

**INTERLOCAL AGREEMENT FOR RENEWING SERVICES
FISCAL YEAR 2021-22**



**EDUCATIONAL SERVICE DISTRICT NO 112
2500 NE 65th Avenue
Vancouver WA 98661-6812**

Parties to the Agreement:

Educational Service District No. 112, hereinafter referred to as “ESD112”, and Woodland School District No. 404, 800 2nd Street, Woodland WA 98674, hereinafter referred to as the “District”.

IN WITNESS WHEREOF, the District and ESD112 (the Parties) have executed this Agreement on the date and year indicated below. Signed versions of this Agreement transmitted by facsimile copy or electronic mail shall be the equivalent of original signatures on original versions.	
WOODLAND SCHOOL DISTRICT NO 404	
AUTHORIZED SIGNATURE:	DATE:
EDUCATIONAL SERVICE DISTRICT NO 112	
AUTHORIZED SIGNATURE:	DATE:

Summary Statement-Agreement Purpose	
COOPERATIVE INFORMATION MANAGEMENT SERVICES	
To provide the District with cooperative data processing, software, and support services as mutually deemed acceptable to the District and ESD112 through the Southwest Washington Regional Service Center (SWRSC).	
Agreement Number: 22000-030	Financial Terms: Payments under this Agreement shall not exceed \$104,970.00.
Agreement Period Initial Term Start: September 1, 2021 Initial Term End Date: August 31, 2022 Nonrenewal Notification: May 1, 2022	Invoice Schedule: To be billed \$8,747.50 in twelve equal monthly installments.

Attachments: This Agreement consists of this signature page and the following exhibits, which constitute the entire understanding of the Parties.

- Exhibit A: Terms for Services Provided**
- Exhibit B: General Terms & Conditions**
- Exhibit C: Member Service Options & Description of Services**

<u>ESD112 INFORMATION</u>	
REV ACCT NO:	6412 71 2310
DEPT APPROVAL	G Hottman
BUDGET APPROVAL	G Hottman
BUS SVC APPROVAL	TW

IF OPTING OUT OF ELECTRONIC SIGNATURE:
Send scanned copy of Agreement with executed signature by email to:
districtcontracts@esd112.org

EXHIBIT A
TERMS FOR SERVICES PROVIDED

1. **Purpose.**
 - 1.1 ESD112 and the District are entering into this Agreement for the purpose of providing the District with cooperative data processing services, software, and support services, as set forth in Exhibit C to this agreement (“Services”) and as mutually deemed acceptable to the District and ESD112. Service shall be delivered through the Southwest Washington Regional Service Center (SWRSC) located at ESD112.
 - 1.2 The provision of educational, instructional or specialized services in accordance with this Agreement are intended to improve student learning or achievement.

2. **Term.**
 - 2.1 **Initial Term.** The Initial Term for the Agreement shall be from September 1, 2021 to August 31, 2022.
 - 2.2 **Renewal Term.** This Agreement shall automatically be renewed for an additional one-year term (the Renewal Term) unless either party to the Agreement notifies the other party in writing prior to May 1st that it is not renewing the Agreement. The party that fails to provide written notice before May 1st shall be required to pay damages in accordance with Section 4 of Exhibit B. Changes to services ESD112 is obligated to provide or fees the District is obligated to pay shall be addressed as amendments (Exhibit B, Section 3) to this Agreement.

3. **Finance, Budget and Property.**
 - 3.1 **Agreement Amount.** The District shall pay ESD112 an amount of \$104,970.00 for services provided under this Agreement as described in Section 1.1 above and Section 4 below.
 - 3.2 **Invoicing.** ESD112 shall invoice the District in twelve (12) installments of \$8,747.50. Invoices shall be paid within thirty (30) days of receipt.
 - 3.2.1 Fees shall be based on the District’s current year average annual full-time equivalent (“AAFTE”) student enrollment and the monthly invoices shall use the reported AAFTE from the 1251 FTE Report. The final invoice sent in August will reflect the actual AAFTE for the completed school year. If the AAFTE is less than 250, then fees shall be based upon “Minimum for districts under 250 AAFTE” as set forth in Exhibit C “Member Service Options”.
 - 3.2.2 In each annual billing cycle, the District’s first monthly payment is due October 31 of each year and the last monthly payment is due August 31. The final adjustment to AAFTE for the fiscal year shall be completed with the August invoice.
 - 3.3 **Budget.** A separate budget for services under this Agreement is not necessary and therefore is not being prepared. Expenses and revenues shall be addressed in the District’s and ESD112’s budget.
 - 3.4 **Property.** All personal property and assets acquired or received in connection with the obligations under this Agreement, including but not limited to

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equipment, materials, supplies and funds, shall be owned and retained by ESD112, both during the term of this Agreement and after the Agreement is terminated, partially or completely. Real property shall not be acquired.

4. **Scope of Services and Parties' Obligations.** The Parties agree to fulfill the following obligations:
- 4.1 **Responsibilities of ESD112.** ESD112 shall provide computer processing support services, software support, and product coordination services to the District as set forth in Exhibit C, collectively referred to as "Services". Services and the corresponding fees for Services are subject to change annually, provided that the District is given notice of such annual change at least ninety (90) days prior to its effective date.
- 4.1.1 **Support.** ESD112 shall provide direct support to designated District staff. Support will be categorized by Tiers. If a Tier cannot resolve an incident, it is escalated until it is resolved. Incidents will be reported to ESD112 using a web-based service tracking system (FootPrints). However, to expedite critical incidents, the District may also use the phone, email or other means of communication to increase the visibility of the issue to ESD112.
- 4.1.1.1 **Tier I Support.** The District shall be responsible for Tier I support. The District shall attempt to make initial remedy of incidents. If the issue cannot be resolved, designated District staff shall contact ESD112 for Tier II support.
- 4.1.1.2 **Tier II Support.** ESD112 shall provide Tier II support and shall perform analysis and investigate the cause and, if possible, provide the District the remedy for an incident. If the incident cannot be resolved by Tier II support, ESD112 shall contact Washington School Information Processing Cooperative, or "WSIPC", for Tier III support.
- 4.1.1.3 **Tier III Support.** WSIPC is the final escalation of issues and incidents that impact District usage of Software. The Tier III role is performed by WSIPC and external vendors, including analysis and investigation of application incidents, and infrastructure troubleshooting. Resolution might include defect correction, data manipulation, program analysis, and hardware replacement.
- 4.1.2 **Performance Standards.** Service incidents received from the District are assigned a severity level depending on the nature of the issue and its impact on the District. An initial severity level is assigned to each incident when it is received. Severity levels are defined as:
- 4.1.2.1 **Critical.** A Critical Severity level is assigned to an incident that has one or more of the following conditions: (a) production has stopped, (b) the District cannot continue work, (c) data is corrupt, (d) financial controls are impaired, (e) or system security has been compromised. Initial response time for a Critical Severity level issue received during normal working hours is thirty minutes.

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After normal working hours response time will be longer because there is no telephone or email coverage during these hours.

4.1.2.2 High. A High Severity level is assigned to an incident that has one or more of the following conditions: (a) productivity is significantly impaired but is proceeding, (b) a work stoppage may occur if the incident is not resolved quickly, (c) the incident affects, or is of concern to, a majority of school districts in the region (or state), (d) the incident may cause a security problem if not resolved quickly, (e) or private information may be disclosed if the incident is not resolved quickly. Initial response time for a High Severity level issue received during normal working hours is two hours. After normal working hours response time will be longer because there is no telephone or email coverage during these hours.

4.1.2.3 Normal. A Normal Severity level incident only modestly reduces productivity. Normal Severity level items are tracked and submitted to WSIPC.

4.1.2.4 Resolution of Issues. ESD112 and WSIPC will work diligently to resolve all Critical and High Severity incidents. Due to the complexity of certain incidents, a formal guarantee of resolution cannot be provided. ESD112 and WSIPC shall work extended hours in order to resolve a Critical Severity level incident. Extended work hours require the District who originated the incident to remain available and participate in resolution of the incident.

4.1.3 Confidentiality of Data. All materials furnished to ESD112 by the District pursuant to this Agreement, including but not limited to source data, computer files, reports, listings, and computer programs, shall not be disclosed to third parties except as provided herein, or as required by law, or otherwise by written consent of the District.

4.1.4 ESD112 shall invoice the District in accordance with Section 3 above.

4.2 Responsibilities of the District. The District shall:

4.2.1 Pay ESD112 the annual fee set forth in Exhibit C and in accordance with Section 3 above.

4.2.2 Be responsible for the input and management of District data into the programs supported by ESD112.

4.2.3 Provide a single point of contact for administrative authorizations (security) and software application support, and shall act as the primary contact with ESD112 in matters pertaining to Services, including emergency support notifications.

4.2.4 Attempt to resolve issues related to use and support of Services. If issues cannot be resolved by District staff, it shall be escalated to ESD112 by the single point of contact assigned by the District.

4.2.5 Recognize that ESD112 requires access to production and test Skyward fiscal and student databases, or any derivatives thereof, utilized by the

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District in order to deliver Services to the District. Therefore, the District agrees to provide full production and test database access to ESD112 personnel directly engaged in the support and delivery of Services to the District

- 4.2.6** Not disclose or make available any software or documentation associated with the Services to any parties or persons not using Services on behalf of the District. The District agrees to safeguard all proprietary materials being provided under this Agreement and shall 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.
- 4.2.7** Negotiate with ESD112 an amount to be included in a contract addendum for any services beyond the scope of this agreement, either requested by the District or required by ESD112.
- 4.2.8** Be responsible for making reasonable accommodations for District staff, including any modifications or adjustments to a job or the work environment, that will enable an employee with a disability to participate in Services delivered or to perform essential job functions related to Services. If for any reason the District fails to provide a reasonable accommodation that is necessary for receipt of the service provided by ESD112 and ESD112 provides an accommodation, the District shall pay ESD112 for the costs ESD112 incurs to provide the accommodation.

5. Agreement Contacts.

	THE DISTRICT	ESD 112
SIGNATURE AUTHORITY / NOTICE CONTACT-Required		
Name:	Michael Green	Tim Merlino
Position:	Superintendent	Superintendent
Phone:	360.841.2702	360.750.7500
Email:	greenm@woodlandschools.org	tim.merlino@esd112.org
PROGRAM CONTACTS		
Name:	Michael Green	Gavin Hottman
Position:	Superintendent	CFO/Assistant Superintendent
Phone:	360.841.2702	360.952.3521
Email:	greenm@woodlandschools.org	gavin.hottman@esd112.org
FISCAL / BUDGET CONTACTS		
Name:	Stacy Brown	Gavin Hottman
Position:	Business Manager	CFO/Assistant Superintendent
Phone:	360.841.2715	360.952.3521
Email:	brownst@woodlandschools.org	gavin.hottman@esd112.org
ACCOUNTING / BILLING CONTACTS		
Name:	Mary Gleason	Christy Stalcup
Position:	Accounts Payable	AR Specialist II
Phone:	360.841.2715	360.952.3490
Email:	gleasonm@woodlandschools.org	christy.stalcup@esd112.org

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**EXHIBIT B
GENERAL TERMS & CONDITIONS**

1. **Authority & Organization.**
 - 1.1 This Agreement is entered into in accordance with the authority granted in the Interlocal Cooperation Act, RCW 39.34.030 and provisions that authorize educational service districts and school districts to contract with each other for services, specifically 28A.310.010, 28A.310.180, 28A.310.200, 28A.320.080 and 28A.320.035.
 - 1.2 A separate legal entity is not being created. ESD112 shall administer the joint undertaking described in the terms of this Agreement.

2. **General Responsibilities of the Parties.** ESD112 and the District shall:
 - 2.1 Conduct background checks on any officials, employees, volunteers or agents who may perform obligations under this Agreement and who may have contact with children in a public school or ESD112 facility. No party/person who has plead guilty to, or been convicted of, a felony crime specified in RCW 28A.400.322 shall be allowed to do work under this Agreement if they may have contact with children in a public school or ESD112 facility. Failure to comply with this provision is grounds for immediate termination of the Agreement.
 - 2.2 Comply with federal, state, and local laws in performing obligations under this Agreement, and any policies or regulations adopted by the Parties' boards of directors.
 - 2.3 Obtain and maintain general liability coverage, including contractual liability coverage, and automobile coverage in an amount not less than \$1,000,000 per occurrence. The Parties shall, upon request, provide each other suitable evidence of the coverage required.
 - 2.4 Obtain any licenses or permits required to perform their respective obligations under this Agreement.
 - 2.5 Maintain books, records, documents, data and other materials compiled and related to the performance of obligations under this Agreement for the time period required under law or any applicable grant agreement. Both Parties agree to provide access to and copies of any such books, records, documents, data or other materials to the other party upon request.
 - 2.6 Take all necessary steps to protect the confidentiality of educational records and shall not disclose such records or the information obtained from having access to such records without obtaining the consent of the other party and the parent of the student whom the record pertains to.

3. **Amendment.** Changes to the services ESD112 is obligated to provide or fees the District is obligated to pay shall be addressed in signed amendments to this Agreement, provided forty-five (45) days before the amendment is to take effect, unless otherwise mutually agreed.

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- 4. Termination and Damages for Termination with Inadequate Notice.**
- 4.1 Mutual Termination.** This Agreement may be terminated by mutual agreement by the Parties.
- 4.2 Damages Paid by the District for Services Provided by Certificated Employees.** If the District fails to notify ESD112 that it is terminating this Agreement prior to the Renewal Term of May 1st (see Exhibit A, Section 2.2) and this Agreement is for services provided by ESD112 employees who have a certificated contract with ESD112, there may be material adverse financial consequences to ESD112. The adverse financial consequences, or damages, may likely exceed the fee the District would have paid for the Renewal Term. If the District terminates the Agreement without giving notice prior to May 1st and ESD112 has employed certificated staff to provide services under the Agreement, the District agrees to pay ESD112 the amount owed for the Renewal Term as damages. The damages the District is agreeing to pay shall represent a reasonable reflection and estimate of the damages ESD112 shall incur.
- 4.3 Damages Paid by the District for Services Provided by Non-Certificated Employees.** If the District fails to notify ESD112 that it is terminating this Agreement prior to the Renewal Term of May 1st (see Exhibit A, Section 2.2) and this Agreement is for services that are provided by ESD112 employees who do not have a certificated contract with ESD112, the damages ESD112 shall incur may be less than the fee the District would have paid to receive the services for the Renewal Term. In that case, the District shall pay ESD112 for damages ESD112 incurs as a direct or indirect result of not being notified by May 1st that the District is terminating the Agreement.
- 4.4 Damages Paid by ESD112.** If ESD112 fails to notify the District that it is terminating this Agreement prior to the Renewal Term of May 1st (see Exhibit A, Section 2.2), ESD112 shall pay the District the costs the District incurs to obtain the services ESD112 was obligated to provide from a third party, but only to the extent the costs exceed what the District would have paid ESD112, and the fees the District pays the third party must be based on reasonable market rates.
- 4.5 Payment.** The damages that are owed under this section shall be paid in full within thirty (30) days of receipt of an invoice. This requirement shall survive termination of the Agreement.
- 5. General Provisions.**
- 5.1 Assignment.** Neither this Agreement nor any interest therein may be assigned by either party without the prior written consent of the other party.
- 5.2 Attorneys' Fees and Costs.** In the event litigation arises out of this Agreement, each party shall bear its own attorney's fees and costs.
- 5.3 Authority.** The terms and conditions of this Agreement to which the Parties agree are being entered into by appropriate resolutions or delegation of authority by the respective boards of directors of ESD112 and the District.
- 5.4 Captions.** Paragraph headings have been included for the convenience of the Parties and shall not be considered a part of this Agreement for any purpose relating to construction or interpretation of the terms of this Agreement.
- 5.5 Compliance Orders.** ESD112 shall:

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- 5.5.1** Deliver all services under this Agreement in compliance with the most current guidelines issued by the Centers for Disease Control and Prevention (CDC), Washington Department of Health, and the Office of Superintendent of Public Instruction (OSPI) guidelines, and comply with the state proclamations and orders as pertains to any infectious disease outbreaks or pandemics (i.e., COVID-19).
- 5.5.2** Adjust delivery of services as requested and/or required to meet needs to comply with Section 5.5.1 above without modification to terms of the Agreement.
- 5.6 Conflict of Interest.** No person engaged in any activity associated with this Agreement has a personal financial interest, direct or indirect, in this Agreement. ESD112 and the District warrant that neither party presently has interests, and will not acquire interests, directly or indirectly, which would create a conflict of interest in performing the obligations under this Agreement. Any direct or indirect conflict of interest must be disclosed.
- 5.7 Force Majeure.** ESD112 and the District shall not be liable for any failure to perform its obligations in this Agreement, and shall not be liable for the damages in Section 4 above, if the failure to perform or action that gave rise to damages is a result of any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond such party's reasonable control, such as changes to federal, state or local laws, but excluding failure caused by a party's financial condition or negligence.
- 5.8 Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Washington and any action or litigation undertaken to enforce the terms of this Agreement shall be conducted in Clark County, Washington.
- 5.9 Indemnification.** Both Parties agree to protect, defend, indemnify and hold the other party, and its directors, officers, agents and employees harmless from any and all claims and losses that are caused by the indemnifying party, or the indemnifying party's directors', officers', agents' or employees' negligent or malicious acts or omissions.
- 5.10 Intellectual Property.** Any materials ESD112 produces shall be owned by ESD112. ESD112 shall be considered the author of such materials. To the extent materials being produced in connection with this Agreement are found to be "works for hire", the District hereby irrevocably assigns all right, title and interest in such materials, including intellectual property rights, to ESD112 effective from the moment of creation. The District shall not use any materials produced for, or by, ESD112 in connection with this Agreement without obtaining ESD112's prior written consent.
- 5.11 Non-Discrimination.** Per requirements of state, local and federal laws, ESD112 and the District agree not to discriminate on the basis of race, color, creed, religion, national origin, citizenship or immigration status, age, sex, gender expression or identity, sexual orientation, genetic information, honorably discharged veteran or military status, marital status, family/parental status, income derived from a public assistance program, political beliefs, non-job-related physical, sensory, or mental disabilities, use of a trained guide dog or service animal, or reprisal or retaliation for prior civil rights activity. Inquiries regarding

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compliance and/or grievance procedures for ESD112 may be directed to ESD112 at its address above.

- 5.12 Notice.** Whenever notice is required under this Agreement, it shall be provided by emailing, with receipt confirmation, or mailing notice to the contacts designated in Exhibit A, Section 5. Notice shall be deemed effective upon the earlier of actual receipt or three (3) days after notice is deposited in the United States Postal Service mail, by certified mail, postage prepaid.
- 5.13 Severability.** If any term of condition of this Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement which can be given effect without the invalid term, condition, or application and, to this end, the terms and conditions of this Agreement are declared severable.
- 5.14 Waiver.** No provision of this Agreement, or the right to receive reasonable performance of any act called for by its terms, including but not limited to the right of a performing party to notify a non-performing party there has been a unilateral early termination, shall be deemed waived by a party's failure to enforce the provision or rights to performance in a particular transaction or occurrence. Any and all waivers shall be in writing and signed by the party waiving the provision or its rights to performance. Any waiver that is not in writing shall not be binding or effective.
- 5.15 Whole Agreement.** The Parties agree that this Agreement, together with all appendices, if any, constitute the entire agreement between the Parties and supersedes all prior or existing written or oral agreements between the Parties and may not be amended other than in writing signed by the Parties.
- 6. Exclusion, Debarment and Suspension Certification.** Per the requirements of Executive Order 12549, ESD112 and the District certify that neither they, nor their officers, directors, general managers or persons having primary management or supervisory responsibilities, are on the Excluded Parties List Report (web address: <http://www.sam.gov/SAM>) and that they are not presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded for the award of contracts by any Federal governmental agency or department. ESD112 and the District shall provide immediate written notice to each other if, at any time during the term of this Agreement, including any renewals hereof, the Parties learn that this certification has become erroneous by reason of changed circumstances.

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**EXHIBIT C
MEMBER SERVICE OPTIONS**

Member Services Options:

Full Fiscal Services and Student Services

- I. Full Services (for AAFTE > 20,000)\$37.72 / AAFTE / year
- II. Full Services (for AAFTE > 10,000 to 20,000)\$40.57 / AAFTE / year
- III. Full Services (for AAFTE > 4,000 to 10,000)\$42.82 / AAFTE / year
- IV. Full Services (for AAFTE 250 to 4,000).....\$44.37 / AAFTE / year
- V. Full Services Minimum for districts under 250 AAFTE.....\$11,092.50 / year

Fiscal Services Only

- I. Fiscal Minimum for districts < 250 AAFTE.....\$11,092.50 / year

Student Services Only

- I. Student Services Only\$33.00 / AAFTE / year
- II. Student Minimum for districts < 250 AAFTE\$8,250.00 / year

Miscellaneous Services (available to members on a contract basis)

- I. Report Design and Development\$85.00 / hour
- II. CEDARS Support\$85.00 / hour
- III. Customized Research, Program Analysis & Design(contact ESD112 for a quote)

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DESCRIPTION OF SERVICES

1. **Fiscal Management System Services.**
 - 1.1 Provide fiscal coordinator services, including telephone, email, and onsite support.
 - 1.2 Provide classroom training on Washington School Information Processing Cooperative (“WSIPC”) supplied software to users identified by the District.
 - 1.3 Provide documentation as provided and delivered with WSIPC supplied software and/or as modified by the Southwest Washington Regional Service Center (“SWRSC”).
 - 1.4 Provide designated print output services at SWRSC for pressure sealed forms.
 - 1.5 Software support for fiscal application systems services.
 - 1.6 **Human Resource Software.** Human Resources software functionality includes:
 - 1.6.1 Payroll processing tracks employee contract amounts, records time off, and reports retirement, workers compensation and vendor transactions.
 - 1.6.2 Personnel reporting for collection and electronic transfer of S-275 information to the state account, calculation of benefits and distribution to budgetary chart of accounts for budget preparation, extensive information storing and reporting, and contract writing.
 - 1.6.3 Federal and state reporting is included within the applications, including quarterly 941, FICA/Medicare, W-2, and EEOC.
 - 1.6.4 Fast Track is a web-based application allowing human resources personnel and other security-approved employees to post job vacancies and add, edit and view job postings from any computer with an internet connection. Fast Track integrates with Human Resources and Payroll modules eliminating the need to re-enter data.
 - 1.6.5 Employee Management provides an effective way to manage employee information in one centralized database. The application allows for a single entry for all associated applications including Payroll, Employee Profile, and the Fast Track job application system. Reports allow each district to capture human resource information. The application assists districts in tracking positions within the District.
 - 1.6.6 Employee Profile provides access to various types of human resources and payroll data and is the repository for all employee information. Functions supported include personnel information, tax, retirement, deductions and benefits information, contract and pay record information, direct deposit, regular and substitute time tracking, year-to-date, fiscal year-to-date, certification, education and experience information, and user-defined fields for tracking of district-defined data.
 - 1.6.7 Calendars are used extensively within the applications and within Skyward. Position and assignment calculations for FTE and salary use calendar days and hours as part of the calculation. Retirement “as earned” transactions and worker’s compensation transactions also use calendars as part of the calculations. Calendars are easy to change and there are efficient ways to roll calendars to the next year.

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- 1.6.8** Data Mining uncovers patterns in your student and financial data. The user may create custom reports that include only the fields and ranges selected. Multiple filters may be used to specify data to be included on the report. The report data may be exported to Microsoft Excel or Word for easy mail merge.
- 1.6.9** Position Request allows requesting and approving of an open position. The system checks for available FTE and interfaces with position control. On-line approval processing can be accessed through the Employee Access application.
- 1.6.10** Employee Access provides staff easy online access to their payroll, time off, W2, and check history information. Employees have 24/7/365 access to and ability to change their personnel information.
- 1.6.11** Salary Negotiations is a tool that can generate a negotiation plan within minutes. The District may generate multiple plan scenarios easily and compare the multiple negotiation plan results. Salary Negotiations integrates with Employee Management saving time when preparing the next year's payroll and for subsequent negotiations. This module also supports Washington State reporting of personnel budgets and S-275 Personnel Reporting.
- 1.6.12** Substitute Tracking allows districts to track all information about finding substitute teachers, hours worked, whom they subbed for, and the rate of pay they received. Customizable rate tables allow districts to establish specific rates and automate movement to a long-term rate. Data may be imported from third-party sub calling systems directly into Skyward's Substitute Tracking.
- 1.6.13** Time Off is used to manage and track all employee time off accrual information in a centralized location. Districts may allocate time off by pay period, month, or anniversary date. The centralized database allows staff to view up-to-date information regarding employee time off information and balances. There are multiple methods for time off entry including allowing office staff to enter information using limited-access processing. Automatic time off accrual may be set up to schedule allocation amounts based on years of service. This module interfaces with time off requests in Employee Access.
- 1.6.14** Retirement processing supports Washington State's retirement systems. It records a retirement transaction "as earned," automatically creates the transmittal file that is sent to the Department of Retirement Systems and retains retirement transaction history.
- 1.6.15** State reporting includes the following reports: Personnel Budgeting and S-275, New Hire, Unemployment, Retirement, and Workers Compensation.
- 1.7 Fiscal Software.** Fiscal Software functionality includes:
 - 1.7.1** Requisition/Purchase Order processing from generating through encumbering and issuing, including online approval workflow.
 - 1.7.2** Vendor Master records demographic information and account activity reporting for vendors.

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- 1.7.3 Account Master (Chart of Accounts) supports account code set up and maintenance with inputs for journal entry and cash receipting.
 - 1.7.4 Accounts Payable processing from invoice receipting through warrant issuance and posting to the general ledger and subsidiary accounts with extensive report capabilities.
 - 1.7.5 Accounts Receivable processing from invoicing through payment receipting and posting to the general ledgers and subsidiary accounts with extensive report capabilities.
 - 1.7.6 Budget preparation utilizing personnel files for preparation of salary and benefits, on-line terminal manipulation of budgetary chart of accounts by categories or individual accounts, and printing budget document pages.
 - 1.7.7 Warehouse Inventory for on-line processing of shipping and receiving of goods in the warehouse and on-line updating of supplies on hand, on-order to vendors and back orders.
 - 1.7.8 Fixed Assets processing supports the set up and tracking of asset inventory by location with optional GASB 34 reporting.
 - 1.7.9 Data Mining report writer program for creating special reports from the Payroll/Personnel system or Fiscal Accounting system, including storage and recall of selected reports at any time.
 - 1.7.10 State Processing: data definition and export for county treasurers, Department of Revenue, and OSPI F-195, F-196, F-198, and F-200 reporting.
 - 1.7.11 Year End processing provides for fiscal year close out, carry forward, and 1099 processing.
 - 1.7.12 TrueTime is a fully integrated time tracking system that is FLSA compliant and may be accessed anytime, anywhere, online. It eliminates the need to enter employee work hours manually. Time entries may be completed through a web-based program or an electronic reader. Electronic timesheets eliminate the need for paper timesheets, saving payroll staff time and hassle. An on-line approval process allows supervisors to approve timesheets as they are submitted.
 - 1.7.13 Security administration.
2. **Student Management System Services.**
- 2.1 Provide Student Management system coordinator services, including telephone, email, and onsite support. **Telephone and email support contact shall be through designated District student support team members only, unless otherwise agreed to by both parties.**
 - 2.2 Provide classroom training on WSIPC Student Management supplied software to users identified by the District.
 - 2.3 Provide documentation as provided and delivered with WSIPC supplied software and/or as modified by the SWRSC.
 - 2.4 Provide print output services at SWRSC.
 - 2.5 Provide software support for Student Management application systems services.

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- 2.6 Student Management System Software.** Student Management system software functionality includes current and historical record maintenance, available by school year, and including:
- 2.6.1** Future Scheduling for future terms or years is done with Future Scheduling. The scheduling information integrates with Family/Student Access and Educator Access+. Counselors, parents, and students may view schedules online.
 - 2.6.2** Current Scheduling ensures students have the best possible schedule and keeps everyone informed of schedule changes through Family/Student Access and Educator Access+. Counselors, parents, and students may view schedules online.
 - 2.6.3** The Activities area manages student activities and awards. This module integrates with other modules such as EA+, Discipline, and Grading. Activities and awards information may be included on official transcripts. It can be used to identify and locate students within the system through set criteria, and verifies student eligibility to district staff for athletics, academics, or achievement awards.
 - 2.6.4** Attendance makes sure all students are accounted for and reports on any inconsistencies in district or students' records. This module integrates with Skyward Family Access such that parents receive immediate notification of a student's absence or tardiness.
 - 2.6.5** Grade reporting monitors students' grading and transcripts. Custom reports and functions such as class rank and student GPA are part of this module. Grading integrates with GradeBook from Skyward.
 - 2.6.6** Secondary GradeBook was designed for senior and junior high school teachers; Secondary GradeBook keeps teachers organized and up to date on student progress, e-mails progress reports directly to parents and posts assignments to Family Access. It includes options for different grading methods, categories, and term weights.
 - 2.6.7** The Discipline module allows buildings to manage and report on incidents on both an individual and district-wide level. It also allows for viewing discipline referrals electronically and eliminates extra paperwork for teachers. Using Family Access, parents may view discipline offenses and actions in real-time.
 - 2.6.8** Attendance system makes sure all students are accounted for and reports on any inconsistencies in district or students' records. The module integrates with Skyward Family Access so parents receive immediate notification of a student's absence or tardiness.
 - 2.6.9** Curriculum and Assessment area provides management of curriculum master records, student tests and test scores, and educational milestones (non-coursework related requirements).
 - 2.6.10** Enrollment reporting for FTE, vocational and/or special education to meet state requirements.
 - 2.6.11** Reporting of truancy, health, SSIS/CEDARS, P210, and other reports to meet state requirements.

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- 2.6.12** Graduation Requirements allows for the development of custom graduation plans for each student and tracks them to ensure students meet their graduation requirements. Unique graduation plans may be developed for each school or for an individual student. Student progress may be compared against requirements for state, school, or individual student plans. Course information is automatically recorded for each student based on courses completed, in progress, or scheduled in the future.
- 2.6.13** Standards Gradebook is specific to the needs of teachers who use skill and standards-based grading. Every grade level and teacher may use a different skill bank, which is completely customizable for each district.
- 2.6.14** Program for updating and storing Special Education student master records and reporting to meet state requirements.
- 2.6.15** Health Records module ensures that the District complies with state reporting requirements by tracking all student-related health problems and vaccinations. All state requirements are pre-loaded for the District. Medications are entered and history tracked using a simple color-coded on-screen format. A nurse's log tracks all student-related health information on one screen.
- 2.6.16** Food Service module monitors costs and improves meal management efficiency. When used with Family Access, it provides parents with up-to-date information online for all purchases and account balances. It allows cash payment at the point of sale with onsite cash reconciliation and recording of items sold.
- 2.6.17** Student Demographics is the main access for updating demographic data. This includes data such as address, birth history, ethnicity/race, vehicles, web access, obligations, category, emergency information, parent/guardian, and entry/withdrawal history.
- 2.6.18** Parents and students may view student related information anytime, anywhere online. It allows parents and students to see grades, assignments, report cards, attendance, schedules, discipline, test scores, graduation requirements, and food purchases. Parents may submit information to notify a school of absences, submit course requests, make credit card payments, and email school personnel.
- 2.6.19** Educator Plus+ access is an online tool designed to provide teachers access to student information over the internet, including electronic Gradebook and reporting.
- 2.6.20** Student Access provides a personal access point to student data and important information with Student Access. Students may view information anytime, anywhere online including grades, assignments, report cards, attendance, schedule, discipline, test scores, graduation requirements, and food purchases.
- 2.6.21** State Reporting encompasses the collection of data and reporting required by the state, including:
- P-223 Monthly School District Enrollment
 - National School Lunch and Breakfast Program State Claim
 - Washington Standardized High School Transcript

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- Academic History Report
- Transcript Status for Additional State Requirements
- Student Test Score Details for CAA Status
- Attendance Truancy
- Unexcused Absences for Grades 1 – 8
- Department of Health Annual School Report
- Assessment of District Student Health Services
- Preschool Immunization Status
- WASL Cohort Extract Files
- Weapons Report
- Student Behavior Report

2.6.22 Security administration.

3. My School Data.

- 3.1** Provide access to and support for the My School Data (MSD) application system. My School Data provides District educators access to Skyward data with assessment data from other sources in an easy to use common look and feel. The Early Warning System, part of MSD, provides reporting on performance and other criteria to aid in early intervention. The strength of the system is the ability to combine Skyward data such as schedule, attendance, and discipline with student assessments with a graphical view of student performance results. Dashboards and traditional report formats are available through this tool.
- 3.2** Provide training to the District in the use of My School Data and Early Warning System supplied software to users identified by the District.
- 3.3** Provide software support for My School Data and Early Warning System application systems services.
- 3.4** Provide documentation as provided and delivered with WSIPC supplied software and/or as modified by the SWRSC.