



**Memorandum of Agreement for Services Provided  
by Kennewick School District  
Between**

**Educational Service District 123 (ESD 123)**

3924 West Court Street • Pasco, WA 99301

AND

**Kennewick School District (District/Contractor)**

1000 W 4<sup>th</sup> Avenue • Kennewick, WA 99336

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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 Attendance Breakthrough Network (ABN) will help schools make breakthrough improvements in attendance rates by providing a structure in which teams can easily learn from each other and access experts in attendance improvement. This work will build preventative systems using the MTSS framework that address the current high levels of student absenteeism, centering the voice and experiences of students experiencing educational inequity.

Overview of the Attendance Breakthrough Network:

- An evidence-based approach based on the [Institute for Healthcare Improvement \(IHI\) Breakthrough Improvement Model](#) and the OSPI ESSER Attendance & Reengagement Project
- Part of a state-wide Attendance Breakthrough Network Project that includes three regional networks and one state-wide network
- Supported by the Office of Superintendent of Public Instruction (OSPI) and the Educational Service District (ESD) core team (which includes ESDs 101, 123, and 113)

**B. Responsibilities of ESD 123:**

1. Design and host four full day Network Convenings hosted at ESD 123. These sessions are to learn improvement science strategies that will advance your attendance efforts and learn alongside 8-10 other school teams.
2. The ABN will provide an opportunity to exchange ideas and experiences with other schools on what's working and what's not regarding efforts to improve attendance
3. The Attendance Coordinator will provide monthly coaching touch-points and resources provided (in-person and remote)
4. ABN resources will provide for continuous attendance improvement such as...
  - A. Evidence-Based Strategies
  - B. Clear direction from ESD experts on where to focus to improve attendance that are rooted in current research and evidence-based practices
  - C. Data Support
  - D. Assistance with collecting and tracking attendance data
  - E. Help in monitoring your team's progress related to improvement efforts
5. Provide Kamiakin High School will access to Attendance Breakthrough Network communication platform
6. Regular online communication will occur to school from the ESD 123 Attendance Coordinator and OSPI
7. Resource sharing among network teams will be facilitated and organized by the ESD 123 Coordinator and OSPI for school use of resources

**C. Responsibilities of District/Contractor:**

1. Designate a team to lead the attendance work
  - A. 3-5 members, including
    1. Administrator
    2. Attendance clerk/staff
    3. Teacher and/or Counselor
    4. Home Liaison, Social Worker, Specialist
    5. Maintain consistent team attendance and participation at convenings and check-ins
2. Ensure team members attend 4 in person convenings (or communicate absences with ESD 123)
3. Team Roles and Responsibilities



A. Designate a Team Lead to coordinate activities and liaise with ESD

- Meet with ESD 123 at least once per month and allow for ESD coordinator to attend attendance team meetings in person or remotely
- Conduct weekly or bi-weekly meetings
- Test and refine PDSA cycles
- Gather and analyze attendance data
- Ensure active participation from the school administrator
- Assign a Data Champion to manage attendance reports and analysis
- Commit all team members to engage in improvement cycles and meetings

4. Submit reimbursement charges after each convening to not exceed \$1500 for all ABN approved charges for the year such as but not limited to travel costs, substitute costs, ABN related supplies.

D. Data Access

The district will enter into a data sharing agreement between our two organizations (Kamiakin High School and ESD) for the purpose of research to improve instruction, offer services, find best practices, and collect data that will be used to support outcomes of the ABN. Additionally, this agreement will enable and inform support on attendance trends as well as the assessment of outcomes. For much of the requested work, identified staff at ESD 123 will require access to:

1. School district and/or school attendance data (i.e., student performance/behavior for MTSS technical assistance and planning of support) and state or district administered surveys (i.e., Healthy Youth Survey, OSPI School Safety etc....) or evaluation for the purpose of needs assessment, grant writing and program support/services. In accessing or receiving this information, ESD 123 agrees that all school district records and data, or information related to individual students or families, will be treated as confidential and maintained in a manner that will assure the privacy of students and their family.
2. All school and district attendance and behavior data for the current year and previous year data will be used only for the purposes of the Attendance Breakthrough Network named above and shared with OSPI for research and analyzing program effectiveness. Access will be allowed according to their role in the project: initial review and partial de-identification, data cleaning and preparation or similar support, research analysis and reporting, non-disclosure review, and technical support.
3. Direct access to SIS system is needed to allow ESD 123 to support the data champion and build systems in data collection, analysis, and protocols.
4. 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 June 30, 2025, with the exception of Sections III and V on page 2, which will continue to bind the parties, their heirs, and successors.

E. 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 June 30, 2025, with the exception of Sections III and V on page 2, which will continue to bind the parties, their heirs, and successors.

**PAYMENT PROVISIONS**

No contract fees will occur for this project. District can provide invoices for specific costs related to the Attendance Breakthrough Network: travel, substitutes, supplies for ABN initiatives, and other costs approved by ESD 123 Coordinator. District shall submit properly computed invoices to ESD 123 after each convening. The total cost for the year cannot exceed 1,500 for reimbursement.

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*

9/10/2024 | 8:06 AM PDT

Steve McCullough, Superintendent

Educational Service District 123

5802.68.0000.6250.00

ESD 123 Expense Budget Account Code(s)

DS DS DS DS

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Signed by: Kennewick School District

*Dr. Traci Pierce*

9/10/2024 | 11:30 AM PDT

Dr. Traci Pierce, Superintendent  
Kennewick School District

Initial Initial DS

*VP* *EW* *MS*