



**RENEWING INTERLOCAL AGREEMENT
FISCAL YEAR 2016-2017**

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

Parties to the Contract:

Educational Service District No. 112, hereinafter referred to as “ESD”, and Woodland School District No. 404, 800 Second Street, Woodland 98674-8467, hereinafter referred to as the “District”.

Summary Statement-Contract Purpose	
COOPERATIVE INFORMATION MANAGEMENT SERVICES	
The ESD and the District enter into this Agreement for the purpose of providing the District with cooperative data processing services, software, and support services (the “Services”) as mutually deemed acceptable.	
Contract Number: 17000-030	CFDA: # N/A
Contract Period Initial Term Start: September 1, 2016 Initial Term End Date: August 31, 2017 Nonrenewal Notification: May 1, 2017	Financial Terms: Payments under this contract shall not exceed \$92,133.79, billed monthly.
Attachments: This Agreement consists of this signature page and the following exhibits, which constitute the entire understanding of the parties	
Exhibit A: Terms & Conditions Exhibit B: Agreement Contact Information Exhibit C: Member Service Options	
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:
<u>ESD INFORMATION</u> REV ACCT NO: 6412 71 730 DEPT APPROVAL Gavin Hottman BUDGET APPROVAL	SIGN DATE & RETURN TO: Internal Accounting Educational Service District No. 112 2500 NE 65 th Avenue, Vancouver WA 98661 OR Email: districtcontracts@esd112.org

**EXHIBIT A
TERMS & CONDITIONS**

1. Purpose.

- 1.1** This Agreement between Educational Service District No. 112 (ESD) and Woodland School District No. 404 (the District), 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** ESD and the District are entering into this Agreement for the purpose of providing the District with cooperative data processing services, software, and support services (the “Services”) as mutually deemed acceptable to the District and ESD. The provision of educational, instructional or specialized services in accordance with this Agreement will improve student learning or achievement.
- 1.3** A separate legal entity is not being created. ESD shall administer the joint undertaking described in the terms of this Agreement.
- 1.4** **Right to Participate in Cooperative.** As authorized by RCW 28A.320.080 (3) and RCW 28A.310.180 (3) (currently existing or hereinafter amended), group purchasing and/or bidding for data processing equipment and/or services, or related equipment and/or services, may be part of the activities of the ESD Cooperative. Members of the Cooperative may, at their own option, participate in the bidding/purchasing role of either ESD or the Washington State Information Processing Cooperative (“WSIPC”), but will not be required to do so for any particular item(s).

2. Term.

- 2.1 Initial Term.** The Initial Term for the Agreement shall be from September 1, 2016 to August 31, 2017.
- 2.2 Renewal Terms.** This Agreement shall automatically be renewed for an additional one year term (the Renewal Term) unless the District notifies ESD in writing prior to May 1st that it is not renewing the Agreement. If the District fails to provide written notice before May 1st, the District is required to pay the fees owed under this Agreement for the upcoming Renewal Term, as detailed in Section 4 below. Changes to the services ESD is obligated to provide or the fees the District is obligated to pay will be addressed in Amendments to this Agreement.

3. **Organization and Governance.** The parties agree ESD will serve as the administrator for this cooperative undertaking and as such will govern and direct the District with the Services as mutually deemed acceptable to the District and ESD. A separate legal or administrative entity is not being formed. As the Administrator, ESD shall act in accordance with the terms of this Agreement and ESD's adopted policies and procedures.

4. **Finance, Budget and Property.**

4.1 The District will pay ESD \$92,133.79 for the Services provided as set forth in Exhibit C. ESD will invoice the District \$10,091.80 for September and \$7,458.36 monthly for the remaining eleven (11) months. Invoices will be paid within thirty (30) days of receipt.

4.2 Fees shall be based on the District's current year average annual full-time equivalent ("AAFTE") student enrollment; however, the monthly invoices shall use the previous year AAFTE until the current year AAFTE is known. An adjustment will be made in September of each year to correct the amount due using the actual AAFTE. 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.

4.3 In each annual billing cycle, the District's first monthly installment payment is due September 30 of each year and the last monthly installment payment is due August 31. The adjustment to actual AAFTE for that fiscal year is due September 30 of the next fiscal year.

4.4 A separate budget for the Services provided is not necessary and therefore is not being prepared. Expenses and revenues will be addressed in the District's and ESD's budget.

4.5 All personal property and assets acquired or received in connection with the obligations under this Agreement, including but not limited to equipment, materials, supplies and funds, shall be owned and retained by ESD, both during the term of this Agreement and after the Agreement is terminated, partially or completely. Real property will not be acquired.

5. **Parties Obligations.** The parties agree to fulfill the following obligations:

5.1 **Responsibilities of ESD.**

5.1.1 ESD shall provide to the District computer processing support services, software support, and product coordination services as set forth in Exhibit C, (collectively referred to as the "Services"). The services and corresponding fees for the 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.

5.1.2 Support. ESD 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 ESD 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 ESD. District staff must be identified for “Emergency Support Notifications” and for “Support and Training”.

5.1.2.1 Tier 1 Support. District shall provide Tier I support. District shall attempt to make initial remedy of incidents. If the issue cannot be resolved, designated District staff shall contact ESD for “Tier II” support.

5.1.2.2 Tier II Support. ESD 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 incident cannot be resolved by Tier II, ESD shall contact WSIPC for “Tier III” support.

5.1.2.3 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. This includes analysis and investigation of application incidents, and infrastructure troubleshooting. Resolution might include defect correction, data manipulation, program analysis, and hardware replacement.

5.1.3 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:

5.1.3.1 Critical. A Critical Severity Level is assigned to an incident that has one or more of the following conditions: Production has stopped, the District cannot continue work, data is corrupt, financial controls are impaired, or system security has been compromised. Initial response time for a Critical Severity Level issue received during normal working hours is thirty (30) minutes. After normal working hours response time will be longer as there is no telephone or email coverage during these hours.

5.1.3.2 High. A High Severity Level is assigned to an incident that has one or more of the following conditions: Productivity is significantly impaired but is proceeding; a work stoppage may occur if the incident is not resolved quickly; the incident affects, or is of concern to, a majority of school districts in the region (or state); the

incident may cause a security problem if not resolved quickly; 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 (2) hours. After normal working hours response time will be longer as there is no telephone or email coverage during these hours.

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

5.1.3.4 Resolution of Issues. ESD 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. ESD and WSIPC shall work extended hours in order to resolve a Critical Severity incident. Extended work hours require the District who originated the incident to remain available and participate in resolution of the incident.

5.1.4 Confidentiality of Data. All materials furnished to ESD 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. ESD shall utilize reasonable security procedures and protections to assure that District materials are not disclosed except to third parties as provided herein, or as required by law, or otherwise without written consent of the District.

5.2 Responsibilities of the District.

5.2.1 The District shall pay to ESD the annual fee as set forth in Exhibit C and Section 4.

5.2.2 The District shall be responsible for the input and management of District data into the programs supported by ESD.

5.2.3 The District shall provide a single point of contact for administrative authorizations (security) and software application support, and shall act as the primary contact ESD in matters pertaining to the Services.

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

5.2.5 The District recognizes that ESD requires access to production and test WESPaC Fiscal and Student databases, or any derivatives thereof, utilized

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

- 5.2.6 The District shall not disclose or make available any software or documentation associated with the Services to any parties or persons not using the Services on behalf of the District. 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.
- 5.2.7 Should any service beyond the scope of this agreement be requested by the District or required of ESD, ESD and the District will negotiate an amount to be included in a contract addendum.
- 5.2.8 The District shall be responsible for making reasonable accommodations for District staff, including any modification or adjustment to a job or the work environment, that will enable an employee with a disability to participate in the Services delivered or to perform essential job functions related to the Services. If for any reason the District fails to provide a reasonable accommodation that is necessary for receipt of the Services provided by ESD and ESD provides an accommodation, the District shall pay ESD for the costs ESD incurs to provide the accommodation.

5.3 Responsibilities of Both Parties. ESD and the District shall:

- 5.3.1 Conduct background checks on any officials, employees, volunteers or agents who may perform obligations under this Agreement and who may have access to children. No party/person who has plead guilty to, or been convicted of, a felony crime specified in RCW 28A.400.330 will have access to children. Failure to comply with this provision is grounds for immediate termination.
- 5.3.2 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.
- 5.3.3 Obtain and maintain commercial general liability insurance and automobile insurance in an amount not less than \$1,000,000 per occurrence. The parties shall, upon request, provide each other suitable evidence of insurance coverage required.

- 8.3 Damages Paid by the ESD.** ESD shall pay the District the costs the District incurs to obtain the services ESD was obligated to provide from a third party, but only to the extent the costs exceed what the District would have paid ESD and the fees the District is paying the third party must be based on reasonable market rates.
- 8.4 Payment.** The damages that are owed under this section shall be paid in full within thirty (30) days of receipt of an invoice.
- 9. Employment Representation.** During the term of this contract, an employee(s) of ESD may have contact with public school children. Therefore, ESD is prohibited from employing any person who has pled guilty or been convicted of any felony crime involving the physical neglect, injury, death or sexual abuse or exploitation of a minor. Failure of ESD to comply with this section shall be grounds for immediate termination of this contract.
- 10. Indemnification.**
- 10.1 ESD.** ESD agrees to protect, defend, indemnify and hold the District, its officers, agents and employees harmless from any and all claims and losses for bodily injury, including death, and/or property damage to the extent such claims or losses arise or result from ESD's negligent performance under this Agreement.
- 10.2 The District.** The District agrees to protect, defend, indemnify and hold ESD, its officers, agents and employees harmless from any and all claims and losses for bodily injury, including death, and/or property damage to the extent such claims or losses arise or result from the District's negligent performance under this Agreement.
- 11. Force Majeure.** ESD and 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 8, 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.
- 12. Waiver.** No provision of this Agreement, or the right to receive reasonable performance of any act called for by its terms 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.
- 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 the 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.

14. **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.
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.
16. **Attorneys Fees and Costs.** In the event litigation arises out of this Agreement, each party shall bear its own attorney's fees and costs.
17. **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.
18. **Opportunity Without Discrimination.** Per the requirements of state, local and federal laws, including 13 CFR 145, ESD and the District agree not to discriminate 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.
19. **Exclusion, Debarment and Suspension Certification.** Per the requirements of Executive Order 12-549, ESD 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>) 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. ESD 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, they learn that this certification has become erroneous by reason of changed circumstances.
20. **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 ESD and the District.

**EXHIBIT B
 AGREEMENT CONTACT INFORMATION**

PROGRAM CONTACTS	
<u>THE DISTRICT</u>	<u>ESD</u>
Name:	Name:
Position Title:	Position Title:
Phone:	Phone:
Email:	Email:

FISCAL / BUDGET CONTACTS	
<u>THE DISTRICT</u>	<u>ESD</u>
Name:	Name:
Position Title:	Position Title: Budget Analyst
Phone:	Phone:
Email:	Email:

ACCOUNTING / BILLING CONTACTS	
<u>THE DISTRICT</u>	<u>ESD</u>
Name:	Name: Christy Stalcup
Position Title:	Position Title: AR Specialist
Phone:	Phone: 360.952.3490
Email:	Email: christy.stalcup@esd112.org

EXHIBIT C
SERVICE OPTIONS TO BE PROVIDED FOR
Woodland School District No. 404

Member Services Options:

Full Fiscal Services and Student Services

- I. Full Services (for AAFTE > 20,000)..... \$33.37 / AAFTE / year
- II. Full Services (for AAFTE > 10,000 to 20,000)..... \$35.85 / AAFTE / year
- III. Full Services (for AAFTE > 4,000 to 10,000)..... \$37.84 / AAFTE / year
- IV. Full Services (for AAFTE 250 to 4,000)..... \$39.21 / AAFTE / year
- V. Full Service Minimum for districts under 250 AAFTE..... \$9,802.50 / year

Fiscal Services Only

- I. Fiscal Minimum for districts < 250 AAFTE (80% of Full)..... \$7842.00 / year

Private Student Services Only

- II. Student Services for private schools < 250 AAFTE \$7830.00 / year

Miscellaneous Services (available to members on a contract basis)

- I. Report Design and Development\$85.00 / hour
- II. CEDARS Support.....\$60.00 / hour
- III. Web Development.....\$90.00 / hour
- IV. Network Support, Review, and Analysis.....\$95.00 / hour
- V. Customized Research, Program Analysis & Design(contact the ESD for a quote)

DESCRIPTION OF SERVICES

1. FISCAL MANAGEMENT SYSTEM SERVICES

- A. Provide Fiscal Coordinator Services, including telephone, email, and onsite support.
- B. Provide classroom training on WSIPC supplied software to users identified by District.
- C. Provide documentation as provided and delivered with WSIPC supplied software and/or as modified by SWRSC.
- D. Provide print output services at SWRSC.
- E. Software support for fiscal application systems services.
- F. Human Resources software functionality includes:
 - 1) Payroll processing tracks employee contract amounts, records time off, coordinates flex plans, and reports retirement, workers compensation and vendor transactions.
 - 2) Personnel reporting for collection and electronic transfer of S-275 information to the state account, salary exhibits, calculation of benefits and distribution to budgetary chart of accounts for budget preparation, extensive information storing and reporting, and contract writing.
 - 3) Federal and state reporting is included within the applications, including quarterly 941, FICA/Medicare, W-2, and EEOC.
 - 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 eliminating the need to re-enter data.
 - 5) Insurance Tracking will monitor insurance premiums, employee enrollments, and keep everyone up-to-date on premium/status changes. The Insurance Tracking module Integrates with Payroll and Financial software so vendor information and benefit codes are only entered once, saving valuable time and resources. Districts that use pooling of insurance dollars are able to calculate pooling of employee benefit dollars in the Insurance Tracking module.
 - 6) 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.

- 7) 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.
- 8) Calendars are used extensively within the applications and within WESPaC. 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.
- 9) Data Mining uncovers patterns in your student and financial data. The user can create custom reports that include only the fields and ranges selected. Multiple filters can be used to specify data to be included on the report. The report data can be exported to Microsoft Excel or Word for easy mail merge.
- 10) 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.
- 11) 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.
- 12) Salary Negotiations is a tool that can generate a negotiation plan within minutes. The district can 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 budget and S-275 Personnel Reporting.
- 13) 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 can be imported from third-party Sub Calling systems directly into Skyward's Substitute Tracking.

- 14) Time Off is used to manage and track all employee time off accrual information in a centralized location. Districts can 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 can schedule allocation amounts based on years of service. This module Interfaces with Time off requests in Employee Access.
- 15) 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, and retains retirement transaction history.
- 16) State reporting includes the following reports: Personnel Budgeting and S-275, Mix Factor, New Hire, Unemployment, Retirement, and Workers Compensation.

G. Fiscal Software functionality includes:

- 1) Requisition/Purchase Order processing from generating through encumbering and issuing, including online approval workflow.
- 2) Vendor Master records demographic information and account activity reporting for Vendors.
- 3) Account Master (Chart of Accounts) supports account code set up and maintenance with inputs for journal entry and cash receipting.
- 4) Accounts Payable processing from invoice receipting through warrant issuance and posting to the general ledger and subsidiary accounts with extensive report capabilities.
- 5) Accounts Receivable processing from invoicing through payment receipting and posting to the general ledgers and subsidiary accounts with extensive report capabilities.
- 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.

- 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.
- 8) Fixed Assets processing supports the set up and tracking of asset inventory by location with optional GASB 34 reporting.
- 9) Data Mining report writer program for creating special reports from the Payroll/Personnel system or Accounting system, including storing and recall of selected reports at any time.
- 10) State Processing: Data definition and export for County Treasurer, Department of Revenue, and OSPI F-195, F-196, F-198, and F-200 reporting.
- 11) Year End processing provides for fiscal year close out, carry forward, and 1099 processing
- 12) TrueTime is a fully integrated time tracking system that is FLSA compliant and can be accessed anytime, anywhere, online. It eliminates the need to enter employee work hours manually. Time entries can 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.
- 13) Security administration.

2. STUDENT MANAGEMENT SYSTEM SERVICES

- A. 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.**
- B. Provide classroom training on WSIPC Student Management supplied software to users identified by District.
- C. Provide documentation as provided and delivered with WSIPC supplied software and/or as modified by SWRSC.
- D. Provide print output services at SWRSC.
- E. Provide software support for Student Management application systems services.

- F. Student Management system software functionality includes current and historical record maintenance, available by school year, and including:
- 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 can view schedules online.
 - 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 can view schedules online.
 - 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 can 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.
 - 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 so parents receive immediate notification of a student's absence or tardiness.
 - 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.
 - 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.
 - 7) 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 can view discipline offenses and actions in real-time.
 - 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.

- 9) Curriculum and Assessment area provides management of curriculum master records, student tests and test scores, and educational milestones (non-coursework related requirements).
- 10) Enrollment reporting for FTE, vocational and/or special education to meet state requirements.
- 11) Reporting of Truancy, Health, SSIS/CEDARS, P210, and other reports to meet state requirements.
- 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 can 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.
- 13) Standards Gradebook is specific to the needs of teachers who use skill and standards-based grading. Every grade level and teacher can use a different skill bank, which is completely customizable for your district.
- 14) Program for updating and storing Special Education student master records, and reporting to meet state requirements.
- 15) Health Records module ensures that your 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.
- 16) Food Service module monitors costs and improves meal management efficiency. When used with Family Access, it can provide 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.
- 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.
- 18) Parents and students can 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 can submit information to notify a school of absences, submit course requests, make credit card payments, and email school personnel.

- 19) Educator Access Plus+ is an online tool designed to provide teachers' access to student information over the internet, including electronic Gradebook and reporting.
- 20) Student Access provides a personal access point to student data and important information with Student Access. Students can view information anytime, anywhere online including grades, assignments, report cards, attendance, schedule, discipline, test scores, graduation requirements, and food purchases.
- 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
 - Academic History Report
 - Transcript Status for Additional State Requirements
 - Student Test Score Details for CAA Status
 - Attendance Truancy
 - Unexcused Absences for Grades 1 – 8
 - Dept. of Health Annual School Report
 - Assessment of District Student Health Services
 - Preschool Immunization Status
 - WASL Cohort Extract Files
 - Weapons Report
 - Student Behavior Report
- 22) Security administration.

III. My School Data

- A. 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 to present a graphical view of student performance results. Dashboards and traditional report formats are available through this tool.

Woodland School District No. 404
Contract No 17000-030
Cooperative Information Management Services

- B. Provide training to District in the use of My School Data and Early Warning System supplied software to users identified by District.
- C. Provide software support for My School Data and Early Warning System application systems services.
- D. Provide documentation as provided and delivered with WSIPC supplied software and/or as modified by SWRSC.