

Arlington Public Schools
"We provide the means to accomplish dreams"

Supportive Information Sheet

**Subject: CONTRACT WITH LAKEWOOD SCHOOL DISTRICT
FOR SCHOOL-BASED SUBSTANCE ABUSE
INTERVENTION SERVICES**

Action

Page(s): Thirteen (13), including cover

Submitted by: Maurene Stanton, Weston High School Principal

Date: September 22, 2008

Background Information:

Last year we used the Prevention/Intervention money from the Omnibus Grant to pay for a Prevention/Intervention specialist for Post and Haller Middle Schools. The costs for this full-time person exceeded the grant allocations we receive from Lakewood and the ESD for prevention and intervention for drugs, alcohol, and tobacco. No money was available for curriculum, special events, or training for staff during the 2007-2008 school year. This year, through a Project Success grant from the ESD, we will be able to obtain a full-time Prevention/Intervention Specialist for Arlington High School and still have funds available for training, curriculum, and guest speakers.

Administrative Consideration:

Our portion of the AHS Prevention/Intervention specialist will be approximately \$15,000 of which \$9,400 will be paid through the Omnibus grant. The remaining funds will come from our Tobacco Settlement grant from the ESD.

Superintendent's Recommendation:

That the Board approves the contract with Lakewood School District for school-based substance abuse intervention services for the 2008-09 school year.

CONTRACT FOR SERVICE

This agreement is entered into between the Lakewood School District No. 306 and Arlington School District for alcohol/drug prevention and intervention to students and families provided by a substance abuse intervention specialist.

WHEREAS, the Lakewood School District has received a grant for substance abuse intervention specialist services, and

WHEREAS, the Arlington School District having the capability to undertake to deliver the needed services, the parties agree to this contract on the following terms and conditions.

I.

The Lakewood School District will provide funds to the Arlington School District in the amount of nine thousand four hundred dollars, \$ 9400 .00 to provide alcohol/drug prevention and intervention services for students and families by a substance abuse intervention specialist.

The Arlington School District will provide the required services per this agreement, based on the FTE of students in the school district.

II.

The Arlington School District will provide actual on-site delivery of services, subject to review and approval of the Lakewood School District. The scope of work is attached to this agreement as Exhibit "A" and is incorporated as an integral part of this agreement as if fully set forth herein.

III.

The term of this agreement is from July 1, 2008, to June 30, 2009. This contract may be terminated by either party, in whole or in part, upon thirty (30) days written notice to the other party; provided that, in the event of termination by the Lakewood School District, the Arlington School District shall be entitled to payment of such amounts as may be necessary to indemnify it against damages of any kind or nature, including, but not limited to, discharge of any outstanding obligation resulting from such termination.

IV.

The Arlington School District shall indemnify and hold harmless the Lakewood School District for any complaints, arbitration, or litigation that may result from providing services under this agreement and further agrees to defend any and all litigation that may arise as a result of such actions. In the event the Lakewood School District is placed in the position of having to defend any legal action based on negligence of the Arlington School District, the Arlington School District agrees to pay any attorney fees or costs associated with such defense and further agrees to accept as reasonable such attorney costs and fees.

V.

Audit Requirements. If the Contractor is a sub-recipient of federal awards as defined by the Office of Management and Budget (OMB) Circular A-133, the Contractor shall maintain records that identify all federal funds received and expended. Such funds shall be identified by the appropriate OMB Catalog of Federal Domestic Assistance (CFDA) Numbers. The Contractor shall make their records available for review or audit by officials of federal agencies, the General Accounting Office, and the Superintendent of Public Instruction (OPSI) or designee. If the contractor expends \$300,000 or more in federal awards from any other and/or all sources in any fiscal year beginning June 30, 1996, the Contractor shall procure at their expense a single or program-specific audit for that year. The Contractor shall incorporate OMB Circular A-133 audit requirements into all contracts between the Contractor and its Subcontractors who are sub-recipients. The Contractor shall comply with any future amendments to MOB Circular A-133 and any successor or replacement Circular or regulation.

VI.

This writing constitutes the whole of this agreement and there are no other promises, either oral or written, which form the basis of either party entering into this agreement. Any modification shall be in writing and signed by both parties before such modification shall be effective.

LAKWOOD SCHOOL DISTRICT NO. 306

ARLINGTON SCHOOL DISTRICT SCHOOL DISTRICT

By: _____

By: _____

Date: _____

Date: _____

The party to this contract assures the Lakewood School District that its agency will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking federal 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, gender 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.

EXHIBIT "A"

SCOPE OF WORK

Lakewood School District agrees to provide substance abuse prevention and intervention services to students and their families as described in this agreement. A qualified Substance Abuse Intervention Specialist shall provide services. Activities and professional qualifications shall meet RCW 28 A. 170. At a minimum the following will be provided:

- A.
 - (1) Services consisting of individual and family substance abuse counseling, including preventive counseling.
 - (2) Screening and referral of students for substance abuse assessment and treatment.
 - (3) Referral of students to substance abuse peer educational support groups facilitated by interventionist at each site.
 - (4) Provision of aftercare to students who have completed inpatient or outpatient substance abuse treatment.
 - (5) Staff training specific to alcohol and drug abuse, including training in the identification of high-risk children and effective interaction with those children in the classroom.
 - (6) Development and coordination of Student Assistance Teams that include interventionist participation with school administrators and counselors, parents, and other school and community resources to address student needs and provide substance abuse information.
- B. After care, substance abuse counseling, and alcohol/drug assessment shall be conducted by a qualified Chemical Dependency Counselor.
- C. Interventionist will utilize the Gain-SS as pre-screening tool for all referred with substance abuse issues in grades 6-12. Students screened, as potentially chemically dependent shall be referred for alcohol/drug assessment and/or treatment.
- D. The district shall invoice monthly to Lakewood School District. School Districts are required to have claimed 80% of their allocated dollars by April 30, 2009. Final claims with documentation must be submitted to Lakewood School District by June 30, 2009.
- E. Districts must be in participation compliance with OSPI's Prevention/Intervention Program Evaluation System to be reimbursed for services invoiced under this contract. Intervention Specialists are required to keep and maintain participant intake, update, and exit information, log prevention activities, administer student surveys, and complete follow up reports as indicated by RMC.

F. Intervention specialists **must** attend Regional Training Meetings as listed below:

September 17, 2008
November 6, 2008

October 22, 2008 (new staff)
February 5, 2009

April 30, 2009

G. The District shall provide the Intervention Specialist a **lockable file cabinet, a phone, a computer with internet access, and an email address.**

H. The District shall inform the Lakewood School District of all major changes in staffing of District Contacts, Fiscal Contacts and Intervention Specialists.

I. The District shall submit to Lakewood a copy of their Washington State Auditor's Accountability Audit Report annually.

If contracting with Agencies the following applies:

J. Districts have the option of sub-contracting with a licensed chemical dependency treatment agency to provide intervention services. The agency must agree to the terms of the Scope of Work and RCW 29A.170. Use of interns as intervention personnel is not allowed without an approved waiver from OSPI.

K. Contracted staff working with students must complete an **FBI finger print screening.** Documentation must be on file and available to Lakewood school District.

L. A copy of the agreement between the agency and district will be submitted to Lakewood.

FISCAL PRODEDURES

The payment process for OSPI drug and Alcohol Grant will be made based on the following guidelines:

1. A separate account code should be designated for the money to be claimed.
2. Each District needs to invoice Lakewood with an attached program detail and transaction recap report.
3. Lakewood is required to forward all claims from the districts and contracting agencies to OSPI to receive reimbursement. If a District is sub-contracting with another agency the agency needs to keep separate records. Please forward a copy of the agencies invoice with your claim. **Each agency will be required to submit a detailed back-up for charges verifying the hourly rate.**
4. All claims are due Lakewood by the **5th of each month.**
5. Eighty percent (80%) of each district's allocation must be expended by April 30, 2009. Under expenditures are subject to redistribution unless discussed with NWSAPC coordinator and a detailed plan demonstrating full expenditure by June 30, 2009 is submitted and approved. *There is no penalty for reporting an under expenditure and it will not affect the following year's allocation.*
6. Full expenditure of each district's allocation must be expended by June 30, 2009 **without encumbered expense for payment beyond that date.**
7. All **final claims** and backup must be submitted to Lakewood School District by **June 30, 2009.**
8. Year-end reports with matching funds details are due no later than June 1, 2009 or with final claims. Final reimbursements to districts will not be released to districts until the reports are received.
9. The following items are **not allowable** as billable hours of service:
 - Travel time
 - Mileage
 - Meetings/Training at a sub-contracting agency
 - Any other services not directly associated with providing Intervention Specialist services
 - Services provided by any individual not meeting RCW 28A.170 or approved for waiver by OSPI.

ASSURANCES

Note: Assurances will be included in the interlocal agreement between OSPI and contractors.

The applying educational agency assures that:

1. Student Assistance Prevention and Intervention Services Program (SAPISP) funds may not be used to supplant funds provided for programs funded from other sources on or after July 1, 1989.
2. The contractor agrees to provide student assistance program services that are designed to: 1) Reduce individual, peer and school-based risk factors associated with substance use and abuse; 2) Meet one of the following federal prevention categories: Information Dissemination, Education, Alternatives, Problem Identification and Referral, Community-Based, or Environmental; and 3) Assist those schools receiving services in improving educational outcomes for all students.
3. The contractor is required to report all federal Substance Abuse Prevention and Treatment (SAPT) block grant funds on their schedule of expenditures of federal awards. The federal portion should be reported under Catalog of Federal Domestic Assistance (CFDA) #93.959.
4. The contractor or any subcontractors may not use federal funds for indirect or program management and coordination expenditures. State funds may be used for program management and coordination and indirect costs, as well as direct service costs.
5. The contractor will keep records and provide information to the Office of Superintendent of Public Instruction (OSPI) as may be required for fiscal audit and program evaluation consistent with the responsibilities of OSPI.
6. The contractor will comply with Title VI of the Civil Rights Act of 1964 (P.L.88-352).
7. If the contractor determines that it does not need some or all of the funds it received to meet the needs identified in the assessment of need, the applicant shall prior to April 1, 2008, request that OSPI place its total allocation, or a portion thereof, in a redistribution pool.
8. The contractor will establish an advisory committee. The committee shall be an ongoing working group composed of individuals from at least the following groups: parents, administrators, teachers, students, officers of local government, medical professionals, representatives of local law enforcement, community-based organizations, private schools, and interested parties. It should be noted that one person might represent more than one group. Documentation of meetings shall be provided to OSPI upon request.
9. If subcontracting for services, a contractor assures that the subcontracting organization(s) is (are) capable of delivering services consistent with the goals and objectives of the project. OSPI reserves the right to review such subcontracts.
10. The contractor will monitor each site that is served by the SAPISP using a review protocol jointly developed by the contractors and OSPI. Documentation of on-site program monitoring will be submitted to OSPI annually.
11. Contractor is required to provide documentation of time and effort for all staff paid by PISP funds.
12. The contractor will provide training to new SAPISP staff, consistent with a training plan jointly developed by the contractors and OSPI. This training plan will address at least the following: Needs Assessment; Identification and Referral Training; Prevention Best Practices and Promising Approaches; Comprehensive Student Assistance Programs.
13. Within 30 days of program implementation, the contractor shall contact appropriate community members, county prevention and community mobilization staff, law enforcement personnel, and others directly involved in ongoing coordination efforts between school and community regarding program services and activities.
14. The contractor shall submit data and outcomes of program services on a monthly basis and in a timely manner, according to a schedule determined by OSPI and RMC Research, the SAPISP program evaluator.

15. The contractor shall submit to OSPI an annual monitoring report and a biennial evaluation that reflects the effectiveness of the program in achieving the identified student-based goals and objectives. All reporting information requested by OSPI shall be returned to OSPI by the date specified on the reporting document. Records of evaluation results shall be maintained for a period of five years and available upon request by OSPI.

I hereby certify that all facts, figures, assurances, and representations made in this application are true and correct to the best of my knowledge.

SIGNATURE OF SUPERINTENDENT

DATE

SCHOOL DISTRICT

- Note: In the case of a consortium application, this assurance need only be signed by the superintendent of the lead ESD or school district. We do not need copies from each of the districts that you serve.

OSPI Drug Omnibus Grant

Intervention Specialist Service Plan

School District: Arlington Date: 9/15/08

District Administrative Contact: Maurene Stanton

Date Services Will Commence: _____

- Services Will Be Delivered By:
- a. _____ district employee
 - b. _____ contracting with an alcohol/drug agency
please state name _____
 - c. other (please provide a written explanation)

List all intervention specialists currently working in your district and those supported by this grant	Source of funding (P/I-Lakewood, SDFS, Tobacco, Basic Ed, etc. – identify each source separately)	Percentage (%) of FTE funded by each source
1. <u>Not hired yet</u>	1. <u>Project Success</u>	1. <u>66%</u>
	<u>P/I Lakewood</u>	<u>21%</u>
2. _____	2. <u>Tobacco Sett.</u>	2. <u>13%</u>
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____

Hours of service provided by OSPI Drug Omnibus Grant only 7.35/week

* Please provide a list of services your district plans to implement under the OSPI Grant or describe how they will be implemented on the back of this form.

Program Implementation

SERVICES/ACTIVITIES PROVIDED:

Meeting with students who have emerging drug/alcohol issues.
Working with parents to help find resources for their student.
Consultation/Education of staff to identify students at-risk & those who are possibly using.
Partnership with administration to encourage drug/alcohol free school.

Location of Intervention Specialist Services:

BUILDINGS:

Arlington H.S.

CONTACT PERSON:

Connie Reiss

GRADE LEVEL:

9-12

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

_____Arlington School District_____ (Vendor) certifies, and the Lakewood School District #306 relies thereon in execution of this Agreement, that neither _____Arlington School District_____ (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 purpose 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).

_____Arlington School District_____ (Vendor) shall provide immediate written notice to Lakewood School District #306 if, at any time during the term of this Agreement, including any renewals hereof, _____Arlington School District_____ (Vendor) learns that its certification was erroneous when made or has become erroneous by reason of changed circumstances.

_____Arlington School District_____ (Vendor) certification is a material representation of fact upon which the Lakewood School District #306 had relied in entering into this Agreement. Should Lakewood School District #306 determine, at any time during this Agreement, that this certification is false, or should become false due to change in circumstances, the District may terminate this Agreement in accordance with the terms and conditions therein.

(Vendor) Authorized Signature
Arlington School District

Date

Lakewood School District #306

Date

Gen Fund

Purchase Order No. 2706

Bill To: LAKEWOOD SCHOOL DIST. #306

Date: 09/02/2008

P.O. BOX 220

Page: 1 of 1

NORTH LAKEWOOD WA 98259

P.O. No. 2706

ACCOUNTING PHONE (360) 654-2028

FAX NUMBER (360) 652-4509

Vendor No. 2350

ARLINGTON SCHOOL DIST. #16
315 N FRENCH
ARLINGTON WA 98223

1. DISTRICT IS NOT SALES TAX EXEMPT.
2. P.O. NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND CORRESPONDENCE.
3. INVOICE PARTIAL AND COMPLETE SHIPMENTS IMMEDIATELY. CLEARLY MARK IF PARTIAL ORDER.
4. CANCEL ALL BACKORDERS NOT DELIVERABLE IN 90 DAYS.
5. "MSD'S" MUST ACCOMPANY PRODUCT IF APPLICABLE.

Ship To: LAKEWOOD SCHOOL DIST. #306

1 17110 16TH DR NE
MARYSVILLE WA 98271

Mark For: PI GRANT

Purchase Order No. 2706

Item	Quant	Unit	Description	Unit Cost	Total Cost
1 *	1		FUNDS FROM OSPI GRANT FOR PREVENTION/INTERVENTION SERVICES 2008-09 FEDERAL FUNDS CFDA #93.959	9,400.0000	9,400.00

NOTICE TO VENDOR: AS PART OF THIS CONTRACT OF SALE BETWEEN LAKEWOOD SCHOOL DISTRICT #306 AND THE VENDOR: IT IS SPECIFICALLY AGREED THAT PAYMENT FOR ALL GOODS AND SERVICES SATISFACTORILY RENDERED SHALL BE MAILED TO THE VENDOR OR MADE AVAILABLE TO THE VENDOR WITHIN THIRTY (30) DAYS OF RECEIPT OF GOODS AND SERVICES OR A PROPERLY COMPLETED INVOICE, WHICHEVER IS LATER.

* = Tax not Computed on Item

Page Sub-Tot	9400.00
PO Sub-Total	9400.00
Add'l	.00
Tax	.00
PO Total	9400.00

Item No Account Code
79-68-24-7-00-02- -

Encumbered
9400.00

THIS PURCHASE ORDER IS NOT VALID UNLESS CURRENT VALID SIGNATURE IS PROPERLY DISPLAYED.

VENDOR COPY

AUTHORIZED SIGNATURE _____

The Arlington School District will be working in partnership with Educational Service District #189 to deliver prevention/intervention services at Arlington High School during the 2008-2009 school year. The ESD has secured a Project Success grant, which will fund the majority of the salary for a Prevention/Intervention Specialist. The OSPI Omnibus grant will supplement a portion of the P/I salary.