



TO: BOARD OF DIRECTORS

FROM: RYAN OVENELL, DEPUTY SUPERINTENDENT

SUBJECT: 2022 - 2023 EVERETT COMMUNITY COLLEGE OPEN DOORS CONTRACT

DATE: February 7th, 2023

TYPE: ACTION REQUIRED

Open Doors 1428 Youth Reengagement Program provides disengaged students and students who are no longer enrolled an opportunity to reengage and earn their GED or high school diploma or other industry certificates. The Stanwood Camano School district has partnered with Everett Community College Open Doors since September to provide Open Doors Services to our students. Stanwood Camano School District students have started enrollment in the Open Doors program for Winter Quarter at Everett Community College.

Recommendation:

We recommend the board move to accept the partnership with Everett Community College Open Doors Program for the 2022-2023 school year.

1 **LETTER OF INTENT related to the operation of**

2 EVERETT COMMUNITY COLLEGE

3 **OPEN DOORS [1418] YOUTH REENGAGEMENT PROGRAM**

4  
5 operated by

6 STANWOOD CAMANO

7 **SCHOOL DISTRICT**

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10 This document is a commitment by the Stanwood Camano District (hereafter referred to as District)  
11 to operate Everett Community College Open Doors [1418] Youth Reengagement Program (hereafter  
12 referred to as Program) under the authority of RCW 28A.175.100 and WAC 392-700, upon  
13 approval from the Office of the Superintendent of Public Instruction (OSPI).

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15 The district's Program will offer the following pathway type(s) to students, as indicated by the  
16 checked box(es):

- 17  G.E.D.  
18  High School Diploma  
19  College  
20  Career  
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22 **A. Purpose.**

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24 The purpose of this Letter of Intent is to ensure that the District and Program:

- 25  
26 1. Support the statewide youth reengagement system as defined in RCW 28A.175.100.  
27  
28 2. Comply with requirements outlined in WAC Chapter 392-700 to provide education  
29 opportunities for eligible students.  
30

31 \* **NOTE:** The language in this Letter of Intent is based on WAC and RCW as of September 2018. The  
32 District and Program will comply with any WAC or RCW modifications.  
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34 **B. Duration of Letter of Intent.**

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36 This Letter of Intent will be in effect from September 15, 2022. OSPI will be responsible for  
37 notifying the program when they are required to be reapproved and of the re-approval process.  
38 The program is responsible for notifying OSPI if they decide to discontinue the program. OSPI  
39 will examine a minimum of two years of data in the re-approval process.  
40

41 **C. Student Eligibility**

- 42  
43 1. Pursuant to WAC 392-700-035, youth are eligible for enrolling in an Open Doors [1418]  
44 youth reengagement program when they meet the following criteria:  
45  
46 a. Under twenty-one (21) years of age, but at least sixteen (16) years of age, as of  
47 September 1,  
48 b. Has not yet met high school graduation requirements, and  
49 c. Has been found to be credit deficient pursuant to WAC 392-700-035(c):

50 (c) At the time the student enrolls, is significantly behind in credits based on the student's  
51 cohort graduation date. The cohort graduation date is established as the end of the fourth  
52 school year after a student first enrolls in the ninth grade.  
53 (i) A student who is more than twenty-four months from their cohort graduation date and has  
54 earned less than sixty-five percent of the high school credits expected to be earned by their  
55 cohort or has a ratio of earned credits to attempted credits that is less than sixty-five  
56 percent. A cohort is the group of students that enter the ninth grade in the same school year;  
57 (ii) A student who is between twelve and twenty-four months from their cohort graduation  
58 date and has earned less than seventy percent of the high school credits expected to be  
59 earned by their cohort or has a ratio of earned credits to attempted credits that is less than  
60 seventy percent;  
61 (iii) A student who is less than twelve months from their cohort graduation date or who has  
62 passed their cohort graduation date by less than twelve months and has earned less than  
63 seventy-five percent of the high school credits expected to be earned by their cohort or has  
64 a ratio of earned credits to attempted credits that is less than seventy-five percent;  
65 (iv) A student who is past their cohort graduation date by twelve months or more and has  
66 not met their district, tribal compact school, or charter school graduation requirements; or  
67 (v) A student who has never attended the ninth grade and has earned zero high school  
68 credits.

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70 d. If determined not to be credit deficient as outlined in WAC 392-700-035(c), has been  
71 recommended for enrollment by case managers from the Department of Social and  
72 Health Services (DSHS), the juvenile justice system, district approved school  
73 personnel, or staff from community agencies which provide educational advocacy  
74 services.

75  
76 2. Additionally, prior to enrollment in the Program, an eligible student must:

- 77  
78 a. Have been withdrawn from their last high school, and  
79 b. Have been released from their resident district and accepted by the District, if the District  
80 is not the student's resident district.

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82 3. Once determined eligible for the Program, a student will retain eligibility, regardless of  
83 breaks in enrollment, until the student does one of the following:

- 84  
85 a. Earns a high school diploma. NOTE: A student who earns a high school equivalency  
86 certificate retains their eligibility and may continue to participate in the Program,  
87 b. Earns an Associate Degree, or  
88 c. Becomes ineligible because has turned age twenty-one (21) on or before September 1  
89 of a new school year.

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91 **D. Instruction.**

92  
93 The District will be responsible for the provision and oversight of all instruction under this Letter  
94 of Intent pursuant to WAC 392-700-065 which includes the following:

95  
96 1. Instruction for Program students must include:

- 97  
98 a. Academic skills instruction and high school equivalency certificate preparation  
99 coursework with curriculum, and instruction appropriate to each student's skills levels  
100 and academic goals.

101 b. College readiness and work readiness preparation coursework.

102  
103 2. Instruction for Program students may include:

- 104  
105 a. Competency-based academic and/or vocational training.  
106 b. College preparation math or writing instruction.  
107 c. Subject specific high school credit recovery instruction.  
108 d. English language learner instruction (ELL)  
109 e. Other coursework approved by the district, charter school or tribal compact school  
110 including cooperative work experience.

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112 3. Instruction may not be limited to only those courses or subject areas in which students are  
113 deficient in high school credits.

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115 4. All Program instruction will be designed to help students acquire high school credits,  
116 acquire at least high school skills, and be academically prepared for success in college  
117 and/or work. All instruction will be provided in accordance with the skill level and learning  
118 needs of individual students and not the student's chronological age or associated grade  
119 level. Therefore:

- 120  
121 a. All instruction that is at the ninth (9<sup>th</sup>) grade level or higher shall generate credits that  
122 can be applied to high school diploma, and;  
123 b. All instruction that is below the ninth (9<sup>th</sup>) grade level shall not generate high school  
124 credits but will be counted as part of the Program's instructional programming for the  
125 purposes of calculating student enrollment, and will be designed to prepare students for  
126 coursework that is at the ninth (9<sup>th</sup>) grade level or higher. (Reference RCW 392.121.107)

127  
128 5. Each area of coursework, as specified in Sections D.1. and D.2., will have a course outline  
129 that specifies:

- 130  
131 a. Identified instructional materials.  
132 b. Specific intended learning outcomes.  
133 c. Procedures and standards for determining attainment of learning outcomes.  
134 d. Policy for grading and awarding of credit.

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136 6. The Program may restrict or deny access into specific program elements if a student's  
137 academic performance or conduct does not meet established guidelines.

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139 7. The Program will administer standardized tests within one (1) month of enrollment or secure  
140 test results from no more than six (6) months prior to enrollment in order to determine a  
141 student's initial math and reading level upon entering the Program. A commonly accepted  
142 standardized academic skills assessment tools will be used. All required assessments will  
143 be provided to the students free of charge.

144  
145 8. The District will provide instruction, tuition, and required academic skills assessments at no  
146 cost to the students, but may collect mandatory fees as established by the Program.

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148 a. Consumable supplies, textbooks, and other materials that are retained by the student do  
149 not constitute tuition or a fee.  
150 b. The Program will establish a waiver/scholarship process for qualifying students.

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9. Instruction will be scheduled so that all enrolled students have the opportunity to attend and work with instructional staff during all the hours of the Program's standard instructional day.
  10. All instructional staff will be assigned by the District and will have prior experience in working with at-risk youth and/or in providing individualized instruction.
  11. The scheduled teaching hours of an instructional staff will equal or exceed the hours of the Program's standard instructional day plus one (1) additional hour per every five (5) teaching hours for planning, curriculum development, record-keeping, and required coordination of services with case management staff.
  12. For any one instructional session, the Program will assign instructional staff as needed to maintain an instructional staff to student ratio that does not exceed 1:25.
  13. If the noninstructional staff are part of the calculated instructional staff to student ratio, the following conditions must be met:
    - a. Noninstructional staff may not be a replacement for the instructional staff and must work under the guidance and direct supervision of the instructional staff.
    - b. The ratio of total instructional and noninstructional staff to students may not exceed 2:50.

174 **E. Case Management and Student Support.**

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176 The Program will be responsible for the provision of case management services to enrolled  
177 students pursuant to WAC 392-700-085 which include the following:

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1. Case management staff will be assigned to the Program to provide accessible, consistent support to students as well as, academic advising, career guidance information, employment assistance or referrals, and referrals to DSHS.
  2. The Program will maintain a case management staff to student ratio not to exceed 1:75 (one case manager to seventy-five (75) enrolled students) on a full-time continuous basis throughout the school year.
  3. Only the percent of each staff member's time that is allocated to fulfilling case management responsibilities will be included in the calculation of a Program's case management staff to student ratio.
  4. Even though the provision of case management services will require case management staff to work in the community to meet client needs, case management staff will be primarily based at the Program's instructional site(s).
  5. The Program will ensure that case management services and instruction are integrated and coordinated, and that procedures are established that facilitate timely relevant communication about student progress.
  6. All case management staff will be employed by the Program and will have at least a Bachelor's degree in social work, counseling, education, or a related field, or at least two (2)

201 years of experience providing case management, counseling or related direct services to at-  
202 risk individuals or sixteen to twenty-one (16–21) year old youth.

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204 **F. Awarding of Credit.**

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206 In accordance with WAC 392-700-137, awarding of credit will include the following:

- 207  
208 1. High school credit will be awarded for all coursework at or above the 9<sup>th</sup> grade level in which  
209 students are enrolled, including high school equivalency certificate preparation.  
210  
211 2. The District will ensure that the process for awarding high school credits is implemented as  
212 part of the District's policy regarding award of credits per WAC 180-51-050(5) and (6).  
213  
214 3. Program documentation related to the earned credits will be provided to the student and the  
215 District that will be responsible for awarding of credits.  
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218 **G. Statewide Student Assessment.**

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220 Pursuant to WAC 392-700-152:

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222 1. The District will ensure that all Program students have the opportunity to participate in the  
223 statewide student assessment and understand that this assessment, or an approved  
224 alternative, is a high school graduation requirement for students in some graduating  
225 cohorts, and is one of many ways to meet a graduation pathway for the class of 2020  
226 onward.  
227  
228 2. The District will include Program students when calculating districtwide statistics in relation  
229 to the statewide assessments.  
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231 **H. Provision of Special Education and Section 504 of the 1973 Rehabilitation Act  
232 Accommodations, and Transitional Bilingual Instructional program.**

- 233  
234 1. The District will be responsible for the provision of special education services to any  
235 Program student who qualifies for special education in accordance with all state and federal  
236 law and pursuant to WAC chapter 392-172A.  
237  
238 2. The District will provide the same accommodations to any enrolled students under Section  
239 504 of the 1973 Rehabilitation Act as it provides to all students of the district.  
240  
241 3. The resident district is responsible for the provision of services to students who are eligible  
242 for transitional bilingual services, and are otherwise qualified for participation in the  
243 program.  
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245 **I. Annual Reporting Calendar.**

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247 The following requirements will be met in relation to the school calendar:

- 248  
249 1. The school year begins on September 1<sup>st</sup> and ends on August 31<sup>st</sup>.  
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- 251 2. The Program will provide the District a calendar of school year prior to the beginning of the  
252 Program's start date.  
253  
254 3. The school year calendar must meet the following criteria:  
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256 a. The specific planned days of instruction will be identified, and  
257 b. There must be a minimum of ten (10) continuous instructional months.  
258  
259 4. The number of hours of instruction must meet the following criteria:  
260 a. A standard instructional day may not exceed six (6) instructional hours per day even if  
261 instruction is provided for more than six (6) hours per day.  
262 b. A standard instructional day may not be less than two (2) hours per day.  
263  
264 5. The Program's total planned hours of instruction for the school year:  
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266 a. Is the sum of the hours of instruction for all instructional months of the Program's school  
267 year.  
268 b. Must have a minimum of one thousand (1000) annual planned hours of instruction.  
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#### 272 **J. Reporting of Student Enrollment.** 273

274 Programs will report to the District their Program enrollment using the Form P223-1418 each  
275 month on the monthly count day. Count day is defined in WAC 392-121-119. The Program will  
276 certify by signing the Form P223-1418 the accuracy of the enrollment reported. The Form  
277 P223-1418 is due to the District by the fifth (5<sup>th</sup>) business day of the month.  
278

279 In accordance with WAC 392-700-160, the following criteria must be met for each student  
280 claimed by the Program for state funding on each monthly count day:  
281

- 282 1. Meets all eligibility criteria pursuant to WAC 392-700-035 or Section C of this Letter of  
283 Intent,  
284  
285 2. Is enrolled in a Program, as well as, the District,  
286  
287 3. Meets the attendance period requirement pursuant to WAC 392-700-015(3),  
288  
289 4. Meets the weekly status check requirement pursuant to WAC 392-700-015(23),  
290  
291 5. Has not withdrawn or been dropped from the Program prior to the monthly count day,  
292  
293 6. Is not being claimed by a state institution pursuant to WAC 392-122-221 on the monthly  
294 count day,  
295  
296 7. Whose Program enrollment is not being claimed by a college for postsecondary funding,  
297  
298 8. Is not currently enrolled in a high school program, including Alternative Learning  
299 Experience, College in the High School or another reengagement program excluding Jobs  
300 for Washington's Graduate (JWG) program,

- 301  
302 9. If concurrently enrolled in a Running Start, Skills Center, or JWG program, is not exceeding  
303 the full-time equivalent (FTE) limitation pursuant to WAC 392-121-136,  
304  
305 10. Has not exceeded the 1.0 annual average FTE (AAFTE) for the school year to include prior  
306 months' enrollment in a high school, at a state institution, or in a JWG program, and  
307  
308 11. After being claimed for three months, has made academic progress by either earning an  
309 indicator of academic progress identified in WAC 392-700-015(14) or a credential identified  
310 in WAC 392-700-015(11).  
311

312 **K. Funding and Reimbursement.**  
313

314 The District will receive state basic education apportionment funding through OSPI, pursuant to  
315 WAC 392-700-165 and according to the procedures set forth below:  
316

- 317 1. Each eligible student that meets the requirements of Section J and is enrolled in a below  
318 100 level class will be reported as a full 1.0 FTE on each monthly count day.  
319  
320 2. The Program standard reimbursement rate is the statewide average annual non-vocational  
321 as determined by OSPI pursuant to WAC 392-169-095.  
322  
323 3. The District will retain one hundred (100) percent of the basic education allocation.  
324  
325 4. The District may report and retain Special Education funding from OSPI for eligible students  
326 receiving special education services.  
327  
328 5. The Program may provide transportation for students but additional funds are not generated  
329 or provided.  
330  
331 6. Program students enrolled in a state-approved K-12 transitional bilingual instructional  
332 program pursuant to WAC 392-160 can be claimed by the District for bilingual enhanced  
333 funding.  
334

335 **L. Required Documentation and Reporting**  
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337 The Program and District will maintain the following documentation and provide the following  
338 reporting pursuant to WAC 392-700-175.  
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- 340 1. Student Documentation:  
341  
342 a. The Program shall maintain student documentation to support eligibility as specified in  
343 Section C. and enrollment as specified in Section J.  
344 b. The Program shall, on behalf of the District, request school records for each student  
345 from the last school they attended.  
346 c. The Program shall maintain documentation of case management, student assessment,  
347 basic skills gains, attainments of credentials, earned indicator of academic progress,  
348 and award of credit.  
349 d. The Program will comply with all state and federal laws related to the privacy, sharing,  
350 and retention of student records.



351 e. Access to all student records will be provided in accordance with the Family Educational  
352 Rights and Privacy Act (FERPA).

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358 2. Monthly Student Reporting:

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- a. The District will ensure that all required Program student information is reported in the student information system; and in CEDARS in accordance with OSPI's standard procedures.
- b. The District will be responsible for performing required data entry in accordance with OSPI's standard procedures for all Open Doors [1418] programs.

366 3. Annual Reporting:

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- a. The Program will prepare and submit an annual performance report to the District no later than October 1<sup>st</sup>.
- b. The District will review and submit the annual performance report to OSPI no later than November 1<sup>st</sup>.

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c. The annual report will include the following:

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- i. Program's total number of students by gender, age, and race/ethnicity who were enrolled, who were dismissed by program, and who voluntarily withdrew.
- ii. Program's total number of students by gender, age, race/ethnicity, and credential type who earned a credential as defined in WAC 392-700-015(10).
- iii. Program's total number of students by gender, age, race/ethnicity, and indicator of academic progress types who attained an indicator of academic progress as defined in WAC 392-700-015(14). For high school and college credit, detail the subject area.
- iv. Total number of instructional staff assigned to the program.

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383 **M. Longitudinal Performance Goals.**

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The Program and District will be required to report their longitudinal performance goals pursuant to WAC 392-700-195.

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1. Longitudinal performance data for the Program and the statewide reengagement system as a whole will be reported through the Washington's P-20 (pre-school to post-secondary and workforce) longitudinal data system, the Education Research and Data Center (ERDC).

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2. The District will work with the Program to collect and report student data requested by the ERDC in order to accomplish the longitudinal follow-up of Program students. Specifically, the following unique identifier data points will be collected, to the extent possible, by the Program, and verified by the District, for each enrolled Program student:

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- a. Full legal name,
- b. Birth date,
- c. State student identifier number (SSID),
- d. Social security number, and

401 e. College student identification number (SID), if applicable.

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403 3. While Program students will be encouraged to provide the data needed for longitudinal  
404 follow-up, the Program will ensure that a student's unwillingness or inability to provide the  
405 requested data will not be a barrier to enrollment.  
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408 **N. Records.**

409 All operations of, and accounting pertaining to this Letter of Intent shall be open to the  
410 inspection of OSPI.  
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413 **O. Applicable Law.**

414 This Letter of Intent is entered into pursuant to and under authority granted by the laws of  
415 the State of Washington and any applicable federal laws. The provisions of this Letter of  
416 Intent shall be construed to conform to those laws. In the event of any inconsistency in the  
417 terms of this Letter of Intent, or between its terms and any applicable statute or rule, the  
418 consistency shall be resolved by giving precedence in the following order:  
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- 420  
421 1. Applicable state and federal statutes and rules.  
422 2. Statement of work herein.  
423 3. Any other provisions of the Letter of Intent, including materials incorporated by reference.  
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425 **P. No Separate Entity Created.**

426 No separate legal or administrative entity is intended by this document.  
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429 **Q. Amendment and Waiver.**

430 This approved Letter of Intent may be waived, changed, modified, or amended only by written  
431 agreement executed by both the District and OSPI. If any provision of the Letter of Intent shall  
432 be deemed in conflict with any statute or rule of law, such provision shall be modified to be in  
433 conformance with said statute or rule of law.  
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436 **R. Entire Agreement.**

437 This Letter of Intent constitutes the entire agreement of the District and OSPI, and supersedes  
438 any previous written or oral agreements. Any other agreement, representation, or  
439 understanding, verbal or otherwise, relating to the services of District or otherwise dealing in  
440 any manner with the subject matter of this Letter of Intent, is hereby deemed to be null and void  
441 and of no force and effect whatsoever.  
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444 \_\_\_\_\_  
445 Letter of Intent for Open Doors [1418] Youth Reengagement Program

446 *Deborah Rumbaugh*  
447 \_\_\_\_\_  
448 District Superintendent  
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Stuart Rumbay 9/9/22  
Signature Date

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Approved by OSPI:

OSPI Open Doors [1418] Program Administrator

\_\_\_\_\_  
Signature Date

OSPI Assistant Superintendent

\_\_\_\_\_  
Signature Date

Qualification Codes (assigned by OSPI Program Administrator):

G.E.D. \_\_\_\_\_  
HS Diploma \_\_\_\_\_  
College \_\_\_\_\_  
Career \_\_\_\_\_