

**INTERLOCAL AGREEMENT FOR RENEWING SERVICES
FISCAL YEAR 2025-2026**



**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 Second Street, Woodland WA 98674-8467, 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

COMMUNICATIONS RETAINER SERVICES

To provide communication services on retainer to the District, as requested under the service package plan.

Agreement Number: 26002-030

Financial Terms: Payments under this Agreement shall not exceed \$28,560.00

Agreement Period

Initial Term Start: September 1, 2025
Initial Term End Date: August 31, 2026
Nonrenewal Notification: May 1, 2026

Invoice Schedule: To be billed in quarterly installments of \$7,140.00 plus any direct expenses incurred on behalf of the District:
September 2025; December 2025;
March 2026; June 2026

Attachments: This Agreement consists of this summary 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

ESD112 INFORMATION

REV ACCT NO:	6804 81 0630
DEPT APPROVAL	Monique Dugaw
BUDGET APPROVAL	Yolanda Rivera
BUS SVC APPROVAL	Jenny Taisacan-Vilante

**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 communication staff professional services to the District under a retainer fee arrangement, as requested under the service package plan (see Section 4.1.1 below).
 - 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, 2025, to August 31, 2026.
 - 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 \$28,560.00 base retainer for up to 204 hours 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 quarterly installments of \$7,140.00 in September 2025, December 2025, March 2026 and June 2026. Invoices shall be paid within thirty (30) days of receipt.
 - 3.3 **Additional Services.** Additional services requested beyond the scope of the service package plan developed under Section 4.1.1 below for the annual retainer fee, as identified in Section 3.1 above, shall be billed at a rate of \$140.00 per hour.
 - 3.4 **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.
 - 3.5 **Property.** 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 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 for delivery of services under this Agreement:
 - 4.1 **Responsibilities of ESD112.** ESD112 shall:

- 4.1.1 Design and implement a communications service package plan as mutually agreed by ESD112 communications professional staff and the superintendent of the District, or their designee.
- 4.1.2 Coordinate and deliver internal and external communication activities as outlined in the agreed-upon service package plan developed under Section 4.1.1 above.
- 4.1.3 Provide the District Superintendent with a quarterly summary of hours used and available hours remaining on the Agreement against the retainer balance (Section 3.1 above).
- 4.1.4 Invoice the District in accordance with Section 3 above.
- 4.2 **Responsibilities of the District.** The District shall:
 - 4.2.1 Identify a director or immediate supervisor to whom ESD112 professional staff shall be responsible.
 - 4.2.2 Provide District staff participation and support, as required, by the agreed-upon service package plan scope of services (Section 4.1.1 above).
 - 4.2.3 Discuss any additional services that are needed which are beyond the scope of the Agreement and service package plan (Section 4.1.1 above) and execute mutually agreed upon amendments to this Agreement in accordance with Exhibit B, Section 3. Additional services shall be billed in accordance with Section 3.3 above.
 - 4.2.4 Pay ESD112 in accordance with Section 3 above.

5. **Agreement Contacts.**

	<u>THE DISTRICT</u>	<u>ESD 112</u>
SIGNATURE AUTHORITY / NOTICE CONTACT-Required		
Name:	Asha Riley	Tim Merlino
Position:	Superintendent	Superintendent
Phone:	360.841.2700	360.750.7500
Email:	rileya@woodlandschools.org	tim.merlino@esd112.org
PROGRAM CONTACTS		
Name:	Asha Riley	Monique Dugaw
Position:	Same as above	Executive Director, Communications
Phone:		360.952.3575
Email:		monique.dugaw@esd112.org
FISCAL / BUDGET CONTACTS		
Name:	Stacy Brown	Yolanda Rivera
Position:	Business Manager	Administrative Assistant
Phone:	360.841.2175	360.952.3588
Email:	brownst@woodlandschools.org	yolanda.rivera@esd112.org
ACCOUNTING / BILLING CONTACTS		
Name:	Jessica Cretsinger	Christy Stalcup
Position:	Accounts Payable	AR Specialist II
Phone:	360.841.2714	360.952.3490
Email:	cretsinj@woodlandschools.org	christy.stalcup@esd112.org

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 (specifically 39.34.030 and 39.34.080) 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' respective boards of directors.
- 2.3** Provide and maintain general liability coverage, including but not limited to bodily injury, property damage liability, contractual liability coverage, and automobile coverage. The insurance required hereunder shall have a single limit liability in an amount not less than \$1,000,000 per occurrence and general aggregate liability of not less than \$2,000,000. 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 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.

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.** If the District fails to notify ESD112 that it is terminating this Agreement prior to the Renewal Term (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 the Renewal Term that the District is terminating the Agreement.
- 4.3 Damages Paid by ESD112.** If ESD112 fails to notify the District that it is terminating this Agreement prior to the Renewal Term (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.
- 4.4 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:
 - 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.
 - 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 defend, indemnify and hold harmless the other party, and its employees, officers, board of directors, and agents from any and all actual or threatened claims, actions, damages, liability or losses except those caused by the sole negligence of the indemnifying party, or the indemnifying party's employees', officers', board of directors', and agents'.
- 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 are prohibited from discriminating on the basis of race, color, ethnicity, religion (creed), national origin (ancestry), age, sex, gender expression or gender identity, homelessness, immigration or citizenship status, sexual orientation, the presence of any sensory, mental, or physical disability, neurodivergence, honorably discharged veteran or military status, national guard or uniformed service status, marital status, family/parental status, use of a trained guide dog or service animal. Inquiries regarding 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, regarding the subject matter of this Agreement, 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.
7. **Electronic Signatures.** This Agreement may be executed in two or more counterparts, each of which when so executed shall be deemed to be an original and all of which when taken together shall constitute one and the same instrument. The words "execution", "signed," "signature," and words of like import in this Agreement or in any other certificate, agreement or document related to this Agreement, shall include images of manually executed signatures transmitted by facsimile or other electronic format (including, without limitation, "pdf", "tif" or "jpg") and other electronic signatures (including, without limitation, DocuSign and AdobeSign). The use of electronic signatures and electronic records (including, including without limitation, any contract or other record created, generated, sent, communicated, received, or stored by electronic means) shall be of the same legal effect, validity and enforceability as a manually executed signature or use of a paper-based record-keeping system to the fullest extent permitted by applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, and any other applicable law, including, without limitation, any state law based on the Uniform Electronic Transactions Act or the Uniform Commercial Code.