B0E04725AFDA4716A00CFA1EA693353D
Subject: ESD 123 Teaching & Learning
24-25 FY Kennewick School District pdEnroller Reg/Clock Hour service
Dept.: Teaching & Learning
FiscalYear:
24-25 FY
Source Envelope:
Document Pages: 2
Certificate Pages: 7
AutoNav: Enabled
Envelope Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:
Gracie Guerrero
3924 West Court Street
Pasco, AL 99301
gguerrero@esd123.org
IP Address: 216.186.5.190

Record Tracking

Status: Original
8/29/2024 3:29:07 PM

Holder: Gracie Guerrero
gguerrero@esd123.org

Location: DocuSign

Status: Original
8/29/2024 3:36:21 PM

Holder: ESD 123 Contracts
contracts@esd123.org

Location: DocuSign

Signer Events

Molly Brinkley
mbrinkley@esd123.org
Security Level: Email, Account Authentication
(None)

Signature



Signature Adoption: Pre-selected Style
Using IP Address: 216.186.5.190

Timestamp

Sent: 8/29/2024 3:36:20 PM
Viewed: 8/29/2024 3:37:38 PM
Signed: 8/29/2024 3:38:01 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Molly Hamaker-Teals
mhamaker-teals@esd123.org
Security Level: Email, Account Authentication
(None)



Signature Adoption: Pre-selected Style
Using IP Address: 35.135.0.142

Sent: 8/29/2024 3:38:04 PM
Viewed: 8/29/2024 7:46:29 PM
Signed: 9/2/2024 6:57:41 AM

Electronic Record and Signature Disclosure:

Accepted: 8/16/2022 8:53:54 AM
ID: e16555ca-4994-45fe-821e-d336df5560dc

Kristi Hofheins
Khofheins@esd123.org
Assistant Superintendent
Security Level: Email, Account Authentication
(None)



Signature Adoption: Pre-selected Style
Using IP Address: 216.186.5.190

Sent: 9/2/2024 6:57:43 AM
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Signed: 9/3/2024 10:36:43 AM

Electronic Record and Signature Disclosure:

Accepted: 8/8/2022 11:30:07 AM
ID: 115d3d8a-1b83-46b7-80ca-1067b922cd36

Signer Events

Michael Paquette
mpaquette@esd123.org
Assistant Superintendent, Finance & Operations
Educational Service District 123
Security Level: Email, Account Authentication
(None)

Signature



Signature Adoption: Pre-selected Style
Using IP Address: 216.186.5.190

Timestamp

Sent: 9/3/2024 10:36:45 AM
Viewed: 9/3/2024 1:08:01 PM
Signed: 9/3/2024 1:08:07 PM

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Steve McCullough
smccullough@esd123.org
Superintendent
Educational Service District 123
Security Level: Email, Account Authentication
(None)

DocuSigned by:
Steve McCullough
E9284A11E98E4CC...

Signature Adoption: Pre-selected Style
Using IP Address: 47.25.185.73

Sent: 9/3/2024 1:08:08 PM
Viewed: 9/3/2024 1:29:24 PM
Signed: 9/3/2024 1:29:43 PM

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Tina Brewer
tina.brewer@ksd.org
Security Level: Email, Account Authentication
(None)



Signature Adoption: Pre-selected Style
Using IP Address: 205.196.7.2

Sent: 9/3/2024 1:42:13 PM
Viewed: 9/9/2024 8:36:01 AM
Signed: 9/9/2024 8:36:24 AM

Electronic Record and Signature Disclosure: Accepted: 5/8/2023 8:11:01 PM ID: 39556c37-da18-413f-a50f-b579269e61fc

Alyssa St. Hilaire
alyssa.sthilaire@ksd.org
WADI President
Security Level: Email, Account Authentication
(None)

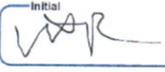


Signature Adoption: Pre-selected Style
Using IP Address: 205.196.7.2

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Signed: 9/9/2024 11:16:56 AM

Electronic Record and Signature Disclosure: Accepted: 9/9/2024 11:16:43 AM ID: 61cf6a33-a5fd-429e-bc24-dfd7371ae24f

Vic Roberts
Vic.Roberts@ksd.org
Director of Business Operations
Kennewick School District
Security Level: Email, Account Authentication
(None)



Signature Adoption: Drawn on Device
Using IP Address: 205.196.7.2

Sent: 9/9/2024 11:16:59 AM
Viewed: 9/9/2024 12:05:25 PM
Signed: 9/9/2024 12:08:34 PM

Electronic Record and Signature Disclosure: Accepted: 9/9/2024 12:05:25 PM ID: 64220859-e0dd-44d7-bfc5-7ef302c504ea

Dr. Traci Pierce
traci.pierce@ksd.org
Superintendent
Security Level: Email, Account Authentication
(None)

Signed by:
Dr. Traci Pierce
E9284A11E98E4CC...

Signature Adoption: Pre-selected Style
Using IP Address: 205.196.7.2

Sent: 9/9/2024 12:08:36 PM
Viewed: 9/9/2024 12:27:31 PM
Signed: 9/9/2024 12:27:42 PM

Electronic Record and Signature Disclosure: Accepted: 9/9/2024 12:27:31 PM ID: aaaa13b3-9758-44e1-a4fa-af6f4f4404b9

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Patty Lord patty.lord@ksd.org Security Level: Email, Account Authentication (None)	<div style="border: 1px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">VIEWED</div> Using IP Address: 205.196.7.2	Sent: 9/3/2024 1:29:45 PM Viewed: 9/3/2024 1:41:31 PM Completed: 9/3/2024 1:42:12 PM
Electronic Record and Signature Disclosure: Accepted: 9/3/2024 1:41:31 PM ID: b74a9c8d-d667-49f5-9638-90a9402a7107		
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Emily Herberg eherberg@esd123.org Fiscal Clerk Educational Service District 123 Security Level: Email, Account Authentication (None)	<div style="border: 1px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 9/9/2024 12:27:44 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Alex Cann acann@esd123.org Artist Educational Service District 123 Security Level: Email, Account Authentication (None)	<div style="border: 1px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 9/9/2024 12:27:44 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Patty Lord patty.lord@ksd.org Security Level: Email, Account Authentication (None)	<div style="border: 1px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 9/9/2024 12:27:44 PM
Electronic Record and Signature Disclosure: Accepted: 9/3/2024 1:41:31 PM ID: b74a9c8d-d667-49f5-9638-90a9402a7107		
Gracie Guerrero gguerrero@esd123.org Security Level: Email, Account Authentication (None)	<div style="border: 1px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 9/9/2024 12:27:45 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Kristen Cervantes kcervantes@esd123.org Accounts Payable Specialist Educational Service District 123 Security Level: Email, Account Authentication (None)	<div style="border: 1px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 9/9/2024 12:27:46 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	8/29/2024 3:36:20 PM
Envelope Updated	Security Checked	9/3/2024 1:42:12 PM
Envelope Updated	Security Checked	9/3/2024 1:42:12 PM
Envelope Updated	Security Checked	9/3/2024 1:42:12 PM
Envelope Updated	Security Checked	9/3/2024 1:42:12 PM
Certified Delivered	Security Checked	9/9/2024 12:27:31 PM
Signing Complete	Security Checked	9/9/2024 12:27:42 PM
Completed	Security Checked	9/9/2024 12:27:46 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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