



Regular Meeting Agenda

via Zoom

Wednesday, January 27, 2021 07:00 PM

I. CALL TO ORDER

(Action)

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

II. COMMENTS FROM THE AUDIENCE

(Information)

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments From the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments to three (3) minutes.** The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will not be heard outside of Executive Session. The Board reserves the right to terminate presentations containing personal attacks on individuals.

III. PRESENTATION - School Board Recognition

(Presentation)

Presenter: Superintendent Weight

[2021 School Board Recognition Month.pdf \(p. 3\)](#)

IV. CONSENT AGENDA

(Action)

The purpose of the consent agenda is to reduce time going through motion, second and voting on issues of common consent. Any Board member can ask for any item to be removed from the consent agenda. There is no discussion of items on the consent agenda. By motion of the Board, remaining items are approved without discussion as part of the consent agenda. Discussion of items removed from the consent agenda occurs immediately following action on the consent agenda.

[Approval of Financial Reports.PDF \(p. 4\)](#)

[Approval of December 2020 and January 2021 Accounts Payable and December 2020 Payroll.PDF \(p. 15\)](#)

[Approval of December 9 2020 Regular Board Meeting Minutes.pdf \(p. 16\)](#)

[Approval of January 13 2021 Study Session Minutes.pdf \(p. 18\)](#)

[Approval of Certificated Personnel Report.pdf \(p. 20\)](#)

[Approval of Classified Personnel Report.pdf \(p. 21\)](#)

[Approval of Co-Curricular Personnel Report.pdf \(p. 22\)](#)

V. OLD BUSINESS - Approval of School Board Operating Protocol

(Action)

[Board Operating Protocol 1.27.21.pdf \(p. 23\)](#)

VI. NEW BUSINESS

A. First Reading of Policy 6220 Bid Requirements

(Action)

Presenter: Melissa Beard

[Policy 6220 Bid Requirements.pdf \(p. 27\)](#)

B. First Reading of Policy 6230 Relations with Vendors

(Action)

Presenter: Melissa Beard

[Policy 6230 Relations with Vendors.pdf \(p. 34\)](#)

VII. BOARD COMMUNICATION

(Information)

VIII. ANNOUNCEMENTS

(Information)

IX. RECESS TO EXECUTIVE SESSION

X. EXECUTIVE SESSION

(Executive Session)

per RCW 42.30.110(1)(g) to review the performance of a public employee

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

XI. RETURN TO REGULAR MEETING

XII. ADJOURNMENT

(Action)

The State of Washington



Proclamation

WHEREAS, the mission of Washington's public school system is to assure that all students achieve at high levels and possess the knowledge and skills to be responsible members of a democratic society who enjoy productive and satisfying lives; and

WHEREAS, Washington's 295 locally elected school boards and nine elected educational service district boards are the core of the public education governance system in our state; and

WHEREAS, the districts and regions they lead serve more than one million students, have a combined annual budget of over \$15 billion, and employ approximately 120,000 people; and

WHEREAS, school directors play a crucial role in promoting student learning and achievement by creating a vision, establishing policies and budgets, and setting clear standards of accountability for all involved; and

WHEREAS, school directors are directly accountable to the residents in their districts and regions, serving as a vital link between members of the community and their schools; and

WHEREAS, school directors and educational service districts provide a passionate voice of advocacy for public schools and the welfare of school children; and

WHEREAS, it is appropriate to recognize school directors as outstanding volunteers and champions for public education;

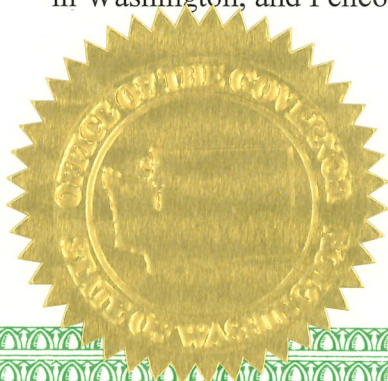
NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim January 2021 as

School Board Recognition Month

in Washington, and I encourage all people in our state to join me in this special observance.

Signed this 19th day of January, 2021

Governor Jay Inslee



Steilacoom Historical School District No. 1
Financial Report - December 31, 2020
Budget/Year-End Projection/YTD Actual

The following information is a summary of the financial position as of December 31, 2020 for the district's five operating funds. It provides the School Board fiscal information to evaluate the fiscal stability and operations of the district. The information is unaudited but supported by the attached monthly budget status reports.

General Fund Budget/YTD Actual:

	Annual Budget	YTD Actual	
Revenues & Other Financing Sources	41,027,995	13,916,745	33.92%
Expenditures & Other Financing Uses	41,527,571	15,799,659	38.05%

Excess Revenues/Other Financing Sources		
Over (under) Expend & Other Financing Uses	(499,576)	(1,882,914)

Transfer to Capital Projects	(100,000)
Net Change in Unassigned Fund Balance	(1,982,914)

Fund Balances	9/1/2020	12/31/2020	Variance
Unassigned Fund Balance	2,015,529	1,477,571	-537,959
Unassigned Minimum Fund Balance	2,610,000	2,610,000	0
Fund Balance	4,625,529	4,087,571	-537,959

Capital Projects Fund:

Fund Balance - Impact Fees \$693,185 - Turf Field Replacement \$500,000

Beginning Fund Balance		1,575,135	
GF Transfer to Capital Projects	100,000		
Revenues	4,783,201		
Expenses	110,071		
		4,673,130	
Ending Fund Balance 12/31/2020			6,248,265

	9/1/2020 Beginning Balance	12/31/2020 Ending Fund Balance	Variance
Debt Service Fund*:	4,547,738	1,057,991	(3,489,747)
ASB Fund:	369,995	369,841	(154)
Transportation Fund:	121,744	121,809	65

*12/1/2020 Principal and Interest - \$7,231,100; 6/1/2021 Interest payment - \$ 528,225

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	5,722,750	34,212.81	2,580,000.17		3,142,749.83	45.08
2000 LOCAL SUPPORT NONTAX	767,300	4,771.06	35,397.70		731,902.30	4.61
3000 STATE, GENERAL PURPOSE	25,193,811	2,261,813.21	7,891,364.66		17,302,446.34	31.32
4000 STATE, SPECIAL PURPOSE	6,296,912	583,009.50	1,998,672.39		4,298,239.61	31.74
5000 FEDERAL, GENERAL PURPOSE	282,000	.00	155,124.00		126,876.00	55.01
6000 FEDERAL, SPECIAL PURPOSE	2,765,222	285,135.46	1,256,185.93		1,509,036.07	45.43
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	41,027,995	3,168,942.04	13,916,744.85		27,111,250.15	33.92
<u>B. EXPENDITURES</u>						
00 Regular Instruction	23,495,429	2,045,410.50	8,543,419.91	15,166,665.45	214,656.36-	100.91
10 Federal Stimulus	0	4,153.67	4,153.67	0.00	4,153.67-	0.00
20 Special Ed Instruction	5,786,422	500,920.15	1,981,793.69	3,686,192.16	118,436.15	97.95
30 Voc. Ed Instruction	2,270,119	241,831.18	751,313.30	1,236,735.62	282,070.08	87.57
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,062,979	90,895.23	394,121.10	691,648.57	22,790.67-	102.14
70 Other Instructional Pgms	265,099	32,374.38	447,821.06	214,514.76	397,236.82-	249.84
80 Community Services	45,545	.00	.00	0.00	45,545.00	0.00
90 Support Services	8,601,978	850,571.41	3,677,036.21	3,925,620.68	999,321.11	88.38
<u>Total EXPENDITURES</u>	41,527,571	3,766,156.52	15,799,658.94	24,921,377.24	806,534.82	98.06
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	200,000	.00	100,000.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	699,576-	597,214.48-	1,982,914.09-		1,283,338.09-	183.45
F. <u>TOTAL BEGINNING FUND BALANCE</u>	4,265,744		5,970,484.64			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	3,566,168		3,987,570.55			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	100,000-	100,000.00-
G/L 872 Committd to Econmc Stabilizatn	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	996,168	1,477,570.55
G/L 891 Unassigned Min Fnd Bal Policy	2,770,000	2,610,000.00
<u>TOTAL</u>	3,666,168	3,987,570.55
Differences	100,000-	.00

Note: A difference in the annual budget column represents an error between Revenue, Expenditure, Residual Equity Transfer accounts and Fund Balance ledger accounts. In the Actual For Year column the arithmetically displayed Fund Balance is different than the posted Fund Balance. An activity for GL 898 will indicate an expected difference.

Exceptions Found:

20--CAPITAL PROJECT FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	20,000	4,017.24	69,612.27		49,612.27-	348.06
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	36,628.13		36,628.13-	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	4,684,377	.00	4,676,960.98		7,416.02	99.84
<u>Total REVENUES/OTHER FIN. SOURCES</u>	4,704,377	4,017.24	4,783,201.38		78,824.38-	101.68
<u>B. EXPENDITURES</u>						
10 Sites	0	.00	38,428.13	2,747.50	41,175.63-	0.00
20 Buildings	4,400,000	40,135.80	61,997.22	39,705.63	4,298,297.15	2.31
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	8,497.70	9,645.70	7,587.00	17,232.70-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	4,400,000	48,633.50	110,071.05	50,040.13	4,239,888.82	3.64
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	304,377	44,616.26-	4,673,130.33		4,368,753.33	> 1000
<u>F. TOTAL BEGINNING FUND BALANCE</u>	1,317,669		1,575,134.97			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	1,622,046		6,248,265.30			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	36,628.13
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	36,628.13-
G/L 864 Restricted from Fed Proceeds	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	627,669	693,185.19
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	400,000	500,000.00
G/L 889 Assigned to Fund Purposes	594,377	5,055,080.11
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,622,046	6,248,265.30

30--DEBT SERVICE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2020

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	8,459,674	49,213.48	3,740,399.57		4,719,274.43	44.21
2000 Local Support Nontax	5,000	45.16	953.01		4,046.99	19.06
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	8,464,674	49,258.64	3,741,352.58		4,723,321.42	44.20
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	7,000,000	6,555,000.00	6,555,000.00	0.00	445,000.00	93.64
Interest On Bonds	1,400,000	676,100.00	676,100.00	0.00	723,900.00	48.29
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	2,500	.00	.00	0.00	2,500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	8,402,500	7,231,100.00	7,231,100.00	0.00	1,171,400.00	86.06
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	62,174	7,181,841.36-	3,489,747.42-		3,551,921.42-	< 1000-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	4,439,298		4,547,737.92			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	4,501,472		1,057,990.50			
<u>(E+F + OR - G)</u>						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	4,501,472		1,057,990.50			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	4,501,472		1,057,990.50			

40--ASB FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	193,000	17.75-	10,826.54		182,173.46	5.61
2000 Athletics	158,459	699.00	1,141.30		157,317.70	0.72
3000 Classes	43,500	1,212.29	6,230.39		37,269.61	14.32
4000 Clubs	518,740	478.00	3,347.28		515,392.72	0.65
6000 Private Moneys	9,500	8,017.32	9,423.52		76.48	99.19
Total REVENUES	923,199	10,388.86	30,969.03		892,229.97	3.35
B. EXPENDITURES						
1000 General Student Body	231,159	3,448.52	12,262.12	0.00	218,896.88	5.30
2000 Athletics	213,999	1,414.61	4,877.85	11,682.67	197,438.48	7.74
3000 Classes	56,134	1,575.97	3,075.56	2,938.82	50,119.62	10.71
4000 Clubs	588,988	1,009.57	10,734.60	11,638.00	566,615.40	3.80
6000 Private Moneys	10,835	78.03	173.03	0.00	10,661.97	1.60
Total EXPENDITURES	1,101,115	7,526.70	31,123.16	26,259.49	1,043,732.35	5.21
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	177,916-	2,862.16	154.13-		177,761.87	99.91-
D. TOTAL BEGINNING FUND BALANCE	344,473		369,994.87			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)	166,557		369,840.74			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	166,557		369,840.74			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	166,557		369,840.74			

90--TRANSPORTATION VEHICLE FUND-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the STEILACOOM SCHOOL DISTRICT #1 School District for the Month of December, 2020

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	1,000	14.45	64.89		935.11	6.49
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	6,000	.00	.00		6,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	7,000	14.45	64.89		6,935.11	0.93
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	7,000	14.45	64.89		6,935.11	0.93
<u>D. EXPENDITURES</u>						
Type 30 Equipment	10,000	.00	.00	0.00	10,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	10,000	.00	.00	0.00	10,000.00	0.00
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	3,000-	14.45	64.89		3,064.89	102.16-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	121,615		121,744.29			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	118,615		121,809.18			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	118,615		121,809.18			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	118,615		121,809.18			

***** End of report *****

Steilacoom Historical School District

Affidavit covering payment of payroll and invoices for General Fund, Capital Projects Fund, Associated Student Body Fund, Private Purpose Trust Fund and Transportation Vehicle Fund.

DATE: **January 27, 2021**

THIS IS TO CERTIFY, under penalty of perjury, that the undersigned has examined the attached vouchers and payroll, and that each of the invoices and vouchers were duly certified to have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law; that the extensions and additions of said invoices and vouchers have been checked by Business Office staff and were found to be correct.

Dr. Melissa Beard, Chief of Finance and Operations

THIS IS TO CERTIFY that the warrants and electronic transfers of the Steilacoom Historical School District No. 1, Pierce County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME		WARRANTS (INCLUSIVE)			AMOUNT
GENERAL FUND:					
December 9, 2020	Accounts Payable	129049	to	129081	\$ 281,707.18
December 17, 2020	Accounts Payable	129082	to	129114	\$ 131,432.93
	Payroll	800888	to	800888	\$ 528.69
December 31, 2020	Payroll A/P	129115	to	129134	\$ 991,171.53
	Payroll Taxes				\$ 534,064.61
	Direct Deposit				\$ 1,504,733.46
December 21, 2020	Accounts Payable	129135	to	129161	\$ 116,517.58
December 21, 2020	Accounts Payable	129162	to	129172	\$ 506.25
December 22, 2020	BMO Wire Transfer				\$ 19,139.78
January 6, 2021	Accounts Payable	129173	to	129199	\$ 118,085.41
January 13, 2021	Accounts Payable	129200	to	129239	\$ 193,208.37
January 19, 2021	Accounts Payable	129240	to	129265	\$ 91,532.68
TOTAL GENERAL FUND:					\$ 3,982,628.47
CAPITAL PROJECTS FUND:					
December 1, 2020	Accounts Payable	200402	to	200402	\$ 3,772.00
December 15, 2020	Accounts Payable	200403	to	200404	\$ 6,050.70
December 18, 2020	Accounts Payable	200405	to	200405	\$ 36,205.74
December 21, 2020	Accounts Payable	200406	to	200406	\$ 2,267.50
December 22, 2020	BMO Wire Transfer				\$ 895.00
January 8, 2021	Accounts Payable	200407	to	200407	\$ 2,550.00
January 19, 2021	Accounts Payable	200408	to	200408	\$ 6,203.00
TOTAL CAPITAL PROJECTS FUND:					\$ 57,943.94
ASSOCIATED STUDENT BODY FUND:					
December 15, 2020	Accounts Payable	404814	to	404818	\$ 4,272.86
December 21, 2020	Accounts Payable	404819	to	404821	\$ 1,349.56
December 22, 2020	Accounts Payable	404822	to	404822	\$ 50.00
December 22, 2020	BMO Wire Transfer		to		\$ 1,809.58
January 6, 2021	Accounts Payable	404823	to	404823	\$ 3.51
January 7, 2021	Accounts Payable	404824	to	404824	\$ 1,004.06
January 13, 2021	Accounts Payable	404825	to	404825	\$ 341.79
TOTAL ASSOCIATED STUDENT BODY FUND:					\$ 8,831.36

Board of Directors of Steilacoom Historical School District No. 1

I, Kathi Weight, being duly sworn, depose and say: That I am the Secretary to the Board of Steilacoom Historical School District No. 1, Pierce County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.

Kathi Weight, Secretary to the Board



**Regular Meeting Minutes
via Zoom
Wednesday, December 9, 2020**

I. CALL TO ORDER

Due to the extension of the statutory waivers/suspensions of the Open Public Meeting Act (OPMA) cited in Proclamation 20-28, this Regular Board Meeting was held via a Zoom webinar with a public link shared on the SHSD website.

Chair Forbes called the meeting to order at 7:00 pm.

Executive Director Susanne Beauchaine virtually led the Pledge of Allegiance.

All Directors and Superintendent Weight present.

Director Scott made a motion to approve the agenda, Director McDonald seconded the motion, and the motion passed (5/0).

II. PRESENTATION - Pioneer Middle School Band

Executive Director Paul Harvey introduced a recorded performance by the Pioneer Middle School Jazz Band, directed by Ms. Jenessa Stout. Board Directors shared their appreciation and amazement of the talents of both the Pioneer Middle School band students and Ms. Stout.

III. CONSENT AGENDA

Director Pierce made a motion to approve the Consent Agenda; Director Rohrer seconded the motion, and the motion passed (5/0). The Consent Agenda included attached Financial Reports, November and December 2020 Accounts Payable and November 2020 Payroll, November 18, 2020 Regular Board Meeting Minutes, Co-Curricular Personnel Report, and District-Wide Surplus. Chair Forbes requested a summary of surplus items rather than a detailed list for future surplus lists.

IV. OLD BUSINESS - Reopening Schools Update

Superintendent Weight shared a Reopening Schools Update. Questions and discussion followed.

V. NEW BUSINESS

A. Election of Board Chair

Chair Forbes called for nominations for Board Chair for the next 12 months. Director Scott nominated Director McDonald. No other nominations. Roll Call vote - Forbes, McDonald; McDonald, McDonald; Pierce, McDonald; Rohrer, McDonald; Scott, McDonald. Director Jennifer McDonald will serve as the Board Chair for one year.

B. Election of Board Vice Chair

Superintendent Weight called for nominations for Board Vice Chair for the next 12 months. Director McDonald nominated Director Scott. No other nominations. Roll Call vote - Forbes, Scott; McDonald, Scott; Pierce, Scott; Rohrer, Scott; Scott, Scott. Director Sam Scott will serve as Vice Chair for one year.

Regularly scheduled meetings of the Board of Directors of the Steilacoom Historical School District 1 are digitally recorded.

VI. BOARD COMMUNICATION

No Board communication.

VII. ANNOUNCEMENTS

- Director Rohrer is working with the Steilacoom Kiwanis to sponsor a Holiday Gift Drive. They had 67 students sign up on the first day, and have had many community members sign up to donate gifts as well. The Steilacoom Kiwanis website and Facebook page contain information on the Holiday Gift Drive.

VIII. RECESS TO EXECUTIVE SESSION

Chair McDonald recessed the meeting to Executive Session at 7:59 pm, anticipating a 20-minute Executive Session.

IX. EXECUTIVE SESSION

per RCW 42.30.110(1)(b)(c) to discuss Real Estate
(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.
No actions taken.

X. RETURN TO REGULAR MEETING

Chair McDonald resumed the public meeting at 8:35 pm.

XI. ADJOURNMENT

Director Scott made a motion to adjourn the meeting at 8:35 pm; Director Rohrer seconded the motion, and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)



**Study Session of the Board of Directors
Meeting Minutes
via Zoom
Wednesday, January 13, 2021**

I. CALL TO ORDER

Due to the extension of the statutory waivers/suspensions of the Open Public Meetings Act (OPMA) cited in Proclamation 20-28, this Study Session was held via a Zoom webinar with a public link shared on the SHSD website.

Chair McDonald called the meeting to order at 6:00 pm.

Executive Director Susanne Beauchaine led the Pledge of Allegiance.

All Directors and Superintendent Weight present.

Director Scott made a motion to approve the agenda; Director Pierce seconded the motion, and the motion passed (5/0).

II. TOPIC FOR BOARD DISCUSSION

A. Review of Board Operating Protocol

Review of Board Operating Protocol. The protocol will be approved at the January 27, 2021 Regular Board Meeting.

B. District 2020-21 Focus Areas Progress Report

Superintendent Weight presented a District 2020-21 Focus Areas Progress Report, including focus areas of Opportunity Gaps, Safety and Security, School Connectedness, and Community Relations. Questions and discussion followed.

C. Reopening Schools Update

Superintendent Weight presented a Reopening Schools Update, including a tentative SHSD timeline for decisions regarding returning to in-person learning. Questions and discussion followed.

D. February 10, 2021 Study Session Agenda Items

1. Board Self-Assessment Results

Board Directors will receive a link from WSSDA on Friday to complete the Board Self-Assessment, which will be reviewed at the February Study Session.

2. Other Topics

E. Superintendent Updates

No additional updates.

III. ADJOURNMENT

Director Scott made a motion to adjourn the meeting at 7:13 pm; Director Forbes seconded the motion, and the motion passed (5/0).

(Chair)

(Secretary/Superintendent)

Steilacoom Historical School District No. 1

Certificated Personnel Report

Personnel Report 1/27/2021						
Name	Position	FTE	Location	Effective Date	Action	Comment
O'LOUGHLIN FRANK	COUNSELOR	1.00	HIGH SCHOOL	8/31/2021	RETIREMENT	
EDWARDS AERIAL	TEACHER	1.00	DISTRICT WIDE	2/1/2021	NEW HIRE	
HAYES BRUCE	TEACHER	1.00	PIONEER	8/31/2021	RETIREMENT	

Steilacoom Historical School District No. 1
Classified Personnel Report

Personnel Report 1/27/2021						
Name	Position	Hours	Location	Effective Date	Action	Comment
SICKLES SABINE	COMPUTER TECHNICIAN	8.00	DISTRICT OFFICE	1/28/2021	NEW HIRE	
BETANCOURT WANDA	REGISTRAR	8.00	HIGH SCHOOL	1/8/2021	RETIREMENT	
ISRAEL LANCE	PARAPROFESSIONAL	6.50	SALTAR'S POINT	1/6/2021	RESIGNATION	
JUST TAHNJA	CUSTODIAN	8.00	CHERRYDALE	1/28/2021	NEW HIRE	
O'NEAL TRAVIS	CUSTODIAN	8.00	CHLOE CLARK	1/28/2021	NEW HIRE	TEMPORARY UNTIL 6/17/2021
ROGERS JOSHUA	CUSTODIAN	8.00	CHERRYDALE	1/8/2021	RESIGNATION	

Steilacoom Historical School District No. 1
Co-Curricular Personnel Report

Personnel Report 1/27/2021					
Name	Position	Location	Effective Date	Amount	Comment
MACDONALD ANDY	HEAD FOOTBALL COACH	PIONEER	2/1/2021	\$2,117.50	
RASCHKE RAGAN	DANCE COACH	PIONEER	2/1/2021	\$2,117.50	
MCJUNKINS TRINA	ASSISTANT TRACK COACH	PIONEER	2/1/2021	\$1,588.13	
MCJUNKINS MICHAEL	ASSISTANT TRACK COACH	PIONEER	2/1/2021	\$1,588.13	
RUFFIN ARMAND	HEAD TRACK COACH	PIONEER	2/1/2021	\$2,117.50	
BRADBURY TOM	ASSISTANT BASEBALL COACH	HIGH SCHOOL	2/1/2021	\$1,815.57	
GARRETT ERIC	HEAD BASEBALL COACH	HIGH SCHOOL	2/1/2021	\$2,410.75	
BARKHURST RANDY	HEAD WRESTLING COACH	HIGH SCHOOL	2/1/2021	\$2,965.00	
MILLER MARK	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	2/1/2021	\$2,313.00	
RASCHKE PHIL	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	2/1/2021	\$2,313.00	
LEWIS JOSH	ASSISTANT FOOTBALL COACH	HIGH SCHOOL	2/1/2021	\$2,039.63	
SORTORE TRISH	CHEER COACH	HIGH SCHOOL	2/1/2021	\$2,676.68	
CASEY KATHY	HEAD GIRLS SWIM COACH	HIGH SCHOOL	2/1/2021	\$2,469.50	
RODRIGUEZ-PAQUETTE JULIA	ASSISTANT GIRLS SWIM COACH	HIGH SCHOOL	2/1/2021	\$1,629.38	
SARAVIA REBECCA	ASSISTANT VOLLEYBALL COACH	HIGH SCHOOL	2/1/2021	\$1,845.57	
GONZALEZ GEORGE	ASSISTANT BOYS SWIM COACH	HIGH SCHOOL	2/1/2020	\$1,736.07	

Steilacoom Historical School District No. 1
Board of Directors' Operating Protocol
Adopted January 27, 2021

The most effective way to operate and supervise a dynamic, growing school district is through close cooperation between the school board, the superintendent, and the administrative leadership team. Each group plays a different role, and each role is essential to the success of the entire system (staff and students). In order to allow each group to compliment and ensure the success of the others, there must be agreement on some philosophical ideas and practical ways of working together to achieve the common goal – quality education programs for each student. To achieve, within the legal and financial limits of the District, quality education programs for each student, the Board pledges to strive toward excellence in performance and expects the same from each individual who works in Steilacoom Historical School District.

Board directors and administrators have an obligation to provide educational leadership. The public expects the best in planning, decision-making, communication, and educational expertise. However, all decisions and policies of the Board-Administration Team must be gauged and tested against two fundamental beliefs: schools are for kids; and schools belong to the people.

For the purpose of enhancing teamwork among members of the Board and between the Board and the Administrative Team, we, the members of the Steilacoom School District Board of Directors, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

PRINCIPLES FOR BOARD-ADMINISTRATION RELATIONS

The following philosophical ideas, operating principles, and behaviors, when adhered to by all, will create an open, productive environment for a team approach to school leadership:

1. Positive Approach

Each member of the team is charged with the responsibility of working with the team to find the best way to meet the needs of the students and staff. An open, positive, and problem solving atmosphere toward designing, implementing, and assessing plans to achieve the goals of the organization is critical.

2. Judgment and Trust

To develop an effective team process, each group must support and cooperate with team members, collectively and individually.

3. Loyalty and Disagreement

Cooperation, support, and loyalty do not mean there will be agreement on every issue. Dialogue, divergent thinking, and debate will encourage the best decisions. To clarify this principle, a few ground rules must be covered:

- Each team member has the responsibility for being loyal to the District, to each member of the team, and to the primary goal -- a quality education for every child.
- Board Directors should not be contacting employees of the District on operational issues. Questions about operations, direction, etc., should be directed to the Superintendent.
- Board Directors are encouraged to offer praise for employees, but criticism must be channeled through the Superintendent's office.
- Debate the issues, not one another. Avoid personal slurs and snide comments.
- Information about employees, negotiations, and other confidential areas discussed in executive session will remain completely confidential. Information given in confidence, particularly when planning and exploring alternatives must also remain confidential. Team members should state in advance whatever they consider to be confidential information.
- When Board Directors or the superintendent find themselves in disagreement with another team member, a one-to-one meeting with that person should be arranged to resolve the disagreement. Once resolved, the disagreement will remain a private matter.
- Discussion at meetings and debate over issues should be open and honest. Once a final team decision is reached, each member has the responsibility to support the decision.
- Agendas must be open and on the table for meaningful dialogue to occur. Information upon which decisions are to be made, with accompanying alternatives, will be given to the Board in a timely manner so that appropriate input and analysis can take place prior to the time of the decision. Surprises at meetings are counterproductive.

4. Accountability to Community

The School Board, Superintendent, and administrative team are accountable to the public for the decisions made and for the quality of their work. Responsibility to the community is demonstrated by listening to them and by using effective systems of gathering information as assessment.

5. Communication

Effective interpersonal communication requires a healthy communication climate with high levels of trust and respect for individuals and for the mission of providing a quality education for all students. To achieve this, messages must be open, straightforward, and honest.

- The Superintendent and the Board will make deliberate attempts to share information and data with all team members. Team members shall utilize the chain of command as outlined by District policy/procedures.
- When an individual Board Director is contacted by a staff or community member, each member has agreed to the following procedures:
 - a. Hear out the individual's concern.
 - b. Ask if the issue has been discussed with the person immediately responsible.
 - c. Express concern about the issue and a desire to assist in resolution, while reinforcing the need to resolve the issue at the immediate local level. If unsuccessful, proceed to the next level(s) of responsibility.
- Only the Superintendent, her designee, or a Board-designated representative may contact the District's negotiator, should one be used, on current negotiations. If a Board Director feels a need to talk to District counsel or the negotiator, he or she is to contact the Superintendent who will arrange for all meetings. The Board chair may contact the District's legal counsel in reference to the Superintendent's contract.
- It is important to keep the Superintendent and other Board members informed of unusual happenings as quickly as they occur.
- The Superintendent is responsible for communicating official district operational positions to the media. There will also be occasions when the Board chair communicates the official District position. Board members may certainly state personal positions; as long as they make it known they are not speaking for the Board or the District.
- The Board will emphasize planning, policy making, and public relations rather than becoming involved in the daily operations of the schools.
- After reviewing the agenda, Board members agree to ask questions when clarification is needed so that the Board meetings can proceed smoothly and efficiently. Board members can also contact the Superintendent to discuss issues prior to the meetings. Members may also request addition of items to the agenda prior to its adoption.

- Each Board member will become conversant with matters on which the Board acts, reviewing all materials prior to meetings. They will attend essential Board training and inform themselves about important issues through individual readings.
- All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent.
- Members agree to operate as a team and employ appropriate group problem solving techniques. They agree to focus on issues rather than personalities, to propose viable alternatives to problems, to disagree constructively and communicate with each other in a respectful manner.

Signed this 27th day of January 2021;

Jennifer McDonald, Board Chair

Sam Scott, Board Vice Chair/
Legislative Representative

Kathi Weight, Superintendent

Bob Forbes, Board Director

Jason Pierce, Board Director

Loujanna Rohrer, Board Director

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 1/27/2021

Strategic Focus Area

- ☐ Achieve
- ☐ Support
- ☐ Connect
- ☒ Plan

BACKGROUND INFORMATION

First Reading of Policy 6220 Bid Requirements

The revised policy allows the district to use higher thresholds for procurement when it qualifies as a low-risk auditee. Requires staff to provide the board a certification statement annually.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 6220 to a second reading.

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

BID REQUIREMENTS

The board of directors of the Steilacoom Historical School District No. 1 recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

I. Procurement and Public Works Using State Funds

A. Furniture, Supplies, or Equipment

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- over \$75,000, the board will follow the formal competitive bidding process by:
 1. preparing clear and definite plans and specifications for such purchases;
 2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
 3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
 4. providing the clear and definite plans and specifications to those interested in submitting a bid;
 5. require that bids be in writing;
 6. open and read bids in public on the date and in the place named in the notice; and
 7. file all bids for public inspection after opening.

B. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

Whenever bid requirements are waived, a document explaining the factual basis for the exception and the contract will be recorded and open for public inspection.

C. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

D. Interlocal Cooperation Act

The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

E. Crimes Against Children

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract will also contain a provision that any failure to comply with this section will be grounds for the district immediately terminating the contract.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state law.

F. Use of State Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

II. Procurement Using Federal Funds

A. Goods

Each year, the Superintendent's designee will determine if the district qualifies as a low-risk auditee in accordance with the criteria 2 C.F.R. § 200.520.

When the district qualifies as a low-risk auditee, the Superintendent's designee will provide the board with a certification statement and will use the following thresholds with procuring goods, including furniture, supplies, equipment and textbooks using federal funds:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

In years where the Superintendent's designee does not provide the above certification, the following thresholds will be used when the district uses federal funds for procurement of **goods, including** furniture, supplies, equipment and textbooks:~~When the district uses federal funds for procurement of **goods** (furniture, supplies, equipment, and textbooks):~~

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

B. Services

Each year, the Superintendent's designee will determine if the district qualifies as a low-risk auditee in accordance with the criteria 2 C.F.R. § 200.520.

When the district qualifies as a low-risk auditee, the Superintendent's designee will provide the board with a certification statement and will use the following thresholds with services using federal funds:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.

- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

In years where the Superintendent's designee does not provide the above certification, the following thresholds will be used when the district uses federal funds for procurement of services:
When the district uses federal funds for procurement of services:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

C. Noncompetitive Proposals

Noncompetitive procurement may be used using federal funds only when one of the following ~~five~~ circumstances applies:

- Acquiring property or services that do not exceed \$10,000 or when the Superintendent's designee certifies that the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, \$40,000;
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

E. Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal or removal.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Legal References: [RCW 28A.335.190](#)

[28A.400.330](#)

[39.04.155](#)

[39.04.280](#)

[39.26.160](#)

Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies

Crimes Against Children — Contractor Employees — Termination of Contract

Small works roster contract procedures — Limited public works process Definition

Competitive Bidding Requirements — Exemptions

Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system

[39.30.060](#)

Bids on public works — Identification, substitution of contractors

[39.34](#)

Interlocal Cooperation Act

[2 CFR § 200](#)

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

[2 CFR § 200.67](#)

Micro-purchase

[2 CFR § 200.88](#)

Simplified Acquisition Threshold

[2 CFR § 200.318](#)
[2 CFR § 200.320](#)
[2 CFR § 3485](#)

General Procurement Standards
Methods of Procurement to be Followed
Nonprocurement Debarment and
Suspension

[2 CFR § 200.520](#)

[Criteria for a low-risk auditee](#)

Management Resources:

Policy Alert, January 2019
Policy News, August 2018
Policy News, July 2017
Policy News, March 2016
Policy News, October 2015
Policy News, June 2015
Policy News, June 2013
Policy News, April 2012

Policy News, February 2011
Policy News, October 2005
Policy News, June 2001

Bid requirements policy revised to
address audit concerns
Bid requirements
Competitive bid process changes
Legislation further simplifies bid
compliance

Adoption Date: 02.27.08
School District: Steilacoom Historical School District
Revised: 09.12.12; 12.10.14; 8.27.15; 4.27.16; 2.28.18;
10.24.18; 3.27.19

STEILACOOM HISTORICAL SCHOOL DISTRICT NO. 1 BOARD OF DIRECTORS

Board Meeting Date: 1/27/2021

Strategic Focus Area

- ☐ Achieve
- ☐ Support
- ☐ Connect
- ☒ Plan

BACKGROUND INFORMATION

First Reading of Policy 6230 Relations with Vendors

The revised policy cleans up language in the current policy related to conflicts of interest and adds requirements related to receipting for online fundraising and ticket sales.

RECOMMENDED ACTION:

It is the recommendation of the Superintendent to move Policy 6230 to a second reading.

Report prepared by:
Dr. Melissa Beard, Chief of Finance and Operations

RELATIONS WITH VENDORS

Conflicts of Interest

Financial and business transactions of the district will ~~be carried out in conformity with~~ conform to the law and be consistent with sound and ethical business practices. ~~The district will make~~ Ppurchasing decisions ~~will be made on the basis of~~ based on objectivity and will not be influenced by friendships or other personal relationships. ~~Neither B~~ Neither board members, administrators nor staff will solicit ~~not or~~ accept a gift or favor from vendors, ~~or~~ prospective vendors, ~~or~~ other firms or individuals who have had or hope to have transactions with the district. ~~Financial interests of b~~ Board members, administrators or and staff are prohibited from financial interests in any district purchase, sale or other transaction ~~will be prohibited~~.

Third-Party Receipting for Online Fundraising and/or Ticket Sales

If the district contracts with a vendor, firm, individual, or other entity for third-party receipting, the district will include in its contract appropriate provisions establishing the details of the payment remittance process in accordance with the Washington State Auditor's Guidance for Third Party Receipting.

Cross References: [5251](#) - Conflicts of Interest
 [1610](#) - Conflicts of Interest 1st Class Districts

Legal References:	2 CFR 200.318(c) (1)	Interest in contract prohibited —
	RCW 42.23.030	Excepted cases
	RCW 42.23.040	Remote interests
	RCW 42.52	Ethics in Public Service

Adoption Date: 2.27.08
School District: Steilacoom Historical School District
Revised: 12.10.14