AND

Puyallup School District #3
302 2nd St. SE, Puyallup, WA 98372
Phone: (253) 841-1301 Fax: (253) 435-6766

ADMINISTRATION AGREEMENT, STUDENT ASSISTANCE PROGRAM
2026-2027

This agreement is by and between Heidi's Promise, 730 Winchester Drive Cle Elum, WA 98922, hereinafter referred to as "Provider" and Puyallup School District, 302 2nd Street SE, Puyallup, WA 98372, hereafter referred to as "District". This administrative agreement implements the Substance Abuse Prevention/Intervention Specialist Program, hereinafter referred to as "SAPISP", for the **2026-2027 school years**.

1. Provider agrees to provide qualified Prevention/Intervention Specialists with specialized training in substance abuse and prevention. The Prevention/Intervention specialist shall be hired by Heidi's Promise, assigned to the Puyallup School District, and shall be considered an independent consultant to the District and not the agent or employee of the District.

2. SAPISP services, through the current district funding, will be provide 2 days/week services to Puyallup High School, Emerald Ridge High School, Rogers High School, and Walker High School. Also, through a Heidi's Promise grant, we will provide additional days to PHS and ERHS, and serve 1 day/week at Summit. The amount of days/hours served at each school will be determined by the district on a yearly basis. Billing will be done on the agreed daily fee (reviewed yearly) for all hours worked. The service days shall exclude all school holidays or vacations as indicated on the school calendar. The district agrees to pay for 3 days (per contracted P/I) during the 2026-2027 school year for unexpected staff sickness/bereavement leave.

3. Heidi's Promise staff will work closely with the District Drug and Alcohol Committee and other appropriate district groups to ensure that services are performed to meet student, school and district needs. Assessments and conferences will be scheduled by school representatives in coordination with the SAPISP Counselor.

4. Data pre/post test questionnaire collection, GAIN screenings and data entry by prevention/intervention specialist must be evident in order for this contract to be upheld. If no documentation is evident, the contract may be terminated.

5. Supervision of the program will be provided by Heidi's Promise by a certified SUDP, CPP, or Prevention/Intervention Program manager.

6. The District agrees to make arrangements for a private room for screening/consultation and conference with students and/or parent; access to a private telephone; access to a locking file cabinet or desk for storage for confidential files; convenient access to each building to a private location with a computer, internet access and an email address provision of attendance, academic and discipline information of students referred for services; and reproduction or records forms, as needed, for Provider.

7. The service model will be developed in conjunction with appropriate Puyallup School District staff and will be a Best Practice Model that includes pre and post-test outcome measurements.

8. As required, parents of students referred for screenings will be notified by school personnel of the decision to screen, in order to obtain permission prior to the actual screening taking place. Either written or verbal parent permission is acceptable prior to initiation of the student screening. A Release of Confidential Information in accordance with 42CFR, part 2, and other related rules, will be obtained by school personnel or SAPISP Counselor for the exchange of information between the Provider and school. In the event a complete and signed Release of Confidential Information cannot be obtained, the decision regarding actual performance of the screening will be at District discretion. Verbal consent for screening may replace written consent.

9. In circumstances where the screening outcome indicates a referral for a full assessment, a directory of qualified agencies will be available to the student and parents.

10. A second release of confidential information may be obtained from the referred student by Provider for exchange of information with District and/or parents and/or other involved parties in accordance with Federal, State and Local confidentiality regulations.

11. As required, prior to students participating in group sessions, a parental permission slip is obtained by the SAPISP Counselor with assistance of district personnel.

12. Provider shall maintain records of screenings and follow-up information, with appropriate measures taken to protect confidentiality, in accordance with pertinent sections of WAC 388-805.

13. SAPISP Services may be provided to all high schools as scheduling and funding allows. This will be performed within the scope of the established schedule (see Paragraph 3), at the discretion of the District in coordination and cooperation with the provider.

14. District may utilize the SAPISP Counselor's screenings and referral recommendations as an alternative to full disciplinary action when appropriate.

15. District will comply with confidentiality regulations with respect to student referrals to the SAPISP and the dissemination of follow up, referral and treatment information. Provider's treatment and disclosure of student information shall comply with all applicable Federal, State and Local laws regulations and District policies and procedures.

16. This agreement will not supersede District policies and procedures, but will be consistent with such policies and procedures through coordination of individual school personnel including administration, Care Team members, counselors, District personnel, the SAPISP counselor and administration of Provider agency.

17. Exchange of statistical information including but not limited to SAPISP activities, will be arranged by District and Provider and provided to the District upon request. Electronic data shall be completed for all students seen by SAPISP Counselors, with a completion rate of 80%. In addition, SAPISP Counselors will administer pre and post questionnaires to 80-100 percent of students seen more than 3 times through the Intervention program.

18. In the event that either party is dissatisfied with the performance of the other in the implementation and performance of this Agreement, the concerned party shall give written notice to the other party of the deficiencies noted. Thereafter, the notified party shall have five (5) working days to arrange to correct such deficiency or deficiencies. During such correction period, the concerned party will cooperate fully in such correction. In the event the deficiency or deficiencies are not satisfactorily corrected within a reasonable period, or such a period as may be fixed by the parties, the dissatisfied party reserved the right to terminate this agreement. Notice of termination will be provided by terminating party five (5) days prior to final termination, if satisfaction cannot be otherwise negotiated. Upon termination, both parties shall make appropriate disposition of pending cases, files or records in possession of each.

19. Staff training and other services for District pupils, schools and personnel may be arranged and provided as negotiated between District and Provider. Presentations and trainings during the SAPISP Counselors' regular hours will not be charged. Training after regular hours will be arranged and priced on an as needed basis.

20. District shall complete a Qualified Service Agreement (see Addendum A) to ensure confidentiality of student information regarding the exchange of statistical information.

21. Provider shall submit a monthly invoice for SAPISP services rendered during the prior month. Invoice shall include dates of service and hours of service listed per building site, per date. Time sheets should be first signed by a building representative. Billing will be emailed or mailed to Accounts Payable, Puyallup School District, P.O. Box 370, Puyallup, WA 98371.

22. The Contract for services shall not exceed **$134,784.00**. The contract for services will extend from no earlier than **September 1, 2026 and not beyond June 30, 2027.**

23. The Provider and the District shall each designate a representative to serve as the primary contact for administration of this agreement.

24. The District shall allow time for the Prevention/Intervention Specialist to attend 3 agency-held meetings during the school year for Professional Development purposes. Each meeting will be prearranged and not exceed 4 hours of time away from the school.

25. To the fullest extent permitted by law, the Providers shall indemnify, defend and hold harmless the District, its Officers, employees and agents from and against any liability or claims, suits or causes of action or damages or injuries to person or property arising out of the negligent performance of SAPISP services by Provider.

26. The Provider shall purchase and maintain, during their period of service to the District, such comprehensive general liability and professional liability insurances as is appropriate for the service being performed. Such insurance shall cover the services being provided under this agreement and the District shall have the right, at any time, to demand and receive copies of said policies and endorsements or exclusions. Fingerprinting of SAP Counselors shall be at the request and expense of the District.

27. This agreement shall terminate immediately if current funding sources at District are denied or reduced. In such an event, the terms of this agreement are to be renegotiated.

28. Both the Provider and the District shall allow time to meet collectively, at the minimum of 3 times per year, to discuss the overall SAPISP program and collaborate on the services being provided. These will be scheduled in December, March, and May.

29. Puyallup School District (PSD) shall complete the background check at PSD's expense, including fingerprinting through the Washington State Patrol criminal identification system and Federal Bureau of Investigation prior to services being rendered.

By: Tonya Middling Date: 5/15/26

Tonya Middling, Puyallup School District

By: Eric Munson (May 15, 2026 13:33:17 PDT) Date: May 15, 2026

Eric Munson
Executive Director, Heidi's Promise

ADMINISTRATIVE AGREEMENT, STUDENT ASSISTANCE PROGRAM
2026-2027
Addendum E

QUALIFIED SERVICE ORGANIZATION AGREEMENT

Furthermore, the Program:

1. Acknowledges that in receiving, storing, processing or otherwise dealing with any information from the Agency about the students involved with the program, it is fully bound by the provisions of the federal regulations governing confidentiality of alcohol and drug abuse patient records, 42 CFR Part 2; and

2. Undertakes to resist in judicial proceeding any effort to obtain access to information pertaining to student otherwise than as expressly provided for in the federal confidentiality regulations 42 CFR Part 2; and

3. Agrees it will institute and maintain appropriate procedures for safeguarding such information particularly students identifying information; and

4. Recognizes that any unauthorized disclosure of student information is a federal criminal offense punishable by a fine of not more than $500.00 in the case of a first offense and not more than $5,000.00 in case of each subsequent offense.

By:_____ Date:_____
Tonya Middling, Puyallup School District

By:_____ Date:_____
Executive Director, Heidi's Promise

Puyallup School District 2026-2027 Contract

Final Audit Report 2026-05-15

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