



**CLOCK HOURS SERVICE AGREEMENT  
FISCAL YEAR 2016-2017**

**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 “ESD”, and Woodland School District No. 404, 800 Second St, Woodland WA 98674, hereinafter referred to as the “District”.

**CLOCK HOUR SERVICES – FEE STRUCTURE ELECTION FORM**

The purpose of this Agreement is to select the fee structure for clock hour services provided by ESD to the District.

**Contract Number:** 17027-030

**Contract Period:** 2016-2017 school year

*2016-2017 Participation Option Selection:*

**Financial Selection: Please check one option for the 2016-17 school year**

**OPTION A**

- District pays an annual fee of \$12 per certificated staff member, based on the State Personnel Report (S-275) records
- Exhibit A identifies the terms and conditions for this option selection
- District Fee Due: \$1,733.88, payable October 1, 2016.

**OPTION B**

- District pays an application fee of \$25 per clock hour course submitted to the Clock Hours Advisory Committee
- Individuals pay a \$2 registration/transcript fee per clock hour
- For Option B selection, Exhibit A does not apply.

This Agreement consists of this signature page and **Exhibit A, Terms & Conditions for Option A Selection**. Signed versions of this Agreement transmitted by facsimile copy or electronic mail shall be the equivalent of original signatures on original versions.

IN WITNESS WHEREOF, the District and ESD have executed this Agreement on the date and year indicated below.

**WOODLAND SCHOOL DISTRICT NO 404**

AUTHORIZED SIGNATURE:

DATE:

**EDUCATIONAL SERVICE DISTRICT NO 112**

AUTHORIZED SIGNATURE:

DATE:

ESD INFORMATION

REV ACCT NO: 1684 12 720  
DEPT APPROVAL Barb Lomas  
BUDGET APPROVAL Oksana Balaban

**SIGN DATE & RETURN TO:**

Internal Accounting  
Educational Service District No. 112  
2500 NE 65<sup>th</sup> Avenue, Vancouver WA 98661  
Email: [districtcontracts@esd112.org](mailto:districtcontracts@esd112.org)

**EXHIBIT A**  
**TERMS & CONDITIONS FOR OPTION A SELECTION**

IT IS MUTUALLY AGREED THAT,

1. Educational Service District 112 (ESD) will be identified as an approved clock hour provider for the District and will provide the following:
  - A. Processing of completed applications for clock hour classes/workshops prior to their submission to the regional clock hour committee;
  - B. Necessary forms and printing;
  - C. All state-required record keeping for the participants and the District;
  - D. An annual transcript for each certificated staff member to the participating district personnel office with a copy of the participants.
2. For the above services the District will pay a fee of \$12.00 per certificated staff member they employ. Billing will be based on the number of certificated staff listed in the 2015-2016 State Personnel Report (S-275).
3. The District will pay the amount of **\$1,733.88**, which is due and payable on October 1, 2016.
4. ESD and the District agree to comply with all laws that prohibit discrimination on the basis of race, creed, religion, color, national origin, age, families with children, sex, gender expression or identity, honorably discharged veteran or military status, marital status, sexual orientation, or non-job-related physical, sensory, or mental disabilities, or use of a trained guide dog or service animal. Inquiries regarding compliance and/or grievance procedures for ESD may be directed to ESD at its address above.