NEWPORT SCHOOL DISTRICT
REGULAR BOARD MEETING
March 20, 2017
5:00 PM, District Office Board Room

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 March 6, 2017
   A. Corrections or Additions

4. Consent Agenda:
   A. New Hire: Saraya Pierce Special Programs Coordinator
      Jessica Coston Preschool Special Education Teacher
      Susan Baker Newport High School Counselor
   B. Resignation: Jack Clark Academic Coach/P-4 paraprofessional

5. Individuals or Groups Wishing to Address the Board:

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

7. Old Business:

8. New Business:
   A. Maintenance/Building Assessment Update, Scott Armstrong
   B. Durham Student Transportation Contract 2017-2022 (m)
   C. Resolution No. 02-2016-2017, Small Works Roster (m)
   D. 2017-18 School Calendar (m)

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

10. Miscellaneous:

11. Agenda Items for April 17th 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

13. Executive Session, personnel

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 High School student, J.T. Long, showed the Board a video presentation that highlighted the positivity of having a high school fishing club. He also mentioned that once a high school makes it an official club, it gives colleges an opportunity to recruit students and even possibly give out scholarships. Discussion was held.
Motion to approve the Newport High School Bass Fishing Club was made by Director Moore, seconded by Director Stratton. Vote was unanimous.

B. Transportation RFP (M)
Motion to accept the bid from Durham Student Services as the contractor for student transportation services for the 2017-2022 years was made by Director Owen, seconded by Director Moore. Vote was unanimous.

C. Building Reports
Jenny Erickson, Tony Moser, and Troy Whittle each gave the Board an update of the various events taking place in each of their buildings.

D. Staffing Updates
Superintendent Smith reported that the interviews for the Special Programs Coordinator will be tomorrow, adding that the hired applicant will be spending a lot of time at the P.O.R.S./Skills Center building.

10. Policies (m):
   First Reading: Policy 6220 Bid Requirements
   The Board reviewed Policy 6220 and it was moved to second reading.
   Second Reading: None at this time

11. Miscellaneous:
   Director Owen commented on how proud she was of everyone that participated in the State Basketball tournament, adding that the band, cheerleaders, and KUBS students all did a wonderful job representing Newport School District.
   Director Moore echoed what Director Owen said and included that it was wonderful to be able to watch the basketball games from home.
   Superintendent Smith included that he greatly appreciated all those that helped out while our boys were at state. Mr. Smith also added that the supplemental levy passed.

12. Agenda Items for March 20, 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 6:06 PM.

__________________________________________  ____________________________________________
Chair/Vice Chair of the Board  Secretary of the Board

__________________________________________
Date
NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM

Posting Number ________________________  Closing Date ________________________

Position ____________________________  FTE __________

RECOMMENDED CANDIDATE*: Saraya Pierce

 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: __________________________

CANDIDATES INTERVIEWED:

1. Saraya Pierce  3. ________________________  5. ________________________
2. Sarah Zwyg  4. ________________________  6. ________________________

INTERVIEW TEAM:


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

1. Experience
2. Leadership qualities
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 3/2017
Position Preschool Special Education Teacher FTE
RECOMMENDED CANDIDATE: Jessica Coston
Supervisor’s Signature __________________________

August 2017
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. Jessica Coston
2. __________________________
3. __________________________
4. __________________________
5. __________________________

INTERVIEW TEAM:
1. Keri Leslie
2. Jennifer Sullivan
3. Rose Low
4. Angie Johnson
5. Michele Hastings
6. Crystal Hatchett
7. Sue Reimann

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

1. qualified Special Ed. Teacher
2. currently long-term substitute in this position
3. has demonstrated ability to successfully administer all job aspects.

4. __________________________________________
5. __________________________________________
6. __________________________________________
7. __________________________________________
8. __________________________________________

[Signature]

For Receiving Office Use

[Signature]

Approved By: __________________________ Date: __________________________
# NEWPORT SCHOOL DISTRICT
## PERSONNEL SELECTION RECOMMENDATION FORM

<table>
<thead>
<tr>
<th>Posting Number</th>
<th>Closing Date</th>
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<td>FTE</td>
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</table>

**Position**: HS Counselor  
**Recommended Candidate**: Susan Baker  
**Supervisor’s Signature**: [Signature]  
**Recommended Start Date**: 2017-18 school year

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

Interviewed candidates not selected were all notified by: [Signature]

**CANDIDATES INTERVIEWED:**
1. Tracey Osso  
2. Susan Baker  
3. Sarah Long  
4.  
5.  
6.  

**INTERVIEW TEAM:**
1. Johnny Goodman  
2. Vikki美国人 slipped  
3. Geoff Pearson  
4. Kim Aubrey  
5. Samara Pierce  
6. Debbie Buckey  

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

1. Experience  
2. Knowledge of resources  
3. Philosophy of counseling  
4. Team player  

**For Personnel Office Use**

- Verification:  
  - Certification/Endorsements
  - Sexual Misconduct Release Form

**Approved by:**

- **Name**:  
- **Date**:  

- **HR Staff**:  
- **Date**:  

- **School Board Approval on**:  
- **(Date)**
Jack Fitzgerald Clark  
801 Greggs Rd  
Newport, Washington, 99156  
(509) 671-6208  
clarkjack@newportgriz.com

March 14, 2017

Theresa Monk  
Admin Payroll officer  
Newport School District No. 56  
331 S. Calispel  
Newport, Washington, 99156

Dear Mrs. Theresa Monk:

Please accept this letter as formal notification that I am leaving my position with the school district effective the 2nd of August of the year of 2017.

Thank you, and everyone, for the opportunities and lessons that have been afforded to me during my time with the district. If I can be of any assistance during this transition, please let me know.

I will truly miss my time at the elementary school.

Sincerely,

Jack Clark
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 20, 2017, the board, by a _______________ vote, approves payments, totaling $52,232.45. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 216181 through 216232, totaling $52,232.45

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<tr>
<th>Secretary</th>
<th>Board Member</th>
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<td>MobyMax, LLC</td>
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<td>216203</td>
<td>NAPA Auto Parts</td>
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<td>Newport Alarm</td>
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<td>216206</td>
<td>Fatti'S Action Auto Supply</td>
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<td>QBSI-XEROX</td>
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<td>216232</td>
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52 Computer Check(s) For a Total of 52,232.45
0 Manual Checks For a Total of 0.00
0 Wire Transfer Checks For a Total of 0.00
0 ACH Checks For a Total of 0.00
52 Computer Checks For a Total of 52,232.45

Total For 52 Manual, Wire Tran, ACH & Computer Checks 52,232.45
Less 0 Voided Checks For a Total of 0.00
Net Amount 52,232.45

FUND SUMMARY

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PAYROLL WARRANT REGISTER

NEWPORT SCHOOL DISTRICT Paydate March 31, 2017
Fund ID 1 General Fund Board Date March 20, 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 20, 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 216233 - 216311 for a total amount of $818,697.13

Secretary____________________ Board Member____________________

Board Member____________________ Board Member____________________

Board Member____________________ Board Member____________________
Resolution No. 02-2016-2017

A RESOLUTION OF THE Newport School District OF Pend Oreille County, WASHINGTON, ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCEDURES FOR AWARDING PUBLIC CONTRACTS FOR PROJECTS WITH AN ESTIMATED COST OF $300,000.00 OR LESS

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, in order to be able to implement the small works roster process, the District is required by law to adopt a Resolution or Ordinance establishing specific procedures,

NOW, THEREFORE, THE Newport School District OF Pend Oreille County, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1.

The following small works roster procedures are established for use by the Newport School District pursuant to the provisions of RCW 35A.40.210, RCW 35.23.352, and RCW 39.04.155.

1. **Cost.** The District need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars ($300,000.00), which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the District may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

2. **Number of Rosters.** The District may create a single general small works roster, or may create a small works roster for different specialties or categories of anticipated work. Said small works rosters may make distinctions between contractors based upon different geographic areas served by the contractor.

3. **Contracts on Small Works Roster(s).** The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s), and where required by law are properly licensed or registered to perform said work in this State. Contractors desiring to be placed on a roster or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the City as a condition of being placed on a roster or rosters.

4. **Publication.** At least once a year, the District shall publish in a newspaper of general circulation within the municipality’s jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records. The District may require master contracts to be signed that become effective when a specific award is made using a small works roster. An interlocal contract or agreement between City and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.
Telephone, Written, or Electronic Quotations. The District shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria under RCW 39.04.50(1). The District may establish supplementary bidder criteria under RCW 39.04-350(2) to be considered in the process of awarding a contract.

a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars ($150,000) to three hundred thousand dollars ($300,000), the District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The District has the sole option of determining whether this notice to the remaining contractors is made by:

(i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
(ii) mailing a notice to these contractors; or
(iii) sending a notice to these contractors by facsimile or email.

c) At the time bids are solicited, the District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;

d) A written record shall be made by the District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars ($35,000), the District may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the District may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers,
and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the District shall have the right of recovery against the contractor for any payments made on the contractor’s behalf.

The District shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor’s registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. **Determining Lowest Responsible Bidder.** The District shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibly criteria established by the District.

6. **Award.** All of the bids or quotations shall be collected by the District or his designee at the same time for consideration, determination of the lowest responsible bidder, and award of the contract.

ADOPTED at a regular meeting of the Newport School District this 20th day of March, 2017.

SIGNED: ______________________________

Board Chairman

ATTEST: ______________________________

Clerk
# 2017-2018 Calendar

**AUGUST '17**
- 16: First Football Practice
- 21: Volleyball, Soccer, and Cross Country begin

**SEPTEMBER '17**
- 1: 1st Football Game
- 4: Labor Day

**OCTOBER '17**
- 23: PD Waiver
- 27: End of 1st Quarter

**NOVEMBER '17**
- 10: Veterans Day Observed
- 22: Early Release

**DECEMBER '17**
- 20: Early Release

**JANUARY '18**
- 1: Winter Break
- 2: PD Waiver

**FEBRUARY '18**
- 19: Presidents' Day

**MARCH '18**
- 2: Snow Make-Up Day
- 16: PD Waiver

**APRIL '18**
- 2-6: Spring Break

**MAY '18**
- 25: Snow Make-Up Day
- 28: Memorial's Day

**JUNE '18**
- 2: Graduation
- 7: Last Day of School
- 8: Emergency Snow Make-Up Day (if needed)

**JULY '18**
- 20 days
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 $3,500 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 $3,500 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 $3,500 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 $3,500 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

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