1. Call to Order

2. Adoption of the Agenda (including the consent agenda) (m):
   A. Deletions or Additions

3. Approval of Minutes: Regular Meeting held February 13, 2017
   A. Corrections or Additions

4. Consent Agenda:
   A. New Hire: Paul Moore Asst. Track Coach
      Jocelyn Pearson Head Tennis Coach
      Maria Walton P-4 Instruct. Asst. 5hrs/day
      Gary Reese HS Head Baseball Coach
      Shannon Hansen P.O.R.S Admin Secretary
      Kiara Bento P-4 Instruct. Asst.
      Jack Clark P-4 Instruct. Asst., limited position
      Donna Molvik Long Term Sub, HS Librarian

5. Individuals or Groups Wishing to Address the Board:

6. Financial Reports (m) – Debra Buttrey
   A. Approval of February Payroll (m)
   B. Approval of February Accounts Payable (m)
   C. Monthly Update

7. Old Business:

8. New Business:
   A. Bass Fishing Club (m)
   B. Transportation RFP (m)
   C. Building Reports
   D. Staffing Update

9. Policies (m):
   First Reading: Policy 6220 Bid Requirements
   Second Reading:

10. Miscellaneous:

11. Agenda Items for March 20th Board Meeting to be held at District Office Board Room at 5:00 PM.
   A. Monthly Report
   B. Policies

12. Adjournment of Regular Board Meeting

The meetings of the Newport School Board are open public meetings and the public is welcome to attend and observe. While the board has set aside a portion of the meeting for audience participation and welcomes such participation at that time, the meetings are not a forum for public debate. If you wish to address the board during the designated audience time, please register with the board chair upon arrival. If, at any time during the meeting, you have questions or comments, please wait to be recognized by the Board Chair. We ask that the audience refrain from commenting and/or debating issues during the meeting.
NEWPORT SCHOOL DISTRICT
REGULAR MEETING
BOARD OF DIRECTORS

February 13, 2017

1. The Regular Meeting of the Board of Directors of the Newport School District was called to order by Director Wilson at 5:00 p.m. in the District Board Room.

2. Roll Call: Paul Wilson, Connie Moore, Jim Brewster, April Owen, Mitch Stratton, Board of Directors. Dave Smith, Superintendent and Debra Buttrey, Business Manager. There were 8 visitors in attendance.

3. Motion to approve the agenda, including the consent agenda: Motion made by Director Owen, seconded by Director Moore, to approve the agenda with the amendment to move Executive Session to the end of the agenda. Vote was unanimous.

4. Minutes of the regular meeting held January 9, 2017 were approved as read.

5. Consent Agenda:
   A. New Hire: Renee Sherman Evening Custodian
   B. Long Term Sub: Melissa Smith HS Special Education Teacher
   C. Resignation: Sean Schneider HS Head Baseball Coach
      Jayne Mathews P-4 Paraprofessional
      Libby Bartel P-4 Paraprofessional
   D. 2017-18 School Year Leave of Absence: Rachel Denham, 2nd Grade Teacher

6. Individuals or Groups Wishing to Address the Board:

7. Financial Reports (m) : Debra Buttrey
   A. Approval of January Payroll (m)
      General Fund Warrant Numbers 215791 through 215863 in the amount of $799,142.34
      Motion to approve December Payroll was made by Director Owen, seconded by Director Moore. Vote was unanimous.
   B. Approval of January Accounts Payable (m)
      General Fund Warrant Numbers 215737 through 215790 in the amount of $76,759.47 and General Fund Warrant Numbers 215864 through 215942 in the amount of $251,409.78.
      Motion to approve January Accounts Payable was made by Director Owen, seconded by Director Moore. Vote was unanimous
   C. Approval of February Accounts Payable (m)
      General Fund Warrant Numbers 215943 through 215990 in the amount of $66,806.00
      Motion to approve February Accounts Payable was made by Director Owen, seconded by Director Moore. Vote was unanimous.
D. Mrs. Buttrey went over current enrollment numbers and the Treasure’s Report.

8. Old Business: None

9. New Business:
   A. Immunizations Update, Beth Anheier and Michelle Ells  
      Nurse Anheier reported to the Board the vaccination status of students and staff  
      for varicella and MMR. Nurse Beth and Nurse Michelle Ells have been working to  
      ensure that student vaccination records are accurate and have been calling many  
      families to either get records or to request children be vaccinated. Some parents  
      have signed to have their children opted out of vaccinations. If an outbreak  
      occurs, any student that does not have records, vaccinations or has opted out  
      will be excluded from school until they are no longer at risk. There are different  
      factors that have contributed to the poor student vaccination records but Nurse  
      Beth hopes to remedy that situation by moving all vaccination record-keeping as  
      a nursing department responsibility. The nurses are better able to follow-up and  
      ensure things are tracked properly. Nurse Beth also shared with the Board a  
      compliance report that is due November of each year to the State. This report is  
      a vaccination compliance report which shows that there has been compliance  
      improvement between 2015 and 2016.

   B. Directors Report  
      Scott Armstrong – Maintenance Department: Armstrong thanked the Board  
      again for the tractor which is a tremendous help removing all of the snow we  
      have had recently. He also reported that there may be a need to pay someone to  
      come and remove the snow from some of the parking lot areas. The snow loads  
      on the roofs are approximately 30# per square foot and a lot of the snow has  
      already melted off. Armstrong also reported to the Board that the heat pumps at  
      Stratton Elementary are beginning to go out. The pumps are over 15 years old  
      and have a 15 year life span. The cost of the pumps is about $7,000 each and  
      there are about 50 heat pumps in the school. He hopes to start replacing a few a  
      year and have all replaced within 10 years.

      Sheila Myrvang – Food Services: Myrvang reported that the food department  
      has implemented the charging policy for students and that parents are getting  
      phone calls for balances due. The calls have prompted more parents to complete  
      free and reduced applications and there is a 10% increase in free/reduced  
      participation over last year. We will also participate in the “Healthier US  
      Challenge” and have additional salad bars, more fruits and vegetables, and grab  
      and go’s. The goal is to attain “Bronze” status. The department is also in the  
      process of naming the cafeterias and creating signage. Things are going well this  
      year, menus are doing well and participation is up.

      Vickie Blanchet – Grizzly Discovery Center: Blanchet reported that the 7-12 and  
      K-6 sites both achieved the goal of having 50 and 80 students, respectively,  
      enrolled. Both sites achieved the goal of having at least sixty percent of these  
      students attend thirty days or more. Students have been working on; Community  
      Service, Student Leadership, Social and Emotional Learning, the Sea Perch  
      Competition, Knowing your Government, and others.
Geoff Pearson – HS Activities: Girls basketball is finished for the season and boys will play tomorrow at West Valley. If they are successful, they will move into the state bracket. There are four wrestlers that are leaving Thursday for state in Tacoma. Spring sports will start in two weeks. On March 14th will be the Winter Sports Awards at 6:30 PM at Newport High School. Final note to mention is that the department is working to fill some coach openings for football and volleyball.

C. Out of Endorsement teacher: Superintendent Smith told the Board that we have a long term certified substitute teacher, Melissa Smith, teaching Special Education in the high school for which she does not have an endorsement. This position was opened in-district and was also advertised out of district, looking for an endorsed applicant, but there weren’t any applicants. Motion to approve Melissa Smith to teach special education out of endorsement was made by Director Owen, seconded by Director Moore. Vote was unanimous.

D. 2017-2022 Pupil Transportation Services Contract Busing
Director Owen made the motion to table the pupil transportation contract until the next board meeting. Director more seconded the motion. Motion carried.

E. Executive Session, for the purpose to discuss personnel: Moved to end of agenda.

10. Policies: There were no policies on the agenda.

11. Miscellaneous: Remember to vote tomorrow, February 14th.

12. Agenda Items for March 6, 2017, Board Meeting to be held at District Office Board room at 5:00PM
   A. Financial Reports
   B. Policies

13. Hearing no objections, Director Wilson adjourned the Regular Board Meeting at 6:00 PM.

14. Executive Session, for the purpose of personnel, was called to order at 6:02 PM to last 10 minutes.

15. With no action taken, Executive Session was adjourned at 6:12 PM.

_________________________  _______________________
Chair/Vice Chair of the Board  Secretary of the Board

_____________________
Date
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number ___________________________ Closing Date ______________________
Position Assistant Track Coach ___________________________ FTE ______

RECOMMENDED CANDIDATE*: Paul Moore

[Signature]  February 27, 2017
Superintendent’s Signature

Recommended Start Date _______________________

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: _____________________________

CANDIDATES INTERVIEWED:

1. Paul Moore  3. ___________________________  5. ___________________________
2. ___________________________  4. ___________________________  6. ___________________________

INTERVIEW TEAM:

1. Geoffrey Pearson  3. ___________________________  5. ___________________________
2. Lindsay Hicks-Frayer  4. ___________________________  6. ___________________________

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Only Applicant
2. Previously Volunteer: was exceptionally
3. ___________________________
4. ___________________________
5. ___________________________
6. ___________________________
7. ___________________________
8. ___________________________

For Personnel Office Use

Verifications:
☐ Certification/Endorsements
☐ Sexual Misconduct Release Form

Approved by:

Name ___________________________ Date _______________________

HR Staff ___________________________ Date _______________________

School Board Approval on _______________________(Date)
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number ____________________  Closing Date ____________________
Position Head Tennis Coach - Pilot year FTE _______
RECOMMENDED CANDIDATE*: Jocelyn Pearson

Geoff Pearson  Feb. 27, 2017
Supervisor's Signature  Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: MA

CANDIDATES INTERVIEWED:
1. Jocelyn Pearson
2. ____________________
3. ____________________
4. ____________________
5. ____________________
6. ____________________

INTERVIEW TEAM:
1. Troy Whittle
2. Geoff Pearson
3. ____________________
4. ____________________
5. ____________________
6. ____________________

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)
1. Only applicant
2. had experience
3. ____________________
4. ____________________
5. ____________________
6. ____________________
7. ____________________
8. ____________________

For Personnel Office Use

Verifications:  ____________________
☐ Certification/Endorsements  Approved by:
☐ Sexual Misconduct Release Form

Name  Date

HR Staff  Date  School Board Approval on _____________ (Date)
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number ____________________ Closing Date 2-9-17
Position P-4 Instruct Assisted Shd/dy FTE ______
RECOMMENDED CANDIDATE*: Maria Walton 2-9-17
Supervisor's Signature: ___________________________ Recommended Start Date 2-13-2017

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: N/A (signature)

CANDIDATES INTERVIEWED:

1. N/A
2. ___________________________________________
3. ___________________________________________
4. ___________________________________________
5. ___________________________________________
6. ___________________________________________

INTERVIEW TEAM:

1. ___________________________________________
2. ___________________________________________
3. ___________________________________________
4. ___________________________________________
5. ___________________________________________
6. ___________________________________________

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Maria is already a qualified district applicant
2. Excellent instructional skills demonstrated
3. Senior applicant (as per union agreement)
4. ___________________________________________
5. ___________________________________________
6. ___________________________________________
7. ___________________________________________
8. ___________________________________________

For Human Resources Use:

Verifications:
1. Certification Endorsements
2. Sexual Misconduct Release Form

Approved by:

_____________________________ _____________________________
Name Date

At: ___________________________
Date: ___________________________

Superintendent Approval: ___________________________ (Date)
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number ___________________________ Closing Date ___________________________
Position Head Baseball Coach FTE ___________________________
RECOMMENDED CANDIDATE*: Gary Reese

Supervisor's Signature ___________________________
Recommended Start Date February 27, 2017

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: N/A

CANDIDATES INTERVIEWED:
1. Gary Reese
2. ___________________________
3. ___________________________
4. ___________________________
5. ___________________________
6. ___________________________

INTERVIEW TEAM:
1. Geoff
2. Conrad Madison
3. Hunter Peterson
4. Jesse Reyes
5. ___________________________
6. ___________________________

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Only Applicant
2. Previous Coaching Experience
3. ___________________________
4. ___________________________
5. ___________________________
6. ___________________________
7. ___________________________
8. ___________________________

For Personnel Office Use

Verifications:
☐ Certification/Endorsements
☐ Sexual Misconduct Release Form

Approved by:
Name ___________________________ Date ___________________________
HR Staff ___________________________ Date ___________________________
School Board Approval on _________________________ (Date)
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number ___________________ Closing Date 2/16/2017

Position PRTs/Skill Center Admin Secretary FTE ______

RECOMMENDED CANDIDATE*: Shannon Hanson

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Supervisor’s Signature ____________________________

Recommended Start Date 8/14/2017 (approx) - 200 day contract

Interviewed candidates not selected were all notified by: ____________________________

CANDIDATES INTERVIEWED:

1. Amanda Aubry
2. Shannon Hanson
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________

INTERVIEW TEAM:

1. Jennifer Erickson
2. Peg Waterman
3. Travis Sande
4. Debra Buckly
5. Debra Buttrug
6. Adrian Bajorquest

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Qualified with excellent skill set and experience.
2. Favorable attitude and willingness to serve students, instructors, and community.
3. ____________________________
4. Excellent references from similar position within the district.
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________

[Verification and Approval Sections]
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number: ___________________________  Closing Date: 3/1/2017
Position: P-4 Instructional Assistant, LAP  FTE: ______

RECOMMENDED CANDIDATE*: Kiara Bento  

Supervisor’s Signature ___________________________  Recommended Start Date: Immediately

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: N/A  

(signature)

CANDIDATES INTERVIEWED:

1. ___________________________  3. ___________________________  5. ___________________________
2. ___________________________  4. ___________________________  6. ___________________________

INTERVIEW TEAM:

1. ___________________________  3. ___________________________  5. ___________________________
2. ___________________________  4. ___________________________  6. ___________________________

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Currently long-term subbing in same program.
2. Experience in this position & familiar w/ Stratten EI.
3. ___________________________
4. ___________________________
5. ___________________________
6. ___________________________
7. ___________________________
8. ___________________________

For Booking Office Use

Approved by: ___________________________

(Stamp)

For Board Approval Use

Board Approval Date: ___________________________
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number

Closing Date 3/1/2017

Position P-4 Instructional Assistant, Temp
FTE

RECOMMENDED CANDIDATE*: Jack Clark

Supervisor’s Signature

Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: N/A

CANDIDATES INTERVIEWED:

1. ____________________________  3. ____________________________  5. ____________________________
2. ____________________________  4. ____________________________  6. ____________________________

INTERVIEW TEAM:

1. ____________________________  3. ____________________________  5. ____________________________
2. ____________________________  4. ____________________________  6. ____________________________

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. in-district candidate
2. experience in this position as substitute para.
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number ___________________________  Closing Date 2/2/3

Position Library Tech Long Term Sub  FTE ___________

RECOMMENDED CANDIDATE:

Donna MOLVIK  3/6/17

Supervisor's Signature

Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by:  

(Candidate)

CANDIDATES INTERVIEWED:

1. Donna Molvik  3.  
2. ___________________________________  4.  
5. ___________________________________  6.  

INTERVIEW TEAM:

1. Troy Whittle  3.  
5. ___________________________________  6.  

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Experience  2. Experience  
3. Knowledge  4. Perfect Fit  
5. ___________________________________  6.  
7. ___________________________________  8.  

For Personnel Office Use

Verifications: ☐ Certification/Endorsements  ☐ Sexual Misconduct Release Form

Approved by:

Name ______________________ Date __________________

HR Staff __________________ Date __________________

School Board Approval on ___________________ (Date)
PAYROLL WARRANT REGISTER

NEWPORT SCHOOL DISTRICT
Fund ID 1 General Fund

Paydate   February 28, 2017
Board Date  March 6, 2017

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.

As of March 6, 2017 the Board, by a _______________________ vote, does approve for payment those vouchers included in the attached list and further described as follows: General Fund Warrant Number 215991 - 216070 for a total amount of $825,384.47

Secretary_________________________  Board Member_________________________

Board Member____________________  Board Member____________________

Board Member____________________  Board Member____________________

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 6, 2017, the board, by a ________________ vote, approves payments, totaling $185,370.68. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 216071 through 216180, totaling $185,370.68

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110 Computer Check(s) For a Total of 185,370.68
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**Fund Summary**

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NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number _______ Closing Date 2/17/17
Position BBB Coach FTE _______
RECOMMENDED CANDIDATE*: Travis Staff
Supervisor's Signature ____________________
Recommended Start Date 2/18/17

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: ____________________________
(signature)

CANDIDATES INTERVIEWED:
1. Steve Brown
2. Travis Staff
3. ____________________________ 5. ____________________________
4. ____________________________ 6. ____________________________

INTERVIEW TEAM:
1. Rob De Witt
2. ____________________________ 3. Nelson Smith
4. ____________________________ 5. ____________________________
3. ____________________________

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)
1. Experience
2. Relationships w/ student athletes (past, present, future)
3. ITS Coaching Experience
4. current UMS Teacher
5. Makes smooth transition to ITS
6. No nonsense.
7. ____________________________
8. ____________________________

For Personnel Office Use
Verifications:
☐ Certification/Encorsements
☐ Sexual Misconduct Release Form

Approved by:
Name ____________________ Date _______
HR Staff ____________________ Date ____________
School Board Approval on ____________________ (Date)
BID REQUIREMENTS

The board of directors of the Newport School District 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;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

Procurement Using State Funds

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 work or 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. providing the clear and definite plans and specifications to vendors interested in submitting a bid;
4. require that bids be in writing;
5. open and read bids in public on the date and in the place named in the notice; and
6. file all bids for public inspection after opening.

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.
The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. The board reserves the right to purchase through an inter-local cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school districts.

The board will include in each contract a proviso requiring the contractor to prohibit any of its employees who has ever been convicted of or pled guilty to any of the child related felonies from working where he/she would have contact with public school students. The contract will also provide that failure to comply with this requirement is grounds for immediate termination of 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.

**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 is $75,000 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.

**Procurement Using Federal Funds**
When federal funds are used for procurement of **goods** (furniture, supplies, equipment, and textbooks):

- Purchases of **$3,000-3,500** 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 **$3,000-3,500** 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.

When federal funds are used for procurement of **services**:

- Purchases of **$3,000-3,500** 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 **$3,000-3,500** and $150,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of $150,000 or more must be publicly solicited using sealed bids.

Procurement by **noncompetitive** proposals may only be used when one of the following four circumstances applies:

- 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 a noncompetitive proposal 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 proposals.

**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.

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

**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 which 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.

**Legal References:**
- RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies
- RCW 28A.400.330 Crimes against children — Contractor employees — Termination of contract
- RCW 39.04.155 Small works roster contract procedures — Limited public works process Definition
- RCW 39.04.280 Competitive bidding requirements — Exemptions
- RCW 39.30.060 Bids on public works — Identification, substitution of contractors
- 2 CFR 200.318 – General Procurement Standards
- 34 CFR 80.36 Procurement
- 34 CFR 85 Debarment and Suspension

**Management Resources:**
- 2015 - October Policy Issue
- 2015 - June Policy Issue
- 2013 - June Issue
- 2012 - April Issue
- 2011 - February Issue
- Policy News, October 2005 Competitive Bid Process Changes
- Policy News, June 2001 Legislation Further Simplifies Bid Compliance

**Adoption Date:** 01/26/09
**School District Name:** Newport
**Classification:** Essential

**Revised:** 04-25-11, 03.21.16 3.20.17