

**2023-24**  
**RUNNING START PROGRAM AGREEMENT**  
**BETWEEN**  
**BELLINGHAM TECHNICAL COLLEGE DISTRICT NO. 25**  
**AND**  
**CONCRETE SCHOOL DISTRICT NO. 11**

This agreement is entered into by and between Bellingham Technical College (hereinafter referred to as "The College") and CONCRETE SCHOOL DISTRICT NO. 11 (hereinafter referred to as "The District"). The parties agree that:

The purpose of this agreement is to provide occupational education programs and related services to eligible high school students of the District at Bellingham Technical College.

**CREDITS**

High school credit will be granted for enrolled credits earned at the College in the Running Start program.

The District will decide whether to grant credit for a college occupational program to satisfy specific high school graduation requirements. The amount of credit will also be determined by the District. Students will be notified of this decision when meeting with the counselor at the high school. The determination of high school credit must be identified on the Bellingham Technical College Running Start Referral form.

Occupational programs will be examined by the District to determine comparability to high school courses and the amount of credit to be granted. Student notification will occur as noted above.

The College and high school staff will cooperate in a timely manner to avoid student problems with satisfactory completion of high school graduation requirements and subsequent participation in high school graduation activities by candidates for graduation.

**RECORDS/REPORTING**

The District will retain all record keeping responsibilities and files on students, will be responsible for the issuance of all high school credits and diplomas and for state reporting.

The College agrees to provide the District with pertinent data necessary to complete reporting forms and complete and follow-up reports required by OSPI to verify enrollment as reported on Form 223RS. The College agrees to provide the District with student progress grades on a quarter basis.

The District is responsible for the assessment of special education students, the development and maintenance of their individual educational plans and the provision of support/related services.

All Running Start students are required to meet the proficiency standards on college placement tests in mathematics and reading. High school students requiring remediation in order to be accepted for Bellingham Technical College occupational programs enrollment are not eligible to enroll in pre-college level coursework as part of their Running Start program.

**STUDENT BEHAVIOR**

Running Start students are subject to the College standards and accorded the same due process rights as

other College students. The District and the College agree to exercise independent jurisdiction over educational and disciplinary matters pertaining to Running Start students in their respective programs.

### FUNDING

Funding will be distributed based on the Basic Education Allocation (BEA) Vocational Education enhancement model for OSPI approved vocational technical programs at Bellingham Technical College. The prorated formula for distributing funding is as follows:

$$[(\# \text{ of college credits} \div 15) \times (3 \div \# \text{ of months})]$$

For funding purposes, enrollment at the college (based on the Running Start Enrollment Verification Form) will determine payment due.

Reimbursement is based on \$10,463.80 per vocational FTE and \$9,555.02 per non-vocational FTE. Payment shall be made upon billing from the College at the end of each quarter. When billing the District, the College will deduct 7% of the total amount due from the District for program administrative costs.

The College will prorate the billing to the District for students who officially withdraw, utilizing the College's exit withdrawal procedure or based on notification within a 30-day period from the District or the College.

To accommodate State requirements for the District to report FTE enrollment each month, Bellingham Technical College agrees to provide Report 223RS to the school district by no later than the eighth (8<sup>th</sup>) of each month.

### CONFLICT WITH LAW

If any part of this agreement is determined to be in direct conflict with the Washington Administrative Code (WAC), the WAC will prevail.

### EFFECTIVE DATES

This agreement shall become effective September 01, 2023 and will remain in force until June 30, 2024.

### CRIMINAL RECORDS CHECK

In accordance with RCW 28A.400.303, in the event that BTC or its employees, agents, or contractors will have regularly scheduled unsupervised access to children under the age of 16 or a vulnerable adult (or insert following for vulnerable adult: any student 16 or older lacking the functional, mental, or physical ability to care for themselves) the employee, agent, or contractor will be required to undergo a record check through the Washington State Patrol criminal investigation system under RCW 43.43.830-.834, RCW 10.97.030, and RCW 10.97.050, and through the Federal Bureau of Investigation. The record check will include a fingerprint check using a complete Washington State criminal identification fingerprint card. This record check will occur before the individual is allowed access to District property and/or facilities where unsupervised access to children could occur. If the individual has undergone a record check meeting the requirements of RCW 28A.400.303 and this subsection within the previous two (2) years, the background check requirement may be waived. The District will not be responsible for any costs associated with the record check.

### CRIMES AGAINST CHILDREN

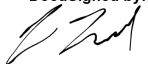
In accordance with RCW 28A.400.330, employees, agents, and contractors of BTC are prohibited from working at a District school if they have or may have contact with children at a public school during the course of their employment and have pleaded guilty to or been convicted of the crimes identified in RCW 28A.400.322. Any failure to comply with this section shall be grounds for the District immediately terminating the contract.

### LIABILITY COVERAGE PROVISIONS

Each party to this agreement will be responsible 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, and neither party assumes 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.


Agreed to by BELLINGHAM TECHNICAL COLLEGE and CONCRETE SCHOOL DISTRICT NO. 11.

**BELLINGHAM TECHNICAL COLLEGE**

DocuSigned by:  
  
C510DC539D24406...  
James Lemerond, Ed.D.  
President

1/18/2024  
DATE

**CONCRETE SCHOOL DISTRICT NO. 11**

DocuSigned by:  
  
72E795702AFC42A...  
Carrie Crickmore  
Interim Superintendent

1/18/2024  
DATE

*Approved as to Form by E-mail 7/15/2020*

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**Annie Honrath**                      **Date**  
**Assistant Attorney General**  
**Assigned to Represent Bellingham**  
**Technical College**