



**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)**  
1000 W 4th Ave. • Kennewick, WA 99336-5601

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 to provide the following related special education services:  
  
Evaluation for MASH (Moving All to Success & Health) Services
- B. Responsibilities of ESD 123:
  - 1) Work cooperatively with District for the facilitation and implementation of this project.
  - 2) Complete any additional documents required by this contract.
- C. Responsibilities of District:
  - 1) Compensate ESD 123 for services within 30 days of invoice receipt.
- D. Following its approval by the authorized signatory for the District this agreement shall commence and be effective for the period beginning February 12, 2025, and shall terminate at midnight on February 28, 2025, with the exception of Sections III and V, which will continue to bind the parties, their heirs, and successors.

**PAYMENT PROVISIONS**

Contract Fees paid by the District not to exceed \$2,500.00.  
ESD 123 shall submit properly computed invoice(s) to the District Upon the Completion of the Services.

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

**Educational Service District 123**

DocuSigned by:  
*Steve McCullough*  
2/12/2025 | 3:23 PM PST  
B2D6D628A9814B6...

**Kennewick School District**

Signed by:  
*Dr. Traci Pierce*  
2/24/2025 | 9:45 AM  
E9284A11E98E4CC...  
Dr. Traci Pierce

Superintendent, Kennewick School District

1204.12.0000.8250.0000

ESD 123 Revenue Budget Account Code(s)

DS DS DS  
*cb* *kt* *mp*

DS DS Initial  
*LB* *MS* *TRB*

**I. INDEPENDENT CONTRACTOR STATUS OF DISTRICT**

District and District's employees shall perform all duties pursuant to this Contract as an independent contractor. The District 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 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 and District's employee(s) and agent(s) in the course of performing, or as incident thereto, District 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 and District'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 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 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, District 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. In the event of termination by the ESD 123, District 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 and the ESD 123 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 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 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.

**ATTACHMENT A:**

**M.A.S.H. Evaluation Cost Estimate for Kennewick School District**

**2024 – 2025 School Year**

Service	Student Initials	Total
M.A.S.H. Evaluation	A.M.	\$2,500.00
<b>GRAND TOTAL</b>		<b>\$2,500.00</b>

<sup>DS</sup> <sup>DS</sup> <sup>DS</sup> <sup>DS</sup> <sup>DS</sup> <sup>DS</sup> <sup>Initial</sup> <sup>Initial</sup>  
cla kH MP Sm LB MS TRB DTP

### Certificate Of Completion

Envelope Id: 73D978E8-2B9A-4F15-A700-CCF5B3BA3BB7  
Subject: ESD 123 Special Svc 24-25 FY Kennewick School District MASH Evaluation 3  
Dept.: Special Svc  
FiscalYear:  
24-25 FY  
Source Envelope:  
Document Pages: 3  
Certificate Pages: 7  
AutoNav: Enabled  
Envelopeld Stamping: Enabled  
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:  
Madison Washam  
3924 West Court Street  
Pasco, AL 99301  
mwasham@esd123.org  
IP Address: 209.112.106.2

### Record Tracking

Status: Original  
2/12/2025 1:23:29 PM

Holder: Madison Washam  
mwasham@esd123.org

Location: DocuSign

Status: Original  
2/12/2025 1:37:17 PM

Holder: ESD 123 Contracts  
contracts@esd123.org

Location: DocuSign

### Signer Events

Craig Bailey  
cbailey@esd123.org  
Executive Director of Special Services  
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: 2/12/2025 1:37:16 PM  
Viewed: 2/12/2025 2:55:34 PM  
Signed: 2/12/2025 2:55:59 PM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

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

Signature Adoption: Pre-selected Style  
Using IP Address: 136.143.149.198

Sent: 2/12/2025 2:56:01 PM  
Viewed: 2/12/2025 2:59:24 PM  
Signed: 2/12/2025 2:59:42 PM

### Electronic Record and Signature Disclosure:

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

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

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

Sent: 2/12/2025 2:59:44 PM  
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Signed: 2/12/2025 3:20:26 PM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

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

DocuSigned by:  
*Steve McCullough*  
B2D9D628A9814B6

Signature Adoption: Pre-selected Style  
Using IP Address: 47.25.185.73  
Signed using mobile

Sent: 2/12/2025 3:20:28 PM  
Viewed: 2/12/2025 3:23:15 PM  
Signed: 2/12/2025 3:23:28 PM

**Signer Events**

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Lexie Buschbach  
lexie.buschbach@ksd.org  
Security Level: Email, Account Authentication  
(None)

**Signature**



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

**Timestamp**

Sent: 2/12/2025 3:23:32 PM  
Viewed: 2/12/2025 4:12:54 PM  
Signed: 2/12/2025 4:13:00 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/12/2025 4:12:54 PM  
ID: 295d9283-5bd3-4af0-8c22-5acf7d3232cc

Matt Scott  
matt.scott@ksd.org  
Asst. Supt. K-12  
Security Level: Email, Account Authentication  
(None)



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

Sent: 2/12/2025 4:13:03 PM  
Resent: 2/18/2025 8:06:46 AM  
Viewed: 2/18/2025 8:33:39 AM  
Signed: 2/18/2025 8:34:05 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 8/22/2022 2:33:24 PM  
ID: 99ebca9a-bb8c-4468-8a34-ace6898f7de7

Dr. Thomas Brillhart  
Thomas.brillhart@ksd.org  
Security Level: Email, Account Authentication  
(None)

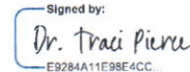


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Signed: 2/18/2025 8:57:00 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/18/2025 8:56:40 AM  
ID: cda9faf5-dfb2-47f5-8208-54d792b1e2ef

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



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

Sent: 2/18/2025 8:57:03 AM  
Resent: 2/21/2025 8:17:00 AM  
Resent: 2/24/2025 8:35:46 AM  
Viewed: 2/24/2025 9:44:54 AM  
Signed: 2/24/2025 9:45:29 AM

**Electronic Record and Signature Disclosure:**  
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**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**

**Carbon Copy Events**

Madison Washam  
mwasham@esd123.org  
Fingerprint Specialist/School Health Administrative Assistant  
Educational Service District 123  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

**Status**

**COPIED**

**Timestamp**

Sent: 2/12/2025 1:37:17 PM  
Viewed: 2/12/2025 1:37:17 PM  
Signed: 2/12/2025 1:37:17 PM

Emily Herberg  
eherberg@esd123.org  
Fiscal Clerk  
Educational Service District 123  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

**COPIED**

Sent: 2/24/2025 9:45:31 AM

Alex Cann  
acann@esd123.org  
Artist  
Educational Service District 123  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

**COPIED**

Sent: 2/24/2025 9:45:31 AM

Patty Lord  
patty.lord@ksd.org  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Accepted: 2/7/2025 12:41:16 PM  
ID: 3b055c64-4e17-4a58-a53d-995bae7e0ce2

**COPIED**

Sent: 2/24/2025 9:45:31 AM

Kristen Cervantes  
kcervantes@esd123.org  
Accounts Payable Specialist  
Educational Service District 123  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

**COPIED**

Sent: 2/24/2025 9:45:32 AM

CLM Upload  
contractsubmission@esd123.org  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

**COPIED**

Sent: 2/24/2025 9:45:34 AM

Samantha Leahy  
sleahy@esd123.org  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

**COPIED**

Sent: 2/24/2025 9:45:35 AM

**Carbon Copy Events**

Chad Littrell  
chad.littrell@ksd.org  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
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ID: 91156420-8b0d-408b-a4d5-d74eaa7d4590

**Status**

**COPIED**

**Timestamp**

Sent: 2/24/2025 9:45:36 AM

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent  
Certified Delivered  
Signing Complete  
Completed

Hashed/Encrypted  
Security Checked  
Security Checked  
Security Checked

2/12/2025 1:37:16 PM  
2/24/2025 9:44:54 AM  
2/24/2025 9:45:29 AM  
2/24/2025 9:45:36 AM

**Payment Events**

**Status**

**Timestamps**

**Electronic Record and Signature Disclosure**

## **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 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.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- 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.