New Market
Skills Center

Interdistrict Cooperative Agreement

2022 - 2032

Revised: March 18, 2022

0016-2223

Table of Contents

I. **Purpose of the Agreement** 1

II. **Needs and Purpose of Operation** 1

III. **Designation of Host/Administrative/Fiscal District** 1

IV. **Location of Core Campus** 2

V. **Administrative Structure** 2

VI. **Estimated Number of Students Served** 3

VII. **Operational Costs** 4

VIII. **Financial Terms** 7

IX. **Dissolution Provisions** (In accordance with WAC 392-600-120) 8

X. **Duration of Agreement** 8

XI. **Ownership of Capital Equipment and Facilities** 8

XII. **Distribution of Assets and Liabilities or Payments** 9

XIII. **Relationship and Governance Structure of Branch Campuses** 9

XIV. **Responsibilities for Services** 10

XV. **Skills Center Programs** 10

XVI. **Resolution of Conflict** 12

XVII. **Withdrawal** 13

XVIII. **Admission of New Districts** 13

XIX. **Gifts** 13

XX. **Amendments** 13

XXI. **Joint Resolutions** 13

0016-2223

INTERDISTRICT COOPERATIVE AGREEMENT
NEW MARKET SKILLS CENTER

THIS AGREEMENT is made and entered into this 13th day of May, 2022 by and between the **Tumwater School District No. 33** (hereinafter referred to as the host district) and other member districts (herein after referred to as "participating districts" for operation of the New Market Skills Center core campus. The host district and the participating districts together will be referred to as "consortium districts" as listed below:

Adna School District No. 226
Centralia School District No. 401
North Thurston Public Schools No. 3
Oakville School District No. 400
Olympia School District No. 111
Rainier School District No. 307
Rochester School District No. 401
Shelton School District No. 309
Tenino School District No. 402
Tumwater School District No. 33
Yelm Community Schools No. 2

I. Purpose of the Agreement

As defined by the Office of Superintendent of Public Instruction (hereinafter referred to as OSPI) in WAC 392-600, (Washington State Skills Center Rules), this agreement establishes terms and conditions necessary for inter-district cooperative financing, operation and administration of New Market Skills Center (herein after referred to as "Skills Center").

II. Needs and Purpose of Operation

The Skills Center, as defined in WAC-392-600-010(1), is a regional career and technical education partnership. It is established to provide access to comprehensive, industry-defined career and technical programs of study that prepare students in the region for careers, employment, apprenticeships and postsecondary education. The Skills Center is operated by a host district and governed by an administrative council in accordance with an interdistrict cooperative agreement.

III. Designation of Host/Administrative/Fiscal District

A. The Tumwater School District No. 33 (hereinafter referred to as "Host District") will serve as the Host District for the Skills Center core campus.

B. The Host District will provide the site and facility for the Skills Center core campus, and will serve as the fiscal agent for all revenues and expenditures which are not borne directly by the participating districts of the cooperative.

0814-2223

IV. Location of Core Campus

The Skills Center core campus is located at 7299 New Market Street SW, Tumwater, Washington and may include delivery of programming at other sites as agreed to by the Administrative Council.

V. Administrative Structure

A. Administrative oversight for the Skills Center shall be provided by the Administrative Council which will consist of the Superintendent or his/her designee from each consortium district. Representatives on the Administrative Council shall have an equal vote.

B. The Administrative Council shall consummate a cooperative management agreement with the Tumwater School District to serve as the Host District for the day to day operation of the Skills Center. Such agreement shall formulate the regulations and provisions whereby the Host District will manage the Skills Center under direction of the administrative council and policies formulated by the Tumwater School District.

C. The Administrative Council shall have the following duties and responsibilities as stipulated in WAC 392-600-030 and terms of this agreement reached pursuant to paragraph V.B. above:

1. Insure that the cooperative is operating in a manner consistent with this Agreement;
2. Establish policies and procedures relating to the operations of the Skills Center;
3. Ensure that equipment replacement, facilities maintenance, and ongoing operation of the Skills Center, including branch campus/satellite programs, meets current industry and educational standards;
4. Offer programs that are approved by OSPI for career and technical education enhancement as defined in WAC 392-121-138 or provide basic support to students enrolled in Skills Center programs. Programs approved by OSPI shall provide a minimum of 540 hours of instruction per year.
5. Offer Skills Center programs less than the equivalent of three consecutive fifty-minute programs if offered as an extension of the student's one whole FTE-funded school year.
6. Submit an application to OSPI, Career and Technical Education, requesting approval to operate a satellite program eligible for skills center funding.
7. Serve a majority of student enrollment at the Skills Center core campus.
8. Receive and act on recommendations from an applicant district, the participating districts, the Host District and such Skills Center advisory committees as might subsequently be established.
9. Determine organization and staffing levels of the Skills Center.
10. Select and direct the Skills Center Director.
11. Review and approve the course offerings.
12. Determine the slot assignments for consortium and non-consortium districts.

D16-2223

13. Require from the Director a preliminary budget covering the proposed operation and financing and, when approved by the Council, transmit the program budget to the Host District.
14. Provide the Superintendent of the Host District with guidance for management decisions and for issues, which must be presented to the Host District Board of Directors. The Host District Board of Directors has the final authority on all matters concerning the Skills Center.
15. Ensure the Skills Center is administered by a certificated career and technical education director who shall be responsible for carrying out the administrative functions in accordance with the policies, rules and regulations adopted by the Administrative Council.

    The director shall be an employee of the Host District.

E. The Host District shall have the following responsibilities:
    1. Employ Skills Center staff.
    2. Act as fiscal agent for the Skills Center and maintain separate accounts and fund balances for each fund.
    3. Review and adopt the Skills Center budget as a part of the Host District budget.
    4. Provides such services as may be mutually agreed upon by the Host District and the Skills Center.

VI. Enrollment

A. The Administrative Council will allocate budgeted enrollment slots among consortium districts based upon the lesser of each district's 3-year average annual FTE enrolled in the skills center compared to each district's current year January skills center AAFTE, then adding a proportionate share of the additional non-consortium FTE that is over the current year's January enrolled non-consortium FTE. For districts new to the consortium, the host district will recommend an enrollment slot allocation during the budget development process or at the time of membership subject to Administrative Council approval. The most recent completed school year AAFTE and estimated enrollment for the next school year for both consortium and non-consortium districts will be set forth as in table one.

B. The Administrative Council will allocate slots for non-consortium districts and determine the non-consortium district capital fee per FTE during the budget development process beginning in February. Non-consortium district shall also be required to provide transportation, special education and other non-core student services for students from their districts to the skills center as required under WAC 392-600-020(10) and section XIII of this agreement. The skills center director and Administrative Council Chair will contact non-consortium districts sending students to the skills center to encourage consortium membership during the annual budget development process.

C. Unused budgeted enrollment slots by a member district may be used by another member district and/or students from non-member districts with approval of the Administrative Council.

0016-2223

D. Non-public school students must enroll in their district of residence or complete an inter-district transfer and enroll in the host district to be considered for enrollment at the skills center.
E. In the event enrollment demand exceeds budgeted slots, two waiting lists will be maintained; one for students from consortium districts and one for students from non-consortium districts. In the event the Administrative Council approves program enrollment/expansion beyond the original budget, students from the consortium district waiting list will be placed in program slots before students on the non-consortium waiting list are considered. This process will be followed for each program within the skills center offerings.
F. Summer Program Enrollment: The enrollment provisions above do not apply to the summer skills center programs.

Table 1
THE LESSER OF THE PRIOR THREE YEAR
ANNUAL AVERAGE FTE ASSIGNED SLOTS
OR
THE DISTRICT DESIGNATED ENROLLMENT COMMITMENT
OF SKILLS CENTER ENROLLMENT SLOTS
(Based on the AAFTE January Enrollment of the fiscal year
The budget is being prepared in)

District	Lesser of 3-YR AVG/ Jan. 21-22 AAFTE	Non-Consortium AAFTE Split	Hold Harmless AAFTE*	Initial Designated Slots	Additional Elected Slots**	Total Designated Slots***
Adna	2.56	0.67	.88	4.11		4.11
Centralia	14.36	3.77	4.94	23.07		23.07
North Thurston	47.05	12.35	16.19	75.59		75.59
Oakville	1.62	0.43	.56	2.60		2.60
Olympia	53.98	14.17	18.57	86.72		86.72
Rainier	0.00	0.00	.00	0.00		0.00
Rochester	12.26	3.22	4.22	19.70		19.70
Shelton	15.61	4.10	5.37	25.08		25.08
Tenino	4.76	1.25	1.64	7.65		7.65
Tumwater	47.01	12.34	16.18	75.52		75.52
Yelm	6.20	1.63	2.13	9.96		9.96
Non-Consortium	53.91	N/A	N/A	N/A	N/A	N/A
Totals	259.32	53.24	70.68	330.00	.00	330.00

* Hold harmless FTE reflects district's percentage of budgeted increase (330) over total of column G (259.32)
**Any district may choose to add additional slots to its initial designated slots in a given year
***Total slots (Budgeted FTE) for 2022-2023 SY projected at 330.00 based on added programs

0016-2223

VII. Operational Revenue and Costs

A. The cost of operating the Skills Center shall be met in the following manner:

1. State apportionment funds for secondary vocational students enrolled in Skills Center programs.
2. Any federal, state, local or private allotments or grants received expressly for the Skills Center.
3. The host district will inform the Administrative Council as soon as reasonably possible of any actual or anticipated operational costs beyond the approved budget amount. These matters are to be included for discussion/consideration at the earliest possible Administrative Council meeting during the fiscal year and/or a special Council meeting as determined jointly by the host district superintendent and the ad council chair. Any additional operational costs approved by Administrative Council shall be prorated among the Consortium Districts according to their percentage of the total budgeted skills center FTE approved by the Administrative Council for the year in which such costs are incurred. These excess costs will be applied to consortium districts only.
4. In the event that in relation to the approved budget, an FTE shortfall is projected to reduce the general fund below 12% of the current annual budget at or before fiscal year end, the host district shall prepare and present to the Administrative Council a projected budget shortfall analysis inclusive of all projected revenue including summer enrollment and expenditures. This shall occur no later than December in any year the September-November skills center enrollment indicates the potential for such a shortfall. In this case, each consortium district shall be responsible for the difference between its enrolled FTE for the school year and its designated FTE allocation in the approved budget. The Administrative Council will determine specific timelines for final FTE shortfall determinations and corresponding shortfall payments to the host district by the end of the fiscal year.
5. Any revenue or expenditure condition or projection exceeding the approved budget which is not addressed in the foregoing provisions shall be presented to the Administrative Council and resolved by majority decision. B. Definition of Terms:

1. Cost of Operation: Cost of operation is defined to mean the total cost of operating the Skills Center program but specifically excludes capital investments and major items of equipment.
2. State Apportionment Funds; State apportionment funds are those funds paid by the state in support of approved program offerings of the Skills Center. Beginning with the 2007-2008 school year, students enrolled in both a high school and the Skills Center may be claimed for up to a total 1.6 FTE based on their enrolled hours. Both the Skills Center and the student's resident district are limited to claiming a maximum of 1.0 FTE. Student FTE enrollment shall be reported pursuant to rules and instruction of the Office of Superintendent of Public Instruction. A student enrolled in a state-approved three-period Skills Center career and technical course will be counted for apportionment purposes at a maximum of 0.6 FTE. The resident district may count the student for a maximum of 1.0 FTE for the time he/she spends at the

0016-2223

home high school. When the Skills Center also serves a student in academic courses not qualifying for career and technical education funding, the Skill Center shall ensure that the student's combined FTE reported for state funding does not exceed 1.6 FTE. (Summer Funding? Include details?)

3. Enrollment Slot: An enrollment slot is a measure of participation in the skills center program and consists of three (3) consecutive hours of funded enrollment for 180 days (540 hours per year).

C. Procedures

1. An annual program budget shall be developed by the Skills Center Director and submitted to the Administrative Council for approval. The budget development process shall include a consultation with the Administrative Council in a meeting each February; A draft budget presentation to the Administrative Council in March; and, A presentation of a final recommended budget to the Administrative Council for action in April each year. This timeline may be adjusted when deemed necessary by the administrative council. When approved, the budget shall be transmitted to the Board of Directors of the Host District for action. A program budget account and format shall be maintained for auditing, accounting and reporting purposes.
2. Students are required to be enrolled for a minimum of three (3) consecutive fifty (50) minute periods.
3. Enrollment of students in the Skills Center programs shall be on a first-come, space available basis provided that priority placement will be given to students from consortium districts. Each year, enrollment for non-consortium students may begin on or after May 1st, on a date determined by the director for that year.
4. If there are remaining enrollment opportunities, they may be used by non-participating districts or by non-public schools with approval of the Administrative Council.
5. The Host District shall claim any other federal, state, local or private grants or allotments available to the Skills Center, including any applicable non-consortium district fees.
6. The Host District shall control, monitor, and audit all financial transactions at the Skills Center by following procedures of the State Accounting Manual and report monthly to the Administrative Council on the financial status of the Skills Center. The Host District shall identify any additional costs and present the matter to the Administrative Council prior to or during preparation of the annual budget outlined in Section VII.(C)(1)..
7. The receipt of any other funds specifically earmarked for the Skills Center from source(s) other than those from consortium districts or non-consortium district fees shall be deposited in a separate, discrete account in accordance with Section VII.6.b. above for the purpose of making disbursements for expenditures specific to the allocation.

016-2223

VIII. Financial Terms

A. Capital Investment: It is hereby mutually agreed that the Consortium Districts will provide the necessary building facilities and necessary operating equipment in accordance with the following:

1. The Administrative Council shall request major capital project funding within the ten-year budget planning cycle for Skills Center core campus facilities through the Host District and in compliance with RCW 28A.245.030(3) (Revised guidelines for Skills Center). The capital plan shall be submitted to OSPI, School Facilities and Organization, by December 1st of each odd-numbered year.
2. The capital budget plan will identify a ten percent minimum local project contribution as provided in RCW 28A.245.030(3). The amount of local contribution, as specified in WAC 392-600-040(1)(c), will be determined based on the total expected value of the project cost to include all phases of construction as proposed in the ten year plan, unless there is compelling rationale not to do so, including but not limited to local economic conditions as determined by OSPI. The local contribution must receive prior approval from OSPI School Facilities and Organization and may include the following:
   a. Local project funding from cooperating districts;
   b. Fair market value of land as determined by a state certified general appraiser;
   c. In-kind labor for capital planning, design, construction or capital project management; and
   d. Other capital services provided by the cooperating districts.
3. The local capital project funding contribution will be prorated among the Consortium Districts according to their annually determined percentage of student slots in the Skills Center.
4. All capital plan submissions shall conform to the Office of Financial Management's (OFM) capital budget guidelines. Activities surrounding program development and operational oversights are not allowable capital expenditures.
5. As a condition to receiving an allocation from either the state capital budget for necessary modifications to the Skills Center, the Administrative Council shall establish:
   a. A separate capital account for the purpose of tracking expenditures on an annual basis for all capital projects; and;
   b. A separate account, when required, in accordance with generally accepted accounting principles (GAAP), to track revenues and expenditures for any future discrete purpose.

The formula for establishing building replacement value is contained in WAC 180-33-013.

B. Capital Maintenance: The Tumwater School District will operate and maintain the core Skills Center facility as state funds are available. It is hereby mutually agreed

0016-2223

that the Consortium Districts will, as per WAC 392-600-030(7), contribute to a "Capital Projects Maintenance Fund" established by the Host District for major maintenance and remodeling of core campus facilities up to a maximum of 40% of the value of the facilities.

The initial and/or annual amount to be contributed to the capital projects maintenance fund shall be determined by the Administrative Council, annually to be no less than $50,000, payable by percentage shares determined by the most recent FTE allocations in the approved program budget. These payments are for Capital Maintenance only. If there is a capital need for new programs or program enhancement the funding source will be determined by the Administrative Council.

C. Minor works. The Skills Center Administrative Council may request state funding for core, branch or satellite facility minor works projects through the biennial capital budget. Project requests shall be received by OSPI, school facilities and organization, by May 1st of each even-numbered year.

IX. Dissolution Provisions (In accordance with WAC 392-600-120)

A. If the Administrative Council seeks to dissolve the operation of the Skills Center, it shall request prior approval from the Office of Superintendent of Public Instruction before dissolution and shall conform to the following:

1. The Administrative Council, having received state funding for construction or modernization of core campus facilities, shall not initiate procedures for the dissolution of the operation of the Skills Center prior to the end of the useful life of the facilities or thirty years after the state funded facility's construction completion date, whichever is less.
2. Skills Center facilities which were constructed, or received major modernization, with state funding shall revert to the Host District (the school district in which the Skills Center is physically located) and shall be counted as instructional space in the district's inventory.
3. Request for dissolution outside the terms of the inter-district cooperative agreement may be approved when, in the judgment of the Office of Superintendent of Public Instruction, there is substantiation of sufficient cause.

X. Duration of Agreement

A. The duration of this agreement shall be for 10 years commencing September 1, 2022.

B. This agreement shall initiate immediately upon execution and shall be renewed annually and automatically each fiscal year through August 31, 2032, subject to the provisions for withdrawal contained herein, or outlined for dissolution in WAC 392-600-120. At that time, it is assumed the contract will be reviewed and renewed by the parties.

C. Renewal of amendments to this agreement shall be submitted for approval to OSPI.

XI. Ownership of Capital Equipment and Facilities

0016-2223

A. All capital equipment, facilities, and furnishings utilized by the Skills Center for instructional purposes funded from any source, including capital improvements and equipment proportionately paid for according to district share by the participation districts, will be considered property of the Host District.

B. It is further agreed that a participating district may loan or lease equipment to the Skills Center upon such terms and conditions as may mutually agreeable. The lending district will retain ownership of this equipment.

XII. Distribution of Assets and Liabilities or Payments

A. If a participating district withdraws from the Skills Center, no payment, reimbursement, or distribution of assets will be made to the withdrawing district for:

1. Prorated capital project funding contributions;
2. Prorated contributions to the Capital Projects Maintenance Fund;
3. Prorated additional operational costs beyond the approved budget incurred during the fiscal year in which the request for withdrawal is made.

B. If a participating district withdraws from the Skills Center, the withdrawing district will be responsible for payment of all prorated liabilities in excess of revenue incurred by the Skills Center during the fiscal year in which the request for withdrawal is made.

XIII. Relationship and Governance Structure of Branch Campuses

A. Branch Campus Relationship

1. Two or more school districts, as stipulated in WAC 392-600-080, through a joint resolution designating a lead district may submit a request to the Skills Center (core campus) Administrative Council to request funding from OSPI to conduct a feasibility study for a Skills Center branch campus.
2. The Skills Center (core campus), Host District and Administrative Council shall be the co-applicant for the feasibility study.
3. Upon completion and approval of the branch campus feasibility study by OSPI, the superintendent or designee from the branch campus host district shall become a member of the Skills Center (core campus) Administrative Council.
4. The Skills Center and Host District (core campus) will sponsor the branch campus and act in an advisory capacity.

B. Branch Campus Governance

1. An inter-district agreement, approved by OSPI as described in WAC 392-600-020, will be in place between the Host District (Tumwater School District), and the host district of the branch campus. This agreement will stipulate that the branch campus host district will:

   a. Provide fiscal and operational management including collection of student apportionment.
   b. Provide all necessary administrative, instructional and support staff;
   c. Provide a minimum of three (3) instructional programs that are:
      (1) Reviewed and approved by the Host District (Tumwater) and (New Market) Administrative Council prior to submission to OSPI.

0016-2223

(2) Approved by OSPI for career and technical education enhancement as stipulated in WAC 392-121-138 for skills center programs;

(3) Provide a minimum of 540 hours of instruction per year.

2. A branch campus may not establish a branch campus or a satellite program.

C. Branch Campus Transition

1. A Skills Center branch campus may submit a request to OSPI, Career and Technical Education, to be considered as a skills center core campus if it meets the following standards:

   a. Develops interdistrict agreements that meet the standards in WAC 392-600-020;

   b. Meets or has a plan to meet the enrollment requirements (150 FTE) in WAC 392-600-050;

   c. Provides a minimum of three approved instructional programs;

   d. Receives a written release from the (core campus) Host District and Administrative Council.

XIV. Responsibilities for Services

Responsibility for services, as specified in WAC 392-600-020(10) to be provided by participating districts directly to the Skills Center shall include, but are not limited to:

A. Transportation costs to and from the Skills Center for transporting students in district buses shall be borne by the district of student residence.

B. Special education costs and services related to a student's enrollment in, and transportation to, the Skills Center are the responsibility of the student's resident school district.

C. Nurse staffing costs to meet on site nurse staffing requirements.

D. Other noncore Skills Center needs of the student including ELL support and 504 accommodations will be the responsibility of the student's resident school district.

XV. Skills Center Programs

A. Core Campus Programs

1. The programs or course offerings of the Skills Center will be determined by the Administrative Council.

2. The Skills Center shall offer programs that are approved by OSPI for career and technical education enhancement (WAC 392-121-138) and provide basic support to students enrolled in skills center programs. Programs approved by the Office of Superintendent of Public Instruction for vocational (CTE) enhancement shall be a minimum of 540 hours per year. Programs eligible for consideration and approval by OSPI shall be:

   a. Voluntary student enrollment

   b. Tuition-free

   c. Necessary for the express purpose of:

0016-2223

(1) Providing educational programs not otherwise available;
(2) Avoiding unnecessary duplications of specialized or unusually expensive programs and facilities.

3. The Skills Center may also provide academic courses not qualified as career and technical education courses for students eighteen to twenty years of age and also enrolled in a career and technical program when those academic needs are best served at the Skills Center.
4. The Skills Center may admit and enroll as interdistrict transfer students those students who have been released by their resident district for the purpose of enrolling in the Skills Center's high school completion program, which shall be known as New Market High School. Such enrollment requires the prior approval of the Host District through the districts interdistrict transfer procedures. Students may be denied if they would cause a financial hardship to the Skills Center or the Host District.
5. Students denied as interdistrict transfer students pursuant to subsection XV.A.4. will be considered for enrollment in the New Market High School only if the resident school district enters into a separate interdistrict cooperative agreement to pay unfunded costs.
6. Students enrolling as interdistrict transfer students in New Market High School shall follow and comply with both the Skills Center and Host District procedures for interdistrict transfers.
7. Services:
   a. The Skills Center, in cooperation with the administration and counseling staffs in the participating high schools, shall make provision for the availability of ancillary services and shall facilitate contact to obtain employment, placement, and follow-up records on all Skills Center students.
   b. The Skills Center shall provide special education services and other supplemental services to students admitted as interdistrict transfers provided those services are not deemed to cause a financial hardship to the Host District and/or the Skills Center.
8. Eligibility
   a. No more than seventy percent (70%) of full-time equivalent students served by the Skills Center consortium may be resident students of the Host District. (WAC 392-600-050(2);
   b. Any student enrolled in a high school of any district, party hereto, is eligible to attend the Skills Center career and technical education programs subject to the following:
      (1) General admission requirements as established by the Administrative Council;
      (2) Requirements set by the Board of Directors of the district of student residence;

0016-2223

(3) Availability of space according to the FTE allotted the district of residence of the student in the annual budget.

(4) Admission of a student as an interdistrict transfer student in the New Market High School shall be subject to the interdistrict transfer requirements and standards of the Host District. If the Host District denies the interdistrict transfer the resident district retains full responsibility for the student's education. If the transfer is denied because the student would cause a financial hardship for the Skills Center or the Host District, the student will be enrolled only through an interdistrict cooperative agreement with the student's resident district providing for payment of unfunded costs of service. Each case may be evaluated by the Host District, the Skills Center, and the sending school to determine most appropriate placement.

9. Retention

   a. Retention of students in the Skills Center shall be governed by policies established by the Administrative Council and by policies of the district of residence of the student.

   b. Retention of interdistrict transfer students in the New Market High School shall be jointly governed by the policies of the Administrative Council and the Host District.

B. Satellite Programs

1. The Skills Center, as stipulated in WAC 392-600-110, may request approval through OSPI, for operation of satellite programs. If a satellite program is located at a comprehensive high school, written approval from the district career and technical education director and superintendent is required.
2. The Skills Center will submit program approvals to OSPI, Career and Technical Education, to operate satellite programs.
3. The Skills Center will report the monthly satellite program enrollment directly to OSPI, apportionment financial services. State apportionment funding will be paid only through the Host District.
4. Interlocal agreements for operation of satellite programs will be developed as necessary with:
   a. School districts;
   b. Private businesses or other entities.

XVI. Resolution of Conflict

A. Mediation: A majority vote of the Administrative Council shall govern in all matters. In the event a majority vote cannot be reached by the Council on an issue requiring resolution, the matter shall be referred to a mutually acceptable third-party mediator for final resolution.

B. Due Process: Due process procedures shall be established by the Administrative Council.

0016-2223

XVII. Withdrawal

A. It is hereby agreed that any party (participating district) to this Agreement may withdraw at any time provided it shall be done in an orderly basis and pursuant to the following:

   1. In the event that a district desires to withdraw from the Skills Center program, such district desiring withdrawal shall give notice in writing to all districts no later than October 1 of the fiscal year preceding withdrawal, said withdrawal to be effective on September 1 of the next succeeding fiscal year.

   2. The other Skills Center participating districts and OSPI must approve the application for withdrawal.

B. Land, capital improvements and equipment purchased for the Skills Center shall be the property of and remain with the Host District.

XVIII. Admission of New Districts

Whenever a new district wishes to become a member in the Skills Center or to buy slots by way of payment of a share of the capital investment, it shall submit to the Administrative Council a formal proposal based on approved guidelines and procedures established by the Administrative Council.

XIX. Gifts

The Skills Center program may receive gifts, cash, equipment or services from any source whatsoever, contingent to acceptance by the Administrative Council.

XX. Amendments

This Agreement may be amended by agreement of all districts party hereto.

XXI. Joint Resolutions

Resolutions by the applicant district and the participating districts have been duly consummated, and by this reference and attachment are made a part of this Agreement.

0016-2223

ADNA SCHOOL DISTRICT NO. 226

Board President	Secretary to the Board	Date

CENTRALIA SCHOOL DISTRICT NO. 401

Board President	Secretary to the Board	Date

NORTH THURSTON PUBLIC SCHOOLS NO. 3

Board President	Secretary to the Board	Date

OAKVILLE SCHOOL DISTRICT NO. 400

Board President	Secretary to the Board	Date

OLYMPIA SCHOOL DISTRICT NO. 111

Board President	Secretary to the Board	Date

RAINIER SCHOOL DISTRICT NO.307

Board President	Secretary to the Board	Date

0016-2223

ROCHESTER SCHOOL DISTRICT NO. 401

Board President	Secretary to the Board	Date

SHELTON SCHOOL DISTRICT NO. 309

Board President	Secretary to the Board	Date

TENINO SCHOOL DISTRICT NO. 402

Board President	Secretary to the Board	Date

TUMWATER SCHOOL DISTRICT NO. 33

Board President	Secretary to the Board	Date

YELM COMMUNITY SCHOOLS NO. 2

Board President	Secretary to the Board	Date

0016-2223

DocuSign

Certificate Of Completion

Envelope Id: 007881604C7640CF9FCF382F856AC6AE
Status: Completed
Subject: DocuSign NOTIFICATION: Contract K3507-01 with North Thurston Public Schools
Source Envelope:
Document Pages: 8
Signatures: 2
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
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626 8th Ave SE
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IP Address: 198.239.14.33

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Holder: Meagan Metzger
meagan.metzger@hca.wa.gov
Location: DocuSign

Signer Events	Signature	Timestamp
Rachelle Amerine rachelle.amerine@hca.wa.gov Contracts Administrator CloudPWR OBO Washington State Health Care Authority-Sub Account Security Level: Email, Account Authentication (None)	DocuSigned by: Rachelle Amerine 71E17FEBBC774E7...	Sent: 5/11/2022 3:01:01 PM Viewed: 5/12/2022 4:16:09 PM Signed: 5/12/2022 4:16:13 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign	Signature Adoption: Pre-selected Style Signed by link sent to rachelle.amerine@hca.wa.gov Using IP Address: 147.55.194.51	
Teena Barnes tbarnes@nthurston.k12.wa.us Executive director Security Level: Email, Account Authentication (None)	DocuSigned by: Teena Barnes 1151131D6D7141D...	Sent: 5/12/2022 4:16:14 PM Viewed: 5/12/2022 9:23:00 PM Signed: 5/12/2022 9:23:56 PM
Electronic Record and Signature Disclosure: Accepted: 5/12/2022 9:23:00 PM ID: 2fc42b1a-4804-4b8c-b753-a7ed62eee396	Signature Adoption: Pre-selected Style Signed by link sent to tbarnes@nthurston.k12.wa.us Using IP Address: 47.215.242.2 Signed using mobile	

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
Shanna Muirhead Shanna.muirhead@hca.wa.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 5/11/2022 3:01:01 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

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Carbon Copy Events	Status	Timestamp
Funmi Omolade olufunmilayo.omolade@hca.wa.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 3/2/2022 1:05:49 PM ID: 3d0c43d2-91b2-4a8d-8a23-ad033305e92e	COPIED	Sent: 5/11/2022 3:01:01 PM
Jami Robertson jrobertson@nthurston.k12.wa.us Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 5/12/2022 4:16:14 PM
HCA Financial Services FINANCIALSVC@HCA.WA.GOV Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 5/12/2022 9:23:57 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/11/2022 3:01:01 PM
Certified Delivered	Security Checked	5/12/2022 9:23:00 PM
Signing Complete	Security Checked	5/12/2022 9:23:56 PM
Completed	Security Checked	5/12/2022 9:23:57 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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