

Stanwood Camano School District #401

26920 Pioneer Hwy.
Stanwood, WA 98292-9548
360-629-1200
www.stanwood.wednet

INSTRUCTIONAL SERVICES

Lloy Schaaf

Assistant Superintendent of Teaching and Learning

Memorandum

To: Stanwood-Camano School Board of Directors

Fr: Lloy Schaaf, Ed.D.

Re: Approval of the Memorandum of Understanding between Capital Region Educational Service District 113 and Stanwood-Camano School District for Collection of Evidence for Biology

Date: March 7, 2017

Attached, please find the Memorandum of Understanding between Capital Region Educational Services District 113 and the Stanwood-Camano School District. This contract will allow Margaret Olson release time, mileage, and a substitute teacher beginning March 20, 2017 ending March 24, 2017 to assist with Collection of Evidence, scoring for Biology.

RECOMMENDATION:

That the Stanwood-Camano School District Board of Directors approve the Memorandum of Understanding with the Capital Region Educational Service District 113.

Memorandum of Understanding COE1617-072

This Memorandum of Understanding (MOU) is made and entered into on January 12, 2017 between:

Capital Region Educational Service District 113
6005, Tye Dr SW
Tumwater, WA 98512

Hereinafter referred to as CRESD 113 and

Stanwood School District
Dr. Jean Shumate\Kevin Plambeck
26920 Pioneer Highway
Stanwood, WA 98292-9548

jshumate@stanwood.wednet.edu kplambeck@stanwood.wednet.edu
lbeckt@stanwood.wednet.edu 360.629.1200

Whereas, the school district identified above agreed to release a teacher to assist with Collection of Evidence Scorer for Biology.

THEREFORE, the parties hereto agree as follows:

I. TERMS OF MOU

This agreement shall commence beginning on **March 20, 2017** and shall end on **March 24, 2017**.

II. RESPONSIBILITIES

- A. District will be responsible for:
 1. Releasing **Margaret Olson** for the above mentioned dates;
 2. Invoice CRESD after the substitute and mileage from her high school or her home whichever is closer to CRESD and return (1 round trip) has been paid sending detailed information.
- B. The CRESD provide the following to district:
 1. Reimburse for a substitute teacher, up to \$175.00 per day, for the release of above-mentioned teacher for the dates above and mileage at \$.535 per mile.

III. COMPENSATION

- A. The CRESD will pay the district up to \$175.00 per day for the substitute and mileage at \$.535 per mile reimbursement.

IV. APPROVALS

- A. This agreement shall become effective upon its approval by the undersigned persons:

Capital Region ESD 113

Signature: _____
Date Signed: _____
Print Name: Dr. Dana Anderson
Title: Superintendent
Email: danderson@esd113.org

District

Signature: _____
Date Signed: _____
Print Name: Dr. Jean Shumate
Title: _____
Email: jshumate@stanwood.wednet.edu

CRESD Account Code: 4004-98-7000-190-0000 Total \$825.19

e *KB*

CR ESD 113 Contract Routing Slip

Form 6210-F4 - Effective 9/1/15

Contract and CR ESD 113 Program Data		Vendor Company Data
Contract Title & Description COE Scoring Reimbursement	Contract # and/or CFDA # COE1617-072	Company Name Stanwood-Camano SD
Date Submitted to Business Office 2/13/17	Start Date 3/20/17	Vendor Contact Name Kevin Plambeck
New Program? Y/N N	Expiration Date 3/24/17	Phone 360.629.1200
Program Contact Cindy Jouper/DeNise Monahan	Amount \$825.19	Vendor Contact Email Address kplambeck@stanwood.wednet.edu
Program Code 4004	Vendor Address 26920 Pioneer Highway Stanwood, WA 98292-9548	Auto-renewing Y/N N
Who is billing the contract? Program or Business Office? N/A	Vendor Signor Email Address	

Responsibility	Description Of Task	Initials / Date
CR ESD 113 Program Administrator or Designee -Initial & date to the right when each task has been completed	Complete Contract Decision Making Guide	1/23/17 CJ/DM
	Review & Complete appropriate contract template (version dated December 2014) or vendor provided contract for the following:	
	-Contract Assurances/Terms	1/23/17 CJ/DM
	-Dates of contract	1/23/17 CJ/DM
	-Dollar amounts, including matching requirements. Budget reviewed if appropriate to ensure that amounts are adequate, including indirects	1/23/17 CJ/DM
	-If contract is with a district out of our ESD, contact CR ESD 113's Superintendent's Office.	1/23/17 CJ/DM
	-If contract is over \$50,000, summary sent to Superintendent's Office for Board	n/a
	-CR ESD 113 Purchasing policies have been followed, including Sole Source documentation. Policy & procedures can be found here - https://app.eduportal.com/publicfolders/1113674/list/61817	1/23/17 CJ/DM
Run Suspension & Debarment check at www.sam.gov , attach copy in DocuSign.	1/23/17 CJ/DM	