



## INSTRUCTIONAL SERVICES

**Lloy Schaaf**

Assistant Superintendent of Teaching and Learning

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### Memorandum

**To:** Stanwood-Camano School Board of Directors

**Fr:** Lloy Schaaf, Ed.D.

**Re:** Approval of Contract for Joanne Harpel, Coping After Suicide

**Date:** September 20, 2016

Attached, please find the Contract Agreement between Stanwood-Camano School District and Joanne Harpel. The Contract is for speaking services on November 2, 2016 "Coping After Suicide" this program is open to all staff and community members.

### **RECOMMENDATION:**

**That the Stanwood-Camano Board of Directors approve the Contract Agreement with the Joanne Harpel.**

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**Contract for Professional or Consultant Services Between**

**Stanwood-Camano School District #401  
(Hereinafter referred to as the “District”)**

**And**

**COPING AFTER SUICIDE LLC  
(Hereinafter referred to as the “Vendor”)**

Agreement made to be effective from, November 2, 2016 to November 2, 2016

In consideration of the terms and conditions contained herein, the District and Vendor do mutually agree to enter a contractual relationship as described here:

I. Duties of the Vendor

- A. The general purpose and objective of this Agreement is to establish the contractual terms and conditions allowing the District to employ the services of the Vendor as required during the effective dates of the contract as follows: *Coping with Suicide Program, November 2, 2016*
- B. In order to accomplish the conditions of this Agreement, the Vendor shall provide all necessary professional services, with due diligence, to perform the following specific duties: *Speaking services for Coping After Suicide program for:*  
*Secondary Staff 7:10AM - 80 minutes (which includes time for questions)*  
*Elementary Staff 8:30AM - 80 minutes (which includes time for questions) is good;*  
*Support Staff: Afternoon--Noon start time? How long would you like for this session? This will be the school counselors, psychologists, our community MHPs, and clergy who support us during crisis. Starting at noon is good; 80 minutes (incl time for questions) is fine here, too*  
*Parent/Community Meeting—6: 30PM. If possible, let's allow 90 minutes for this one. (and I'm happy to stay afterwards if people have even more questions, which at parent sessions they often do)*
- C. The Vendor shall prohibit any employee of the Vendor from working at on the District's property if the employee has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under chapter 9A.42 RCW, the physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW), sexual exploitation of child under chapter 9.68A RCW, sexual offences under chapter 9A.44 RCW where minor is the victim, promoting prostitution of a minor under chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction per 28A.400.300 RCW. This District reserves the right to terminate this agreement without notice as required by the provision of 28A.400.330 RCW.

II. Responsibilities of the District

- A Designate: Dr. Lloy Schaaf Phone: 360-629-1237 as the District point of contact.
- C. Provide payment to Coping After Suicide LLC as described herein or incorporated by reference. Payment to be made in a single payment of \$5,000.00 upon fulfillment of the terms of this contract and receipt of an invoice.

III. Independent Contractor Status of Vendor

It is specifically understood that Vendor, its employee(s) and agent(s) are contracting with District as an independent contractor. District shall not be responsible for withholding or paying of any taxes on behalf of Vendor or Vendor's employee(s) or agent(s).

IV. Washington State Criminal Identification System Requirement

Vendors, who have regularly scheduled unsupervised access to children, and/or who hire employees who will have regularly scheduled unsupervised access to children shall perform a record check through the Washington State Patrol criminal identification system under 43.43.830-43.43.834, 10.97.030 and 10.97.050 RCW, and through the Federal Bureau of Investigation before hiring the employee. The record check shall include a fingerprint check using a complete Washington State criminal identification fingerprint card. Vendor shall provide a copy of all said record checks to the District. If Vendor or applicant has had a record check within the previous two (2) years, District may waive the requirement. District shall determine whether the applicant or Vendor shall pay costs associated with the record check.

V. Indemnification & Insurance

**Indemnification**

Vendor agrees to defend, indemnify and hold the District, and its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of services in connection with this Agreement; provided, however, this indemnity shall not apply to the extent of the District's own comparative negligence or intentional misconduct.

**Insurance**

The Vendor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Vendor, its agents, representatives, employees or subcontractors. The Vendor shall provide a *Certificate of Insurance* evidencing:

1. Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage; and,
2. Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and,

The District shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

VI. Termination

This Agreement may be terminated by either party, at any time, with or without cause, upon written notification of not less than five (5) days thereof to the other party or earlier, if by mutual consent. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by Vendor or District as of midnight of the second day following the date of the posting in the United States mail, addressed as first noted herein, or to such other addresses as is advised in writing, in the absence of proof of actual receipt by Vendor or District by mail or other means at an earlier date or time.

In the event of termination, District or Vendor shall be entitled to an equitable proration of the total compensation provided for uncompensated services which have been performed as of termination, and to the reimbursement of expenses incurred as of termination but solely to the extent such expenses are reimbursable pursuant to the provision of this Agreement.

VII. Verbal Agreements

This written Agreement constitutes the entire mutual agreement of Vendor and District. No alteration or variation of the terms of this Agreement and no oral understanding or agreement, unless made in writing between parties hereto, shall be binding.

VIII. Applicable Law

This Agreement shall be governed by the laws of the State of Washington.

IX. Equal Employment Opportunity Compliance Statement

The Vendor agrees not to discriminate against any client, employee, or applicant for employment or for services because of age, creed, religion, race, color, national origin, sex, marital status, sexual orientation including gender expression or identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability with regard to, but not limited to, the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoffs or termination, rates of pay or other forms of compensation, selection for training, rendition of services.

In the event of noncompliance by the Vendor with any of the nondiscrimination provisions of the contract, the District shall have the right, at its option, to cancel the contract in whole or in part. If the Agreement is cancelled after part performance, the District shall be obligated to pay the fair market value or the contract price, whichever is lower, for goods or services which have been received and accepted.

The Vendor assures the District that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities and all contracts for goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX/Chapter 28A.640 RCW of the Education Amendments of 1972, as amended; and RCW 49.60, Law against Discrimination.

X. Counterparts

This Agreement may be executed in counterparts, and when all counterpart documents are executed, the counterparts shall constitute a single, binding instrument. In addition, properly executed authorized signatures may be transmitted via facsimile and upon receipt shall constitute an original signature.

XI. Time of the Essence

Time is of the essence of this Agreement. Vendor shall prosecute the services hereunder with diligence and in such a manner as is necessary to complete the services on or before the completion date or dates specified, it being understood by Vendor this being of the utmost concern and matter to the District.

XII. Disputes

Where applicable, the Uniform Commercial Code, as effective in the State of Washington, shall determine the rights and duties of the parties. If a dispute arises between the parties of the Agreement and they are not able to resolve it themselves, a non-binding mediation procedure shall be required as a condition precedent to litigation. If the parties are unable to agree on a single mediator, they shall submit the dispute to a dispute resolution agency in order to select a mediator. Either party shall pay one-half of the mediation fee. Binding arbitration shall not be required under this Agreement. The parties further agree that any litigation related to this Agreement shall be filed in Snohomish Superior Court in the State of Washington.

XIII. Compliance with Laws

Vendor agrees, at its own expense, to comply promptly with all requirements of any existing federal, state and local laws in connection with the performance of the services hereunder.

XIV. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters

Vendor certifies, and the District relies thereon in execution of this Agreement, that neither Vendor nor its Principals are presently debarred, suspended, proposed for debarment, or declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department;

“Principals”, for the purposes of this certification, mean officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of subsidiary, division, or business segment; and similar positions).

Vendor shall provide immediate written notice to District if, at any time during the term of this Agreement, including any renewals hereof, Vendor learns that its certification was erroneous when made or has become erroneous by reason of changed circumstances.

Vendor certification is a material representation of fact upon which the District has relied in entering into this Agreement. Should District determine, at any time during this Agreement, including any renewals hereof, that this certification is false, or should it become false due to changed circumstances, the District may terminate this Agreement in accordance with the terms and conditions therein.

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It is also the responsibility of the undersigned vendor to notify lower tier suppliers of their responsibility to report any debarment or suspension action taken against them by the Federal Government. Such reports must be provided to the District immediately.

XV. Reciprocity

The Vendor agrees, on behalf of itself and its Subcontractors of any tier, that the invocation of any rights under 42.56 RCW by the Vendor or a Subcontractor of any tier at any time shall initiate an equivalent right to disclosures from the Vendor and Subcontractors of any tier for the benefit of the District.

XVI. Duration

This Agreement shall commence and terminate as stated on page 1 with the exception of Sections III, VI, VII, and XIII, which shall continue to bind the parties, their heirs and successors.

IN WITNESS WHEREOF, District and Vendor have executed this Agreement consisting of five (5) pages.

Coping After Suicide

*Vendor Name*

Stanwood-Camano School District  
26920 Pioneer Hwy  
Stanwood, WA 98292

45 W 54<sup>th</sup> St. Suite 3C

*Vendor Address*

New York, NY 10019

Vendor City, State, Zip

Purchase Order No. \_\_\_\_\_

917.584.1200

*Vendor Phone Number*

Account Code: 0102 27 7000 000 0000 0000

Vendor Fax #

joanneharpel@icloud.com

*Vendor e-mail*

Person authorized to bind said Vendor to the foregoing Agreement

Joanne Harpel  
*Signature*

District Office Authorization

\_\_\_\_\_  
*Signature*

Joanne Harpel, President of COPING AFTER SUCICIDE  
*Printed Name and Title*

Lloy Schaaf, Ed.D, Assistant Superintendent  
*Printed Name and Title*

9/16/16  
*Date*

\_\_\_\_\_  
*Date*

47-2889567  
*Social Security # or Tax ID #*

cc: Superintendent's Office  
Business Office  
Contractor  
Department/School