CONTRACT APPROVAL REQUEST

BSD	2627-8091
Board Approval	Yes
Board Date	09/08/2026

Requestor: Holli-anne Baker Ext.: 2385 Date: 08/24/2026
Print Name

Location: Teaching & Learning (Elementary)

Refer to Contract Agreement Process Instructions for the contract destination located on the Business Office webpage.

Required Data	Complete This Column
Vendor name or name of	Pierce College Community & Continuing Education
Vendor ***email address, contact name*** and ***phone number.*** Vendor ***mailing address*** (If not on contract)	Contact: Danielle Evans Phone: 253-912-2290 Signer's email: DEvans@pierce.ctc.edu Address: 601 39th Avenue SE City, State, Zip: Puyallup, WA 98374
Detailed description of the purpose for this contract. ***Answer the who, what, when and where***	CONTRACTED CURRICULUM DEVELOPMENT AND TEACHING, INCLUDING FACE-TO-FACE SESSIONS, TO MEET THAT STATE REQUIRED PARA FUNDAMENTAL COURSE OF STUDY CERTIFICATIONS PROGRAM FOR ALL K12 INSTRUCTIONAL PARAS EMPLOYED BY BETHEL SCHOOL DISTRICT. PARTS 1, 2, 3, & 4, 2026-2027 SCHOOL YEAR.
Duration of Contract	Start Date: 08/24/2026 End Date: 08/25/2027
Auto Renewal Clause? No	Renewal Terms Other (please specify) YEAR TO YEAR
Contract amount OR Increase amount including any taxes.	Specify the contract amount or increase amount 100,000 Enter total contract amount to-date here 100,000
BSD department or location	Teaching & Learning (Elementary)
Name of the administrator	Elissa Dornan, Shawn Simpson
Source of funds. **Not** the fund name	Grant
Expenditure budget code. Example: 10 E 530 0100 27 5000 3050 3050 0000 0	0112 31 7330 0375 0375 0000 0

School Level		Policy 6260 Procedure 6260PR	Department Level (Area of Responsibility)	District Level
$0 - $15,000	Less Than $1,000,000		Less Than $1,000,000	$1,000,000 or More
Principal	Exec. Dir. of Education		Director or Above	Superintendent/Designee

DEPARTMENT Level - Director or Above

It is the responsibility of the budget authority to ensure there is budget capacity.

Elissa Dornan — *Print Name*

Elissa Dornan — ***Signature*** **(Administrator)**

08/24/2026 — ***Date***

FOR VENDORS ONLY

Click here for instructions on how to upload a signed contract and return this form

CLASS CANCELATION

Bethel School District must notify Pierce College at least five (5) calendar days prior to the class start date to cancel a class due to low enrollment. The class may run with less than 10 enrollments if approved by Bethel School District and the District will be charged the entire fee for the 10-seat course minimum.

PAYMENTS

The total programming fee of $2,060.00 total flat rate for a minimum of 10 seats for each 7- hour class session and $92.00 for each additional student up to a total class session size of 25. Pierce College District will bill Bethel School District through a third-party invoice due upon receipt of Bethel School District. No-shows will be charged $92.00 per student.

REFUND POLICY

Charges for fees received by Pierce College District under this MOA are not refundable.

ASSURANCES

Signatories of this agreement confirm in signing they are fully authorized to bind their respective parties to all terms of this Agreement.

Signatures:

Elissa Dorman
Director of Elementary Teaching and Learning
Bethel School District

Aug 24, 2026
Date

Shawn Simpson
Director of Secondary Teaching and Learning
Bethel School District

Aug 24, 2026
Date

Danielle Evans
Vice President of Infrastructure/Designee
Pierce College District

Date

referred for debarment as provided in RCW 39.26.2000. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing condition consistent with any court-ordered injunctive relief or settlement agreement.
D. Remedies for Breach. Notwithstanding any provisions to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative cost directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. PIERCE COLLEGE shall have the right to deduct from any monies due to contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe PIERCE COLLEGE for default under this provision

IDEMNIFICATION

Each party to this agreement will be responsible solely for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other nor does either party assume any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

CONFORMANCE WITH LAWS

All activity pursuant to this agreement will be in accordance with all the applicable current U.S. federal, state and local laws, rules, and regulations for Pierce College District, including all current U.S. federal, state and local laws and regulations applicable to Bethel School District.

RISK WAILVER

Pierce College District disclaims any assumption of the risks inherent to the programming that occur off campus and outside normal operating hours. Participants in this program assume the risks, foreseeable and unforeseeable, of travel to and from Bethel School District and Pierce College, and other risks, such as fire, flood, and earthquake that are not reasonably under Pierce College control.

NOTICE ON LIMITS ON MODIFICATION

The parties agree that any requests for modification of this Agreement must be submitted at least fourteen (14) days before the programming delivery date. Material modification after that date is only possible in emergency situations.

ENTIRE AGREEMENT

This Agreement including referenced exhibits represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part thereof.

VENUE

This Agreement shall be governed by and construed according to the laws of the State of Washington. The parties agree that all actions and proceedings arising out of or relating directly or indirectly to this Agreement or any ancillary agreement or any other related obligations shall be litigated solely and exclusively in the state or federal courts located in the State of Washington and that such courts are convenient forums. Each party hereby submits to the personal jurisdiction of such courts for purposes of any such actions or proceedings.

MEMORANDUM OF AGREEMENT (MOA)
Between
Pierce College Community & Continuing Education
and Bethel School District

Bethel School District employees have the opportunity to attend the Pierce College Community & Continuing Education non-credit Part I, Part II, Part III and Part IV face-to-face, in person version of the Paraeducators Fundamental Course of Study to commence October 1, 2025 through June 30, 2026. These class sessions will be held on Saturdays from 8 a.m. to 3:30 p.m., hosted by Bethel School District at Spanaway Lake High School with mutually agreed upon dates based on district needs and instructor availability.

Registration for the classes will be coordinated by Pierce College Community and Continuing Education staff along with attendance tracking and administrative tasks for the classes in conjunction with the staff at Bethel School District.

A minimum of 10 paid seats are required for each class session. If there are less than 10 students, the course can still run at the minimum flat rate if approved by Bethel School District. Additional seats of up to 25 in total enrollment can be purchased for an additional fee per student. The following are the estimated programming fees for each 7-hour course:

Programming Fees for a Minimum of 10 Seats:

Instructional Costs	$1,385.00
Administration/Coordination	$675.00
	$2,060.00 total flat rate for a minimum of 10 seats for each 7-hour class session (Part I, Part II, Part III or Part IV)

Fees for Curriculum Updates/Class Preparation:

3 Instructors: $100.00 x 12 hours	**$ 3,600.00 total**

Other Fees:

Up to 15 Additional Seats	
Maximum Per Session	**$92.00 each**

*Fees do not include paper copies of curriculum, PowerPoint presentations, instructor supplies, transportation, gasoline, mileage, meals, or personal supplies for the paraeducator students participating. Any additional costs must be approved by Bethel School District and will be billed separately by Pierce College to include instructor classroom supplies.

NONDISCRIMINATION CLAUSE

A. Nondiscrimination Requirements. During the term of this contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3).
B. Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington State agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
C. Default. Notwithstanding any provisions to the contrary, PIERCE COLLEGE may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigating into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until PIERCE COLLEGE receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), PIERCE COLLEGE may terminate this Contract in whole or part, and Contractor, subcontractor, or both, may be