



Dr. Sean Dotson  
Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847  
(360) 709-7000 [www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us)

## School Director's Agenda

Thursday, October 8, 2020

Location: District Office via Zoom

### To Join the Zoom Meeting On-Line:

<https://zoom.us/j/93128248298>

### To Join the Zoom Meeting Via Telephone:

**253-215-8782 OR 346-248-7799**

Meeting ID: 931 2824 8298

Capital Projects:  
(360) 709-7005  
Financial Services:  
(360) 709-7010  
Human Resources:  
(360) 709-7020  
Payroll/Benefits:  
(360) 709-7029  
Student Learning:  
(360) 709-7030  
Special Services:  
(360) 709-7040

- 6:00 p.m. Public Meeting** (*Melissa Beard*)
- Call Meeting to Order/Flag Salute
- 6:03 p.m. Public Comment Reminder** (*Melissa Beard*)
- 6:05 p.m. Agenda Discussion/Approval** (*Melissa Beard/Sean Dotson*)
- 6:06 p.m. Meeting Minutes Review**
- September 10, 2020 Board Meeting
- 6:07p.m. Consent Agenda**
- Personnel Report
  - Payroll and Vouchers
  - Budget Status Report
  - Food Services Contracts
  - Capital Projects Acceptance of Contracts as Complete
  - Donation
- 6:08 p.m. Student Representative Report**
- Ella Jimenez-THS
  - Rebecca Allen-BHHS
- 6:15 p.m. Public Comment Follow-Up, Recognitions, By The Numbers** (*Sean Dotson*)

BOARD OF DIRECTORS  
MELISSA BEARD    STEPHANIE GOEBEL    DARBY KAIKKONEN    SCOTT KILLOUGH    CASEY TAYLOR

*"Continuous Student Learning in a Caring, Engaging Environment"*

- 6:20 p.m. Public Comment**-*In the interest of maintaining the integrity of the published agenda, individual speakers are asked to limit their comments to not more than 5 minutes. Additional speakers on the same topic will be allowed 3 minutes each, for a total of 20 minutes on any one topic.*
- Speakers-Agenda and Non-Agenda Items (*Tami Collins*)
- 6:40 p.m. Reports to the Board**
- 1<sup>st</sup> Reading, Policy 4130 Title 1 Parent and Community Involvement (*Shawn Batstone*)
  - Low-Risk Extracurricular Activities (*Shawn Batstone/Tim Graham/Don Farler*)
  - Superintendent's Report-including Reopening Schools (*Sean Dotson*)
- 7:00 p.m. Action Items**
- Resolution 01-20-21, Capital Facilities Plan Approval (*Mel Murray*)
  - Authorization To Allow Low-Risk Extracurricular Activities (*Shawn Batstone*)
- 7:05 p.m. Board Discussion**
- Legislative Update (*Darby Kaikkonen*)
  - Equity Discussion (*Board*)
  - Weekly Board Meetings (*Melissa Beard*)
- 7:30 p.m. Board Comments**
- 7:40 p.m. Adjourn**

***NEXT BOARD MEETING: Board Work Session on October 22, 2020 (sign-in info available by 10/16/20)***

Please Note: Agenda discussion/presentation timelines are approximate and may not reflect actual discussion times. If there is a specific agenda item that you are interested in, it's best to come at the beginning of the meeting.

The Board may elect to cancel scheduled meetings when business requiring their attention is insufficient to warrant two meetings.  
The Board may also schedule additional special or emergency meetings consistent with RCW 28A.343.380.

## **APPROVAL OF MINUTES**

- September 10, 2020 Board Meeting



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**Tumwater School District**  
**School Board Meeting Minutes**  
Zoom Meeting originating at the District Office  
621 Linwood Avenue SW  
Tumwater, WA 98512  
September 10, 2020

Board Members Present: Melissa Beard, Casey Taylor, Stephanie Goebel, Darby Kaikkonen, Scott Killough, Sean Dotson (Secretary)

President Melissa Beard called the meeting to order at 6:00pm and acknowledged that the Tumwater School District sits on the ancestral land of the Nisqually, Squaxin Island and Chehalis people.

**Public Comment Reminder:**

- President Melissa Beard outlined how the Public Comment portion of the meeting works.

**Agenda Discussion/Approval:**

- Agenda Changes: Superintendent Sean Dotson shared that there was one change to the agenda since it was published. We will move first reading of Policy 4130 to the October Board Meeting. **Stephanie Goebel/Casey Taylor, Moved/Seconded (M/S) to approved the amended agenda as presented. Motion passed unanimously.**

**Review of Minutes**

- **Scott Killough/Darby Kaikkonen, M/S to approve the minutes from the August 13, 2020 Board meeting. The motion passed unanimously.**

**Consent Agenda**

- **Casey Taylor/Stephanie Goebel, M/S to approve the Consent Agenda as presented. The motion passed unanimously. The Consent Agenda was approved as follows:**

- Personnel Report

<b>Employment:</b>				
Douglas Lawrence	Maintenance - Carpenter	B&G	Continuing Effective September 1, 2020	PSE
Michael Randleas	Swing Shift Custodian	PGS	Continuing Effective September 1, 2020	PSE
Kristin Calabrese	Teacher	BLE	1.0 FTE, Continuing (2020-2021)	TEA
Jason Dick	Paraprofessional	SL	Temporary	TAP

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*"Continuous Student Learning in a Caring, Engaging Environment"*

Gladys Espino	Teacher	THE	1.0 FTE, One Year Only (2020-2021)	TEA
Haley Carney	Teacher	LRE	Continuing (2020-2021)	TEA
Christy Schock	Teacher	LRE	Continuing (2020-2021)	TEA
David Weinman	Paraprofessional	LINCS	One Year Only (2020-2021)	TAP
Jessica Juergens	Counselor	THE	0.4 FTE, One Year Only (2020-2021)	TEA
Kailyn Berry	Teacher	TMS	1.0 FTE, One Year Only (2020-2021)	TEA
Joy Lower	Teacher	TVA/CHS	0.6 TVA/0.4 CHS Continuing (2020-2021)	TEA
<b>Adjusted:</b>				
Christopher Jenson	Teacher	THE	Adding 0.5 FTE (1 Year Only) for the 2020-2021 school year	TEA
Avery Butler	Teacher	BLE	From One Year Only to Continuing Teacher, effective 2020-2021 school year	TEA
Wendy Taylor	Teacher	THE	From One Year Only to Continuing Teacher, effective 2020-2021 school year	TEA
Tanya Guarino	Teacher	BLE	From Grade 3 Hi-Cap at MTS to Grade 3 at BLE	TEA
Jennifer Lacey	Teacher	BLE	From Grade 2 to Grade 4	TEA
Elizabeth Leitch	Teacher	THE	From Specialist/K-3 Intervention at MTS to Grade 4 at THE	TEA
Laurie Harris	Teacher	TMS/BHHS	Adjusted to 0.6 Library Specialist at TMS and 0.4 Library Specialist at BHHS	TEA

David Perreira	Teacher	BHHS/THS	Adjusted to 0.6 CTE at BHHS and 0.4 CTE at THS	TEA
Scott Cutler	Teacher	BHHS/TMS	Adjusted to 0.6 Science at BHHS and 0.4 Science at TMS	TEA
Dale Reeves	Teacher	BHHS	Adjusted to 0.6 Teacher/Activities Director and 0.4 Dean of Students at BHHS	TEA
Kevan Hagen	Teacher	BMS/BHHS	Adjusted to 0.6 Library Specialist at BMS and 0.4 Library Specialist at BHHS	TEA
Alaura Caton	Teacher	LRE	From MTS to LRE	TEA
Jayde Richtmyer	Teacher	PGS	From MTS to PGS	TEA
Jason Roberts	Teacher	BMS	From MTS to BMS	TEA
Kristie Hodges	Teacher	BMS	From TMS to BMS	TEA
Katie Brueske	Teacher	TVA	From BMS to TVA	TEA
Christy Turnbow	Teacher	TVA	From EOE to TVA	TEA
Adrienne Kuhn	Teacher	TVA	From MTS to TVA	TEA
Lindella Brasche	Teacher	TVA	From MTS to TVA	TEA
Melinda Mulcahy	Teacher	TVA	From BHHS to TVA	TEA
Tanya Guarino	Teacher	TVA	From BLE to TVA	TEA
Anna Michel	Teacher	TVA	From BLE to TVA	TEA
Ashley Andrews	Teacher	TVA	From Para at THS to Teacher at TVA	TEA
Jamie Escobar	Teacher	TVA	From THE to TVA	TEA
Amiee Opincarne	Teacher	TVA	From TMS to TVA	TEA
Christy Schock	Teacher	LRE	From 0.5 FTE to 1.0 FTE	TEA
Kristen Olson	Teacher	BLE	From Grade 4 to Grade 3	TEA
<b>Resignation:</b>				
Craig Lester	Bus Driver	Transportation	Effective August 31, 2020	PSE
Joe Jordan	Electrician	Buildings & Grounds	Effective September 15, 2020	PSE

Ashley Andrews	Paraprofessional	THS	Effective September 2, 2020	TAP
Teresa Valler	Paraprofessional	BMS	Effective September 21, 2020	TAP
Charles Yates	Bus Driver	Transportation	Effective August 31, 2020	PSE
Michael Randleas	Custodian	PGS	Effective September 2, 2020	PSE
Ross Hemphill	Bus Driver	Transportation	Effective August 31, 2020	PSE
<b>Retirement:</b>				
Charles Pontius	Substitute Bus Driver	Transportation	Retirement effective August 24, 2020	PSE
<b>Leaves:</b>				
Amanda Cooper	Teacher	BMS	LOA September 9, 2020 - February 5, 2021	TEA
Darrel (DJ) Brimer	Teacher	TMS	LOA starting September 21, 2020, returning October 12, 2020	TEA
Sarah Dyer	Teacher	TMS	LOA starting November 9, 2020 returning at the start of the 2021-2022 school year	TEA
Kaylene Hanley	Teacher	TMS	LOA starting October 22, 2020, returning approximately December 7, 2020	TEA
Nicole Deaton	Paraprofessional	MTS	LOA starting September 9th, 2020, returning December 14th, 2020	TAP
Jill Rotter	Counselor	BMS	LOA starting September 9, 2020 returning October 5, 2020	TEA
Steve Brooks	Teacher	BLE	LOA starting September 9, 2020, return date to be determined	TEA

<b>Recommend Approval Of:</b>
Recommend approval to issue all 2020/21 contracts
Recommend approval for 1.6% increase to salary schedules: 26, 27, 28, 29, 30, 31, Office Professionals 1-6
Recommend approval for 1.6% increase to salary schedule: 33, Paraprofessionals
<b>Corrections:</b>
Rescind Melinda Mulcahy 0.2 leave of absence for the 20/21 school year
<ul style="list-style-type: none"> <li>➤ <u>Payroll and Vouchers</u></li> <li>➤ <u>Budget Status Report</u></li> <li>➤ <u>20/21 Fee Schedule</u></li> </ul>

**Public Hearing**

The Public Hearing began at 6:07pm.

- Capital Facilities Plan: Mel Murray presented on this topic. Mel shared that a Capital Facilities Plan update is required each year, and projects out 6 years and allows us to qualify to collect impact fees for new housing.

The Public Hearing adjourned at 6:18pm. The Regular Meeting was meeting reconvened at 6:18pm

**Public Comment Follow-Up, Recognitions, By The Numbers**

- Recognition: Superintendent Sean Dotson introduced Maesyn Williams, a 5<sup>th</sup> grade student at East Olympia. She spent a lot of her time during the summer to help serve food to families at Tumwater High School.
- First Day of School: Superintendent Dotson took some time to visit most schools on the first day and saw on-site conferences with kids and families, zoom meetings with families, supply pick-up opportunities as well as some pre-arranged home visits.
- By The Numbers: 1068 confirmed COVID cases in Thurston County since March, 885 recovered or recovering, 15 deaths, 168 active cases as of yesterday. 53 diagnosed in the past 7 days, which is down. 77545 number of COVID cases in Washington State. The number of cases in people under 19 is 14%. 1775 MERV HVAC filters, 3000 hospital gowns, 25500 masks and 63300 gloves purchased to ensure our staff and buildings have supplies necessary to be safe. 6542 is budgeted FTE. 6526 students in the system today, which is headcount vs FTE. FTE will be available Monday.

**Public Comment**

- Agenda and Non-Agenda Items: Tami Collins stated that on person signed up, Ryan Moore, to address the Board on the topic of Concerns with the MOU.



## Action Items

- Staffing Plan: Beth Scouller and Jim Brittain presented on this topic. There was lengthy discussion on this matter with initial concern about making the decision tonight and needing more time to discuss the details. Darby Kaikkonen and Scott Killough recommend that in order to serve students and be fiscally responsible, they feel we should support the plan being presented. President Melissa Beard proposed that the discussion be paused to allow for Michael Dennis from TOGETHER! to present and to return to this discussion after he completes his presentation. Casey Taylor is not comfortable moving forward at this time and would like additional time to discuss the issue. President Melissa Beard suggested putting off making this decision until November. **Darby Kaikkonen/Scott Killough, Moved/Seconded to approve the Staffing Plan as presented. Casey Taylor Moved to table the discussion. There was no second. The Board returned to the original motion by Darby Kaikkonen and Scott Killough. Melissa Beard and Casey Taylor opposed the motion. The motion passed with yes votes from Stephanie Goebel, Darby Kaikkonen and Scott Killough.**

## Reports to the Board

- TOGETHER! Community Schools: Michael Dennis, Director of Community Schools presented on this topic. He began by sharing some of the things that Community Schools provides during a standard school year to assist students in need as well as the ways in which they adjusted to offer support during the COVID closure. Their goal is to provide “hubs” within the schools to offer a range of opportunities, supports and services to students and families, including services offered outside of the K-12 system. During the closure they worked very closely with Bob Gibson in Food Services as well as Homeless Backpacks to deliver meals to families who were not able to get to a school to pick them up. Their partnerships with local businesses and non-profits allows them to help with rental assistance and many other needs such as food, hygiene items, clothing, assisting with getting families signed up for health care and hotspots for families who need internet connection. They have plans to help with earbuds and some other school supplies in the upcoming weeks.

President Melissa Beard recessed the meeting at 7:42pm for a short break. The meeting reconvened at 7:50pm with a return to the discussion regarding the Action Item “Staffing Plan.”

## Action Items Continued

- TEA 2020/21 Collective Bargaining Agreement: Beth Scouller presented on this item and began by discussing the process as well as some of the details such as a 2.5% increase for all teachers and adding language regarding educational equity. There were also some updates regarding leave language so that it reflects current practice. **Darby Kaikkonen/Scott Killough, Moved/Seconded to approve TEA 2020-21 Collective Bargaining Agreement as presented. The motion passed unanimously.**

- Superintendent's Report: Superintendent Sean Dotson presented. He began by shared a letter from Dr. Abdelmalek with Public Health and Social Services Department from July 30, 2020 regarding schools remaining closed to in-person general instruction for the fall term. We need the public health officer tell us to do otherwise as well as get employee groups and families to agree that returning to in-person instruction is something they intend to participate in. When we do get to this point, we would have to consider how to transition to the hybrid model that the Board approved. The recommendation would likely be that we start with our youngest learners and slowly move to bringing in other grades, with secondary being the last group to return. Dr. Abdemalek wants to have at least 14 days after Labor Day to pass before a decision is made about returning to in-person, given the spike that occurred after the 4th of July. Athletic Directors are also involved in discussions and working towards conditioning being allowed, especially given that community athletics are going on.

He shared that he received an invitation to apply for the Honorary Commander Program at McChord Air Force Base and was accepted. He knows Superintendents who have participated in this program and is looking forward to events on base and to building stronger relationships with our military families! This is extra special for him because his brother serves with the 62<sup>nd</sup>.

He wrapped up by thanking all of our administrators and staff. The work done isn't always seen but people are working so hard and he is very proud of everyone's efforts.

### **Board Discussion**

- Legislative Update: Darby Kaikkonen presented briefly on this topic so everyone could be prepared for the meeting next week. The item that will be the most challenging is that at *all* the positions will be reviewed at some point. The Board needs to focus on the top 15 and decide what the District wants to prioritize.

**Stephanie Goebel/Darby Kaikkonen, M/S to moved the remainder of the Board Discussion agenda to a work session on September 17<sup>th</sup> at 6:00pm. Stephanie Goebel, Darby Kaikkonen and Scott Killough voted yes. Casey Taylor voted no. The motion passed.**

### **Board Member Comments**

- Scott Killough: He wanted to reassure the community that board members do read their emails! He also wants to ask families to communicate directly with teachers and then the building administrators. Keep going up the chain of command. As a former classroom teacher he would want to have the opportunity to talk with parents.
- Darby Kaikkonen: She spoke with local superintendents, Beth Doglio, Laurie Dolan and Sam Hunt earlier in the week regarding many topics, including transportation funding. The call ended with a shout-out by them to the Superintendent's. This is hard work. Darby thanks everyone for their work and energy. What is being done is phenomenal!

- Stephanie Goebel: She thanked the team for all the work that was put into the staffing decision that was presented tonight. Being accountable to the community is hard and she appreciates the efforts.
- Casey Taylor: He is confused about the athletic events taking place in the community but not through schools. He doesn't know how we close that gap! OSPI and the Governor put us into the position of having to make decisions such as furloughing staff. He thinks we did a disservice to staff tonight but thinks it was fiscally responsible.
- Melissa Beard: Thank you to staff for all the work to get us to this point. There was a lot of anxiety leading up to Wednesday. There were staff at BHHS spending a lot of time answering questions. She will grant staff grace and she hopes that staff grant kids grace. She agrees with Scott about communication. Parents need to communicate with teachers and administrators before they come to the Board. She also believes that staff need to have communication with families and each other before they come to the Board. Although it was a difficult conversation tonight, she is glad that the discussion occurred.

With no further business coming before the Board, the regular meeting adjourned at 9:02pm

Recorded by:  
Tami L. Collins

Signed this 8th day of October, 2020.

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Board Member

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Board Secretary

## **CONSENT AGENDA**

- Personnel Report: Questions can be directed to Beth Scouler.
- Payroll and Vouchers: Questions can be directed to Jim Brittain.
- Budget Status Report: Questions can be directed to Jim Brittain.
- Food Services Contracts: Questions can be directed to Jim Brittain.
- Capital Projects Acceptance of Contracts as Complete: Questions can be directed to Mel Murray.
- Donation: Questions can be directed to Jim Brittain:
  - WSECU donated \$2,500 to PGS



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Sean Dotson  
Superintendent

October 8, 2020

TO: School Board  
FROM: Beth Scouller  
SUBJECT: Personnel Report

<b>Employment:</b>				
Mavis Wedam	Paraprofessional	THE	Continuing (2020-2021)	TAP
Alexis Jasper	Paraprofessional	MTS	One Year Only (2020-2021)	TAP
Emily Johnson	Paraprofessional	MTS	One Year Only (2020-2021)	TAP
Stacy Lowe	Paraprofessional	BHHS	One Year Only (2020-2021)	TAP
Patrick Kot	Teacher	TMS	1.0 FTE, Continuing (2020-2021)	TEA
Kathleen Gonzalez	Teacher	THE	0.5 FTE, One Year Only (2020-2021)	TEA
Jennifer Wilbur	Paraprofessional	EOE	Continuing (2020-2021)	TAP
Katrin Steil	Paraprofessional	BLE	Continuing (2020-2021)	TAP
Corey Walker	Paraprofessional	THS	Temporary	TAP
Barry Borth	Custodian	TLC, ECLC, SS	Continuing effective October 1, 2020	PSE
Lindsey Witcosky	Teacher	TVA	Continuing (2020-2021)	TEA
Anna Sweeney	Teacher	MTS	1.0 FTE, Continuing (2020-2021)	TEA
Sally Sale	Paraprofessional	BMS	Continuing (2020-2021)	TAP
Jennifer Potter	Help Desk Network Technician I	Technology	Continuing (2020-2021)	NON-REP
<b>Adjusted</b>				
Kyle Grunenfelder	Principal	TVA	From AP at MTS to Principal at TVA	TEA
Kathi Clarke	Paraprofessional	TAP	From 6.0 continuing hours/day to 6.5 continuing hours/day	TAP
Christopher Jenson	Teacher	THE	From 0.5 FTE (Continuing) and 0.5 FTE (1 Year Only) to 1.0 FTE (Continuing), effective 2020-2021 school year	TEA

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"Continuous Student Learning in a Caring, Engaging Environment"

Ayn Gore	Paraprofessional	MTS	From 2 hours/day (Continuing) at THS to 2 hours (Continuing) and 4.5 (One Year Only) per day at MTS	TAP
Nicholas Mailhot	Teacher	BHHS	Adding 0.2 Super FTE for the 2020-2021 school year	TEA
Kristin Martin	Teacher	BHHS	Adding 0.2 Super FTE for the 2020-2021 school year	TEA
Angela Burke	Teacher	BLE	From Grade K at THE to Grade 2 at BLE	TEA
Robert Alnes	Teacher	MTS	From 8 hours/day Lead Custodian at PGS to 1.0 FTE (Continuing) Teacher at MTS	TEA
Carisa Shaw	Paraprofessional	BLE	From 6.0 (Continuing) hours/day to 6.25 (Continuing) hours/day	TAP
Emily Johnson	Paraprofessional	MTS	From 4.0 hours (One Year Only) hours/day to 6.0 (One Year Only) hours/day	TAP
Dipikaben Patel	Paraprofessional	SS	From 6.0 hours/day (Continuing) in SS to 5.80 hours/day (Continuing) at EOE	TAP
Jacqueline Collett	Teacher	TVA	From MTS to TVA	TEA
Kelly Jenkins	Paraprofessional	SS	Position with LINCIS expanded to be 6.0 hours/day (Continuing) Monday-Friday	TAP
Justin Skindell	Net Tech 1	Technology	Additional 4 hr/day as one year only, effective September 25, 2020	Non-Rep
Megan McGinniss	Office Professional 6	MTS	From OP 6 to OP 3, continuing, effective September 25, 2020.	TOPA
Reed McCanse	Paraprofessional	BMS	From 6.0 hours/day (Continuing) to 6.5 hours/day (Continuing)	TAP
Adi Khalsa	Teacher	BMS	From Para at THS to Teacher at BMS	TEA
<b>Resignation:</b>				
Jennifer DeHaan	Psychologist	Special Services	Requesting release from contract, effective October 31, 2020,	TEA
Nicole Pocklington	Teacher	BHHS	Requesting release from contract, effective October 9, 2020, pending qualified replacement	TEA
<b>Leaves:</b>				
Ana Wright	OT	SS	0.4 LOA for the 2020-21 school year	TEA
Cami Wilkening	Paraprofessional	THS	LOA starting September 8th, 2020 returning November 13th, 2020	TAP
Erin Novak	Teacher	EOE	0.5 LOA for the 2020-21 school year	TEA

Adi Khalsa	Paraprofessional	THS	LOA starting September 21, 2020 for the 2020-2021 school year	TAP
Andrew Landowski	Teacher	BHHS	Effective September 14, 2020: 0.3 LOA from teaching position for the 2020-21 school year	TEA
Dana Bastin	Teacher	MTS	LOA starting approximately October 28, 2020, return date to be determined	TEA
Leslie Doyle	SLP	SS	LOA starting September 29, 2020, returning November 2, 2020	TEA



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Sean Dotson  
Superintendent

October 8, 2020

TO: School Board  
FROM: Beth Scouller  
SUBJECT: Personnel Report

*Preliminary*

<b>Employment:</b>				
Mavis Wedam	Paraprofessional	THE	Continuing (2020-2021)	TAP
Alexis Jasper	Paraprofessional	MTS	One Year Only (2020-2021)	TAP
Emily Johnson	Paraprofessional	MTS	One Year Only (2020-2021)	TAP
Stacy Lowe	Paraprofessional	BHHS	One Year Only (2020-2021)	TAP
Patrick Kot	Teacher	TMS	1.0 FTE, Continuing (2020-2021)	TEA
Kathleen Gonzalez	Teacher	THE	0.5 FTE, One Year Only (2020-2021)	TEA
Jennifer Wilbur	Paraprofessional	EOE	Continuing (2020-2021)	TAP
Katrin Steil	Paraprofessional	BLE	Continuing (2020-2021)	TAP
Corey Walker	Paraprofessional	THS	Temporary	TAP
Barry Borth	Custodian	TLC, ECLC, SS	Continuing effective October 1, 2020	PSE
Lindsey Witcosky	Teacher	TVA	Continuing (2020-2021)	TEA
<b>Adjusted</b>				
Kyle Grunenfelder	Principal	TVA	From AP at MTS to Principal at TVA	TEA
Kathi Clarke	Paraprofessional	TAP	From 6.0 continuing hours/day to 6.5 continuing hours/day	TAP
Christopher Jenson	Teacher	THE	From 0.5 FTE (Continuing) and 0.5 FTE (1 Year Only) to 1.0 FTE (Continuing), effective 2020-2021 school year	TEA
Ayn Gore	Paraprofessional	MTS	From 2 hours/day (Continuing) at THS to 2 hours (Continuing) and 4.5 (One Year Only) per day at MTS	TAP
Nicholas Mailhot	Teacher	BHHS	Adding 0.2 Super FTE for the 2020-2021 school year	TEA

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"Continuous Student Learning in a Caring, Engaging Environment"



Kristin Martin	Teacher	BHHS	Adding 0.2 Super FTE for the 2020-2021 school year	TEA
Angela Burke	Teacher	BLE	From Grade K at THE to Grade 2 at BLE	TEA
Robert Alnes	Teacher	MTS	From 8 hours/day Lead Custodian at PGS to 1.0 FTE (Continuing) Teacher at MTS	TEA
Carisa Shaw	Paraprofessional	BLE	From 6.0 (Continuing) hours/day to 6.25 (Continuing) hours/day	TAP
Emily Johnson	Paraprofessional	MTS	From 4.0 hours (One Year Only) hours/day to 6.0 (One Year Only) hours/day	TAP
Dipikaben Patel	Paraprofessional	SS	From 6.0 hours/day (Continuing) in SS to 5.80 hours/day (Continuing) at EOE	TAP
Jacqueline Collett	Teacher	TVA	From MTS to TVA	TEA
Kelly Jenkins	Paraprofessional	SS	Position with LINC'S expanded to be 6.0 hours/day (Continuing) Monday-Friday	TAP
Justin Skindell	Net Tech 1	Technology	Additional 4 hr/day as one year only, effective September 25, 2020	Non-Rep
Megan McGinniss	Office Professional 6	MTS	From OP 6 to OP 3, continuing, effective September 25, 2020.	TOPA
Reed McCause	Paraprofessional	BMS	From 6.0 hours/day (Continuing) to 6.5 hours/day (Continuing)	TAP
<b>Resignation:</b>				
Jennifer DeHaan	Psychologist	Special Services	Requesting release from contract, effective October 31, 2020,	TEA
Nicole Pocklington	Teacher	BHHS	Requesting release from contract, effective October 9, 2020, pending qualified replacement	TEA
<b>Leaves:</b>				
Ana Wright	OT	SS	0.4 LOA for the 2020-21 school year	TEA
Cami Wilkening	Paraprofessional	THS	LOA starting September 8th, 2020 returning November 13th, 2020	TAP
Erin Novak	Teacher	EOE	0.5 LOA for the 2020-21 school year	TEA
Adi Khalsa	Paraprofessional	THS	LOA starting September 21, 2020 for the 2020-2021 school year	TAP
Andrew Landowski	Teacher	BHHS	Effective September 14, 2020: 0.3 LOA from teaching position for the 2020-21 school year	TEA

Dana Bastin	Teacher	MTS	LOA starting approximately October 28, 2020, return date to be determined	TEA
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# Tumwater School District

Affidavit covering payment of payroll, invoices, and voids for General Fund, Capital Projects Fund,  
Associated Student Body Fund, Private Purpose Trust Fund and Transportation Vehicle Fund for  
the month of August 2020.

2-13

DATE: **October 8, 2020**

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 Financial Services Office staff and were found to be correct.

  
**James E. Brittain, CPA, Executive Director of Financial Services**

THIS IS TO CERTIFY that the warrants and electronic transfers of the Tumwater School District No. 33, Thurston County, Washington, as listed below, have been allowed by the School Board of this district.

FUND NAME	WARRANTS (INCLUSIVE)	AMOUNT
<b>GENERAL FUND:</b>		
Payroll		
Payroll Taxes		\$ 1,198,591.31
Direct Deposit		\$ 3,484,825.06
Payroll Benefit Wire Transfer		\$ 1,280,685.84
Accounts Payable -Payroll	72805566 to 72805579	\$ 39,482.76
Accounts Payable	72217765 to 72217776	\$ 1,184,435.32
Accounts Payable	77217777 to 72217794	\$ 285,925.92
Accounts Payable	72217795 to 72217820	\$ 223,299.76
Accounts Payable	72217821 to 72217842	\$ 31,755.70
Accounts Payable	72217843 to 72217859	\$ 979,789.29
Accounts Payable	72217860 to 72217860	\$ 46,195.00
Accounts Payable	72217861 to 72217861	\$ 977.17
Accounts Payable	72217862 to 72217862	\$ 64,506.00
Accounts Payable ACH		\$ 2,513.51
Accounts Payable ACH		\$ 116,282.72
Accounts Payable ACH		\$ 405,716.80
Accounts Payable ACH		\$ 102,520.23
Accounts Payable ACH		\$ 29,997.09
Voided Warrants		\$ (119,320.00)
Accounts Payable - COMP TAX		\$ 146.31
<b>TOTAL GENERAL FUND:</b>		<b>\$ 9,358,325.79</b>
<b>CAPITAL PROJECTS FUND:</b>		
Accounts Payable	72012370 to 72012373	\$ 132,113.64
Accounts Payable	72012374 to 72012378	\$ 501,385.38
Accounts Payable	72012379 to 72012381	\$ 25,721.08
Accounts Payable ACH		\$ 232,484.12
Accounts Payable ACH		\$ 9,589.33
Voided Warrants		\$ -
Accounts Payable - COMP TAX		\$ -
<b>TOTAL CAPITAL PROJECTS FUND:</b>		<b>\$ 901,293.55</b>
<b>ASSOCIATED STUDENT BODY FUND:</b>		
Accounts Payable	72441865 to 72441868	\$ 1,422.55
Accounts Payable	72441869 to 72441869	\$ 310.70
Accounts Payable	72441870 to 72441871	\$ 125.92
Accounts Payable	72441872 to 72441873	\$ 210.00
Accounts Payable ACH		\$ 500.00
Accounts Payable ACH		\$ 11,564.48
Voided Warrants		\$ (243.71)
Accounts Payable - COMP TAX		\$ -
<b>TOTAL ASSOCIATED STUDENT BODY FUND:</b>		<b>\$ 13,889.94</b>
<b>PRIVATE PURPOSE FUND:</b>		
Accounts Payable	72700546 to 72700548	\$ 2,000.00
Accounts Payable ACH		\$ -
Accounts Payable ACH		\$ -
Accounts Payable - COMP TAX		\$ -
<b>TOTAL PRIVATE PURPOSE FUND:</b>		<b>\$ 2,000.00</b>
<b>TRANSPORTATION VEHICLE FUND:</b>		
Accounts Payable ACH		\$ -
<b>TOTAL TRANSPORTATION VEHICLE FUND:</b>		<b>\$ -</b>

Board of Directors of Tumwater School District No. 33

I, Sean Dotson, being duly sworn, depose and say: That I am the Secretary to the Board of Tumwater School District No. 33, Thurston County, Washington, and that the above signatories are personally known to me and have signed these statements in my presence.

*Sean Dotson, Secretary to the Board*



# Tumwater School District

Dr. Sean Dotson  
Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847  
(360) 709-7000 [www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us)

**TO: School Board  
Superintendent**

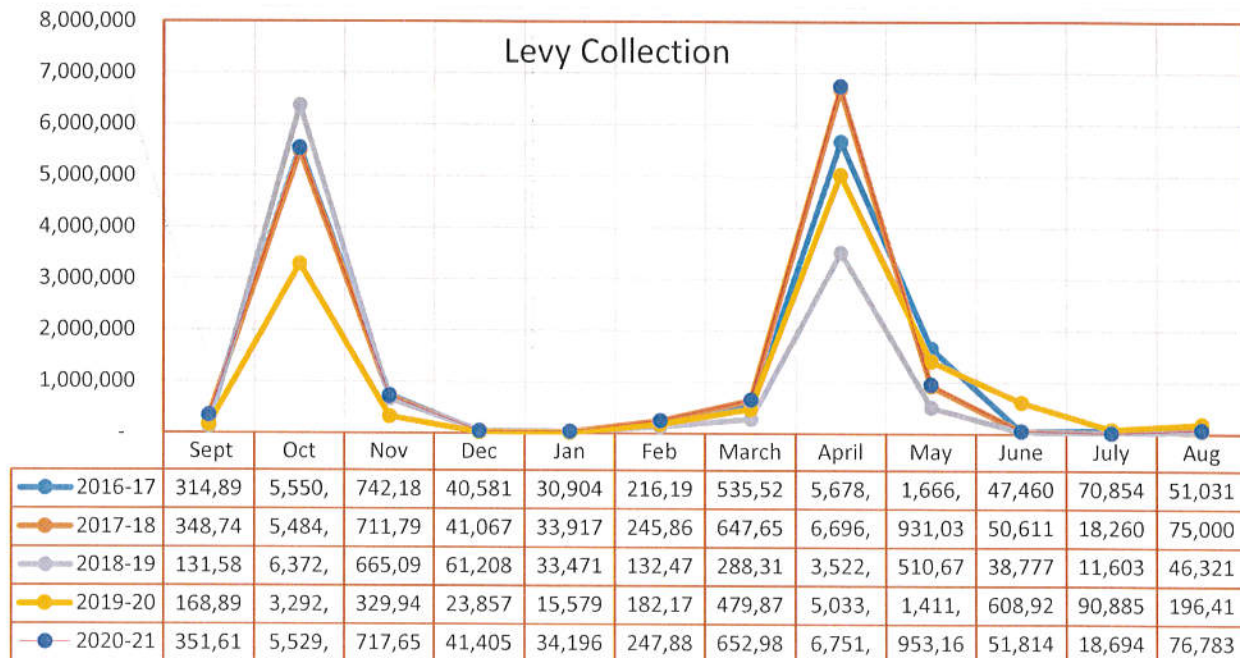
**FROM: Jim Brittain, Executive Director of Financial Services**

**RE: Budget Status Reports – September 2020**

**Budget Status Report** - Attached are the September 2020 Budget Status reports for all five operating funds (General Fund, Capital Projects Fund, Debt Service Fund, ASB Fund and Transportation Vehicle Fund).

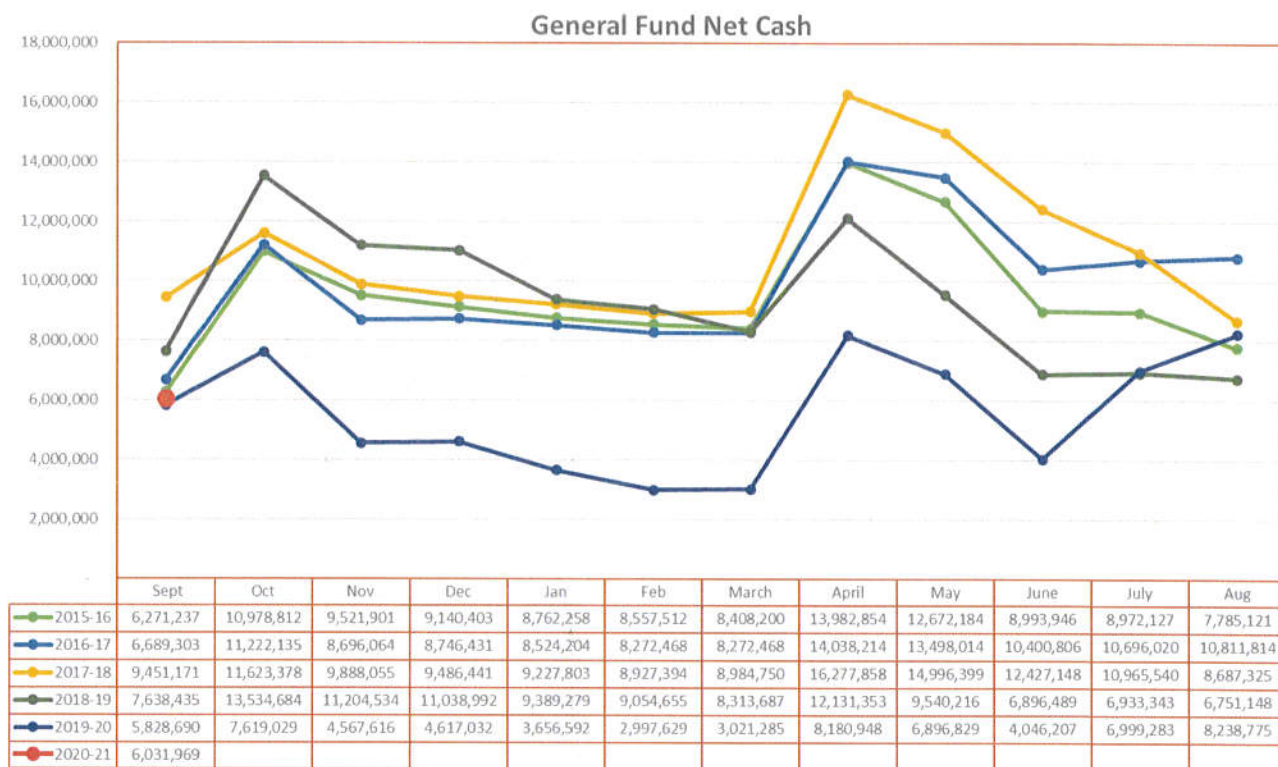
The following provides information on levy collections, net cash balance and fund balance.

**Levy Collections** - The following graph shows the actual levy collection for 2016-17 through 2020-2021 (September - Actual / October through August - Estimate). The state legislature increased the levy rate in January 2020 to \$2.50 per \$1,000 rate. The estimated levy collection for the 2020-2021 school year is almost equal to the 2017-2018 school year before the McCleary decision was implemented.

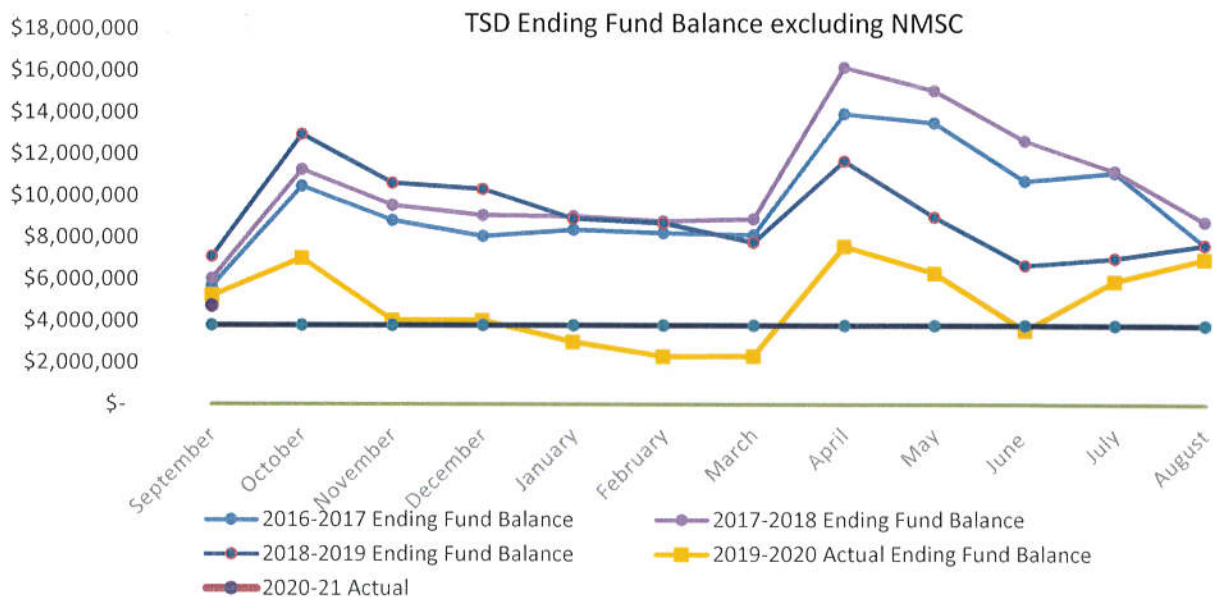


**General Fund Net Cash Balance** (cash less warrants outstanding): The following graph shows the district's net cash balance for the periods 2015-2016 through September 2020. The district's August ending cash balance is in alignment with our August 2017-2018 ending cash balance. September 2020

cash balance decreased by \$2.2million due to the 2020-2021 \$1 million insurance premium payment in September 2020 and the costs for starting the 2020-2021 school year.



**General Fund – Fund Balance:** The following chart provides General Fund TSD Fund Balance for the periods 2016-17 through September 2020. The preliminary ending fund balance is \$6.694 million excluding New Market Skill Center of \$1.4 million. The total fund balance for the district is \$8.162 million and we are meeting our Minimum Fund Balance Policy of 4%.



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

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of September, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	15,061,458	214,323.52	214,323.52		14,847,134.48	1.42
2000 LOCAL SUPPORT NONTAX	2,913,955	42,788.06	42,788.06		2,871,166.94	1.47
3000 STATE, GENERAL PURPOSE	59,159,864	4,970,235.95	4,970,235.95		54,189,628.05	8.40
4000 STATE, SPECIAL PURPOSE	15,058,636	1,130,142.15	1,130,142.15		13,928,493.85	7.50
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	3,514,153	17,394.16	17,394.16		3,496,758.84	0.49
7000 REVENUES FR OTH SCH DIST	10,000	.00	.00		10,000.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	137,500	.00	.00		137,500.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>95,855,566</b>	<b>6,374,883.84</b>	<b>6,374,883.84</b>		<b>89,480,682.16</b>	<b>6.65</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	55,891,570	4,718,211.71	4,718,211.71	42,395,446.40	8,777,911.89	84.29
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	10,901,967	749,961.90	749,961.90	9,893,702.94	258,302.16	97.63
30 Voc. Ed Instruction	3,653,451	333,513.76	333,513.76	3,332,304.06	12,366.82-	100.34
40 Skills Center Instruction	3,611,190	280,027.83	280,027.83	1,609,190.42	1,721,971.75	52.32
50+60 Compensatory Ed Instruct.	3,993,128	210,490.59	210,490.59	2,235,491.82	1,547,145.59	61.25
70 Other Instructional Pgms	288,671	15,371.56	15,371.56	121,794.17	151,505.27	47.52
80 Community Services	578,485	45,310.87	45,310.87	645,608.74	112,434.61-	119.44
90 Support Services	18,760,262	2,294,587.81	2,294,587.81	11,698,146.85	4,767,527.34	74.59
<b>Total EXPENDITURES</b>	<b>97,678,724</b>	<b>8,647,476.03</b>	<b>8,647,476.03</b>	<b>71,931,685.40</b>	<b>17,099,562.57</b>	<b>82.49</b>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	1,823,158-	2,272,592.19-	2,272,592.19-		449,434.19-	24.65
F. <u>TOTAL BEGINNING FUND BALANCE</u>	8,843,934		8,434,594.62			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	7,020,776		6,162,002.43			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	4,930	4,930.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	50,000	.00
G/L 825 Restricted for Skills Center	1,100,000	1,433,565.92
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 RESERVE FOR DEBT SERVICE	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	1,000,000	.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	0	141,305.20
G/L 872 COMMITTED TO MIN FUND BALANCE P	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	122,577-	80,723.91
G/L 890 Unassigned Fund Balance	4,988,423	693,850.40
G/L 891 Unassigned Min Fnd Bal Policy	0	3,807,627.00
<u>TOTAL</u>	7,020,776	6,162,002.43

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of September, 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 Support Nontax	800,000	96,715.89	96,715.89		703,284.11	12.09
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	1,000,000	346,187.02	346,187.02		653,812.98	34.62
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	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>1,800,000</u>	<u>442,902.91</u>	<u>442,902.91</u>		<u>1,357,097.09</u>	<u>24.61</u>
<u>B. EXPENDITURES</u>						
10 Sites	375,000	.00	.00	21,985.89	353,014.11	5.86
20 Buildings	6,810,000	29,844.22	29,844.22	1,563,397.85	5,216,757.93	23.40
30 Equipment	2,065,000	9,288.06	9,288.06	76,804.18	1,978,907.76	4.17
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	5,000	.00	.00	0.00	5,000.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>9,255,000</u>	<u>39,132.28</u>	<u>39,132.28</u>	<u>1,662,187.92</u>	<u>7,553,679.80</u>	<u>18.38</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	<u>7,455,000-</u>	<u>403,770.63</u>	<u>403,770.63</u>		<u>7,858,770.63</u>	<u>105.42-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>11,322,000</u>		<u>11,625,729.72</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	<u>3,867,000</u>		<u>12,029,500.35</u>			



I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	170,000	179,639.73
G/L 830 RESERVE 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	5,500,000-	250,544.63-
G/L 862 Committed from Levy Proceeds	2,676,000	40,551.76-
G/L 863 Restricted from State Proceeds	6,840,000	9,361,906.14
G/L 864 RESERVE FROM FEDERAL PROC	0	.00
G/L 865 Restricted from Other Proceeds	260,000	263,065.97
G/L 866 RESTRICTED-IMPACT PROCEEDS	630,000	1,055,175.75
G/L 867 RESTRICTED-MITIGATION FEES	715,000	726,470.86
G/L 869 Rsrvd UnDistib Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 ASSIGNED TO FUND PURPOSES	766,893	734,338.29
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	6,557,893	12,029,500.35
Differences	2,690,893-	.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.

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of September, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	13,215,877	238,080.76	238,080.76		12,977,796.24	1.80
2000 Local Support Nontax	75,000	6,710.63	6,710.63		68,289.37	8.95
3000 State, General Purpose	120,000	2,886.79	2,886.79		117,113.21	2.41
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	403,973	.00	.00		403,973.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	13,814,850	247,678.18	247,678.18		13,567,171.82	1.79
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	14,414,354	.00	.00	0.00	14,414,354.00	0.00
Interest On Bonds	4,317,337	.00	.00	0.00	4,317,337.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	100,000	.00	.00	0.00	100,000.00	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>	18,831,691	.00	.00	0.00	18,831,691.00	0.00
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	5,016,841-	247,678.18	247,678.18		5,264,519.18	104.94-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	11,335,000		11,599,065.16			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	6,318,159		11,846,743.34			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		929,869.09			
G/L 830 Restricted for Debt Service	6,198,159		9,919,405.64			
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	120,000		997,468.61			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	6,318,159		11,846,743.34			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of September, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	716,593	11,616.55	11,616.55		704,976.45	1.62
2000 Athletics	359,835	8,253.05	8,253.05		351,581.95	2.29
3000 Classes	132,930	.00	.00		132,930.00	0.00
4000 Clubs	216,444	1,770.29	1,770.29		214,673.71	0.82
6000 Private Moneys	21,378	1,940.00	1,940.00		19,438.00	9.07
<b>Total REVENUES</b>	<b>1,447,180</b>	<b>23,579.89</b>	<b>23,579.89</b>		<b>1,423,600.11</b>	<b>1.63</b>
<b>B. EXPENDITURES</b>						
1000 General Student Body	661,600	8,354.88	8,354.88	7,304.16	645,940.96	2.37
2000 Athletics	409,551	14,588.80	14,588.80	35,580.07	359,382.13	12.25
3000 Classes	97,125	.00	.00	0.00	97,125.00	0.00
4000 Clubs	236,984	.00	.00	0.00	236,984.00	0.00
6000 Private Moneys	61,677	.00	.00	0.00	61,677.00	0.00
<b>Total EXPENDITURES</b>	<b>1,466,937</b>	<b>22,943.68</b>	<b>22,943.68</b>	<b>42,884.23</b>	<b>1,401,109.09</b>	<b>4.49</b>
<b>C. EXCESS OF REVENUES</b>						
<b>OVER (UNDER) EXPENDITURES (A-B)</b>	<b>19,757-</b>	<b>636.21</b>	<b>636.21</b>		<b>20,393.21</b>	<b>103.22-</b>
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	597,126		676,691.10			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE</b>						
<b>C+D + OR - E)</b>	577,369		677,327.31			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		16,075.00			
G/L 819 Restricted for Fund Purposes	581,569		638,517.51			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		22,734.80			
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			
<b>TOTAL</b>	<b>581,569</b>		<b>677,327.31</b>			
Differences	4,200-		.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.

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the TUMWATER SCHOOL DISTRICT NO 33 School District for the Month of September, 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	3,500	185.47	185.47		3,314.53	5.30
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	435,000	.00	.00		435,000.00	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	10,000	.00	.00		10,000.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	<u>448,500</u>	<u>185.47</u>	<u>185.47</u>		<u>448,314.53</u>	<u>0.04</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>448,500</u>	<u>185.47</u>	<u>185.47</u>		<u>448,314.53</u>	<u>0.04</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	600,000	.00	.00	0.00	600,000.00	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>	<u>600,000</u>	<u>.00</u>	<u>.00</u>	<u>0.00</u>	<u>600,000.00</u>	<u>0.00</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>403,973</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>555,473-</u>	<u>185.47</u>	<u>185.47</u>		<u>555,658.47</u>	<u>100.03-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>570,350</u>		<u>569,999.34</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>14,877</u>		<u>570,184.81</u>			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	14,877		570,184.81			
G/L 830 RESERVE 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>	<u>14,877</u>		<u>570,184.81</u>			

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



# Tumwater School District

Dr. Sean Dotson  
Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847  
(360) 709-7000 [www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us)

Capital Projects:  
(360) 709-7005  
Financial Services:  
(360) 709-7010  
Human Resources:  
(360) 709-7020  
Payroll/Benefits:  
(360) 709-7029  
Student Learning:  
(360) 709-7030  
Special Services:  
(360) 709-7040

**TO:** School Board  
Superintendent

**FROM:** Jim Brittain, Executive Director of Financial Services

**RE:** 2020-2021 Milk and Dairy Bid Award

---

We are bringing for your consideration at the October 8, 2020 Board meeting the 2020-2021 milk and dairy bid.

The district has followed the usual procedure for soliciting and reviewing competitive bids. The district solicited milk and dairy bids in the Daily Olympian on September 3<sup>rd</sup> and September 10<sup>th</sup>. Bid documents were opened on September 18<sup>th</sup> at 1:00 p.m. at the Tumwater SD District Office.

We only received one bid and it is from our current supplier, Dairy Fresh Farms. We have been happy with the service provided by Dairy Fresh Farms over past years and the bid prices are competitive. The milk bid prices are based on bulk milk prices from suppliers from the Federal Market Order and will be adjusted accordingly. An example of the bid price increase from the 2017-2018 Milk and Dairy contract is one gallon of milk went from \$2.650 to \$3.188. This is a .538 cent increase since the 2017-2018 contract.

The lack of competition for the bid seems to be the standard. The high cost of delivering to individual schools creates regional or territorial economies. A company delivering to numerous neighboring schools can deliver milk cheaper than one coming from outside the region. Dairy Fresh's headquarters are here in Tumwater giving them the advantage of lower delivery costs.

The 2020-2021 bid is renewable for three years by mutual agreement of the parties.

We are recommending acceptance of the Dairy Fresh bid. A Board motion is needed to award the bid.

*"I move to award the 2020-2021 Milk and Dairy Contract to Dairy Fresh Farms pursuant to the bid opened September 18, 2020."*

Please call Bob Gibson at 709-7743 or Jim Brittain at 360.709.7011 if you have questions.

BOARD OF DIRECTORS  
MELISSA BEARD STEPHANIE GOEBEL DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

*"Continuous Student Learning in a Caring, Engaging Environment"*



## TUMWATER SCHOOL DISTRICT NO. 33

621 Linwood Avenue SW  
Tumwater, WA 98512-6847  
(360) 709-7000 Fax (360) 709-7002  
[www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us)

**Sean Dotson**  
Superintendent

## **2020-21 MILK AND DAIRY BID**

### **INVITATION TO BID**

TUMWATER SCHOOL DISTRICT REQUESTS BIDS FOR MILK AND DAIRY PRODUCTS. BIDS WILL BE RECEIVED UNTIL 1:00 PM. Sept. 18, 2020.

### **INSTRUCTION TO BIDDERS**

1. **SUBMISSION OF BID.** Bids shall be enclosed in a sealed envelope with the name of the bidder on top of the envelope with the words "Milk and Dairy Bid". All bids shall be made on bid forms provided or the bid will not be accepted.
2. **DELIVERY OF BID.** It is the bidder's sole responsibility to see that the bid is received by the school district prior to the time set forth above. Hand carried bids must be delivered to the Financial Services office at 621 Linwood Avenue SW, Tumwater. Mailed bids shall be addressed to:  
Tumwater School District  
Director of Financial Resources  
621 Linwood Avenue SW  
Tumwater, WA 98512-6847
3. **SIGNATURE PAGE.** Each bid must be signed with an original signature in ink. Bids by individuals must be signed by the individual. Bids by partnerships must show the name of the partnership and be signed by at least one partner. Bids by Corporations must show the name of the corporation and be signed by one of the following: presiding or managing officer, or an authorized agent.
4. **BID OPENING.**
  - A. All bids received by the district at the address indicated above by 1:00 P.M. Friday, Sept. 18, 2020 will be opened and read aloud at that time.
  - B. Any bid received after that time will be returned to the bidder unopened and will receive no consideration by the district.
  - C. No bidder will be permitted to alter their bid after the time set for opening bids by the district. This includes the addition or deletion of items or signatures.
  - D. All bidders and other interested persons are invited to be present at the bid opening. Only the name of the bidder and the time of receipt are read

aloud at the time of the bid opening. The reading does not determine award of the contract.

- E. Each bidder shall be entitled to bid upon any one of the items described or upon any number therein. However, bidders are encouraged to bid all items.
- 5. WITHDRAWALS. No bidder may withdraw a bid after the time set for the opening thereof, or before the award of the contract unless the award is delayed for more than thirty (30) days.
- 6. FORMS USED. Bids shall be made on the forms provided. Original copy is required. Do not send photo copies. You must sign or initial any changes or erasures on the bid.
- 7. INTERPRETATIONS. Questions regarding the specifications should be addressed to the, Director of Financial Resources, 621 Linwood Avenue SW., Tumwater, Washington 98512-6847 or (360) 709-7011. Answers interpreting specifications will be in the form of an addendum provided to all bidders.
- 8. ADDENDUM. No addendum will be sent out within less than seven (7) days of bid opening unless for postponing the date of bid opening.
- 9. AWARD. School Board action on the bid is scheduled for the board meeting on October 8, 2020.
- 10. RESERVATIONS. The School Board reservations are as follows:
  - A. To reject any and/or all bids.
  - B. To waive any or all irregularities in the bids submitted.
  - C. To return bid unopened if only one bidder.
  - D. To favor Washington or local products if quality, quantity, and the delivery time are favorable.
  - E. To award bid based on item and/or total price.
  - F. To order quantities other than those specified herein.
- 11. NOTIFICATION OF BID AWARD. Notification of bid award, to both successful and unsuccessful bidders shall occur within thirty (30) days. A bid award may be withdrawn within thirty (30) days for financial reasons if a purchase order has not been issued.

## **TERMS AND CONDITIONS**

- 12. NONDISCRIMINATION STATEMENT. The contractor assures the Tumwater School District that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities will be considered and will not be discriminated against on the



bases of race, color, national origin, sex or handicap. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; and Title IX/RCW 28A.640 of the Education Amendments of 1972, as amended.

13. DEBARMENT AND SUSPENSION. The bidder certifies by signing the attached form that the bidder and its principals are not excluded from participation in this transaction by any Federal department or agency.
14. PERFORMANCE. On failure of the successful bidder to furnish any articles as specified in the bid, of the quality specified, or by the date specified, the District reserves the right to purchase same in the open market. If a greater price is incurred, the District shall have the right to collect the difference from the successful bidder.
15. BILLING. Payment will be made from vendor's original invoice. An invoice is to be submitted to the ACCOUNTS PAYABLE DEPARTMENT in duplicate. The purchase order number and serial number of all equipment items must appear in the invoice.
16. CONTRACT PERIOD & COVERAGE. This contract shall run from October 9, 2020 through August 31, 2021 and shall be *renewable* effective September 1, 2021 for up to three (3) school years (September 1, 2021 through August 31, 2022, September 1, 2022 through August 31, 2023 and September 1, 2023 through August 31, 2024) unless terminated for cause or by written notice from either party within thirty (30) days of the contract renewal date.
17. PRICES. Prices shall be quoted ON A PER UNIT BASIS as specified on the bid document. Items are to be bid F.O.B. TUMWATER SCHOOL DISTRICT LESS SALES TAX delivered and in place. Only firm price quotations will be considered in evaluation and award of this bid. PRICES ARE TO REMAIN IN EFFECT FOR ALL ADDITIONAL ORDERS DURING THE BID PERIOD.
18. PRICE INCREASE ON RENEWAL. The contract may be renewed for up to one additional year by mutual agreement of the parties. The vendor may request an adjustment in prices not to exceed annual percentage change in the USDA hundredweight cost of milk for the State of Washington. This process does not prevent the District from receiving advantage of any promotion pricing which may occur during the contract period.
19. AUDIT CLAUSE. Examination of Records: The Contractor's records which shall include, but not be limited to, accounting, written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction of a duly authorized representative from the Tumwater School

District, at the district's expense. The contractor shall preserve all such records for a period of three years, unless permission to destroy them is granted by the District, or for such longer period as may be required by law, after the final payment. Information regarding the Contractor's operations obtained during audits will be kept confidential. The Contractor shall require all subcontractors under this contract to comply with the provisions of this article including the requirements listed above in written contracts with the subcontractors.

20. DELIVERY. Delivery shall be made at least two times per week during a typical week at each of the district's ten schools:

Michael T. Simmons Elementary	1205 South 2 <sup>nd</sup> Ave.
Peter G. Schmidt Elementary	225 Dennis St. SE
Black Lake Elementary	6345 Black Lake-Belmore Rd. SW
Tumwater Hill Elementary	3120 Ridgeview Ct. SW
East Olympia Elementary	8700 Rich Rd. SE
Littlerock Elementary	12710 Littlerock Rd. SW
Tumwater Middle School	6335 Littlerock Rd. SW
Bush Middle School	2120 83 <sup>rd</sup> Ave. SW
Tumwater High School	700 Israel Rd. SW
Black Hills High School	7741 Littlerock Rd. SW

Deliveries during the summer shall be at two or more schools as specified by the District.

21. CREDITS. Unused milk units may be left at the buildings under refrigeration except during winter, mid-winter, and spring breaks, or during any other period where school is closed for longer than five days. Full credit shall be given for unused milk units during any of the above periods. Sour milk and leakers are to be replaced by the dairy. The District will make a reasonable effort to minimize the amount of the credit milk at break periods.
22. QUANTITIES. Approximate quantities shown on the bid document are estimates only. Quantities ordered may be more or less depending on school district requirements.
23. QUALITY STANDARDS. Products must meet USDA specifications and be handled in strict accordance with the best sanitary practices.
24. BRANDS AND ALTERNATIVES. Where specific brand names are shown in the specifications, products of equal or greater size and quality may be substituted.

Tumwater School District  
**2020-21 Milk and Dairy Bid**

Bid Opening: September 18, 2020 – 1:00 p.m.

Item #	Description	Approx. Quantity	Unit Size	Unit Bid Price
1.	1% Low fat milk		8 oz. Carton	\$0.2359
2.	Chocolate nonfat milk		8 oz. Carton	\$0.2397
3.	1% Lowfat milk		Gallon	\$3.188
4.	1% Lowfat milk		Half Gallon	\$1.892
5.	Nonfat milk		Gallon	\$3.107
6.	Nonfat milk		Half Gallon	\$1.844
7.	Cottage cheese		5# Tub	\$7.336
8.	Sour Cream		5# Tub	\$6.588
9.	Buttermilk		Half-Gallon	\$2.215
10.	Yogurt		48/4oz.	\$16.28
11.	Yogurt		Quart	\$2.505
12.	Darigold flavored milk		14oz	\$1.14

The undersigned agrees to the terms and conditions of the bid document and to deliver items specified at the prices listed less any discount, if provided.

Terms of discount if provided: \_\_\_\_\_

Date: **September 18, 2020**

Legal Name of Vendor: **Dairy Fresh Farms, Inc.**

Signature:  Printed Name: **Dean Heggie**

Address: **9636 Blomberg Street SW** Phone: **360.357.9411**

City/State/Zip: **Olympia, WA** FAX: **360.352.7269**

Debarment and suspension certification enclosed.

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

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**INSTRUCTIONS FOR CERTIFICATION**

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1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transactions with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

---

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

---

**CERTIFICATION**

---

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Dairy Fresh Farms, Inc.**

**Tumwater SD Dairy Bid 2020-21**

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Organization Name

---

PR/Award or Project Name


**Dean Heggie**

**President**

---

Name and Title

**September 18, 2020**

  
Signature

---

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

**CERTIFICATION**

- 
- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
  - (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Organization Name

---

PR/Award or Project Name

---

Name and Title

---

Signature

---

Date

**TUMWATER SCHOOL DISTRICT #33**

**AFFIRMATIVE ACTION CONTRACT COMPLIANCE STATEMENT**

Contractors who desire to provide the District with equipment, supplies and/or professional services must comply with the following affirmative action contract requirements. During the performance of this contract, the Vendor agrees as follows:

1. Vendor agrees to comply with all Local, State and Federal Laws prohibiting discrimination with regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
2. The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex or mental or physical handicap. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
3. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
4. The contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's affirmative action commitments, and shall post copies of the notice in conspicuous places available to employee and applicants for employment.
5. Any vendor who is in violation of these requirements, or an applicable Affirmative Action Program shall be barred forthwith from receiving awards of any purchase order from the District, or shall be subject to other legal action or contract cancellation unless satisfactory showing is made that discriminatory practices, or noncompliance with applicable affirmative action programs, have terminated, and that reoccurrence of such acts is unlikely. This includes compliance with Section 503 and 504 of the Vocational Rehabilitation Act of 1973 and Sections 2012 and 2014 of the Vietnam Era Veterans Readjustment Act of 1974.

Acknowledgement: The undersigned acknowledges that he/she has read and understands the foregoing.

\_\_\_\_\_  
(Signature of Authorized Agent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Firm)



# Tumwater School District

Dr. Sean Dotson  
Superintendent

621 Linwood Avenue SW Tumwater, WA 98512-6847  
(360) 709-7000 [www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us)

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(360) 709-7030  
Special Services:  
(360) 709-7040

**TO:** School Board  
Superintendent

**FROM:** Jim Brittain, Executive Director of Financial Services

**RE:** 2020-2021 Pizza Bid Award

---

We are bringing for your consideration at the October 8, 2020 Board meeting the 2020-2021 pizza bid.

The district has followed the usual procedure for soliciting and reviewing competitive bids. The district solicited pizza bids in the Daily Olympian on September 3<sup>rd</sup> and September 10<sup>th</sup>. Bid documents were opened on September 18<sup>th</sup> at 1:00 p.m. at the Tumwater SD District Office.

We only received one bid and it is from our current supplier, Dominos. We have been happy with the service provided by Dominos over past years and the bid prices are competitive. The 2020-2021 Dominos bid prices went up \$1.00 from their 2017-2018 prices. The bid price for a 14" pizza is \$7.85.

The lack of competition for the bid seems to be the standard. The high cost of delivering to individual schools creates regional or territorial economies. The Dominos serving our schools is here in Tumwater giving them the advantage of lower delivery costs.

The 2020-2021 bid is renewable for three years by mutual agreement of the parties.

We are recommending acceptance of the Dominos bid. A Board motion is needed to award the bid.

*"I move to award the 2020-2021 Pizza Contract to Dominos Pizza pursuant to the bid opened September 18, 2020."*

Please call Bob Gibson at 360.709.7743 or Jim Brittain at 360.709.7011 if you have questions.

BOARD OF DIRECTORS  
MELISSA BEARD STEPHANIE GOEBEL DARBY KAIKKONEN SCOTT KILLOUGH CASEY TAYLOR

*"Continuous Student Learning in a Caring, Engaging Environment"*





## TUMWATER SCHOOL DISTRICT NO. 33

621 Linwood Avenue SW  
Tumwater, WA 98512-6847  
(360) 709-7000 Fax (360) 709-7002  
[www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us)

**John Bash**  
Superintendent

### **20120-21 PIZZA BID**

#### **INVITATION TO BID**

TUMWATER SCHOOL DISTRICT REQUESTS BIDS FOR DELIVERED FULLY COOKED PIZZAS. BIDS WILL BE RECEIVED UNTIL 1:00 PM. Sept 4, 2020

#### **INSTRUCTION TO BIDDERS**

1. **SUBMISSION OF BID.** Bids shall be enclosed in a sealed envelope with the name of the bidder on top of the envelope with the words "2020-21 Pizza Bid". All bids shall be made on bid forms provided or the bid will not be accepted.
2. **DELIVERY OF BID.** It is the bidder's sole responsibility to see that the bid is received by the school district prior to the time set forth above. Hand carried bids must be delivered to the Financial Services office at 621 Linwood Avenue SW, Tumwater. Mailed bids shall be addressed to:  

Tumwater School District  
Director of Financial Resources  
621 Linwood Avenue SW  
Tumwater, WA 98512-6847
3. **SIGNATURE PAGE.** Each bid must be signed with an original signature in ink. Bids by individuals must be signed by the individual. Bids by partnerships must show the name of the partnership and be signed by at least one partner. Bids by Corporations must show the name of the corporation and be signed by one of the following: presiding or managing officer, or an authorized agent.
4. **BID OPENING.**
  - A. All bids received by the district at the address indicated above by 1:00 P.M. Friday, September 4, 2020 will be opened and read aloud at that time.
  - B. Any bid received after that time will be returned to the bidder unopened and will receive no consideration by the district.
  - C. No bidder will be permitted to alter their bid after the time set for opening bids by the district. This includes the addition or deletion of items or signatures.
  - D. All bidders and other interested persons are invited to be present at the

bid opening. Only the name of the bidder and the time of receipt are read aloud at the time of the bid opening. The reading does not determine award of the contract.

- E. Each bidder shall be entitled to bid upon any one of the items described or upon any number therein. However, bidders are encouraged to bid all items.
5. WITHDRAWALS. No bidder may withdraw a bid after the time set for the opening thereof, or before the award of the contract unless the award is delayed for more than thirty (30) days.
  6. FORMS USED. Bids shall be made on the forms provided. Original copy is required. Do not send photo copies. You must sign or initial any changes or erasures on the bid.
  7. INTERPRETATIONS. Questions regarding the specifications should be addressed to the, Director of Financial Resources, 621 Linwood Avenue SW., Tumwater, Washington 98512-6847 or (360) 709-7011. Answers interpreting specifications will be in the form of an addendum provided to all bidders.
  8. ADDENDUM. No addendum will be sent out within less than seven (7) days of bid opening unless for postponing the date of bid opening.
  9. AWARD. School Board action on the bid is scheduled for the board meeting on September 10, 2020.
  10. AWARD CRITERIA. Quality of product, attentive service, reputation of the vendor, as well as price will be considered in the Districts selection process. These criteria will also be factors when deciding whether to take advantage of renewal options. In determining the responsibility of the vendor, RCW 43.19.1911 states "in addition to the price, the following elements shall be given consideration:
    - The ability, capacity and skill of the vendor to perform the contract or provide the service required;
    - The character, integrity, reputation, judgment, experience and efficiency of the vendor;
    - Whether the vendor can perform the contract within the time specified;
    - The quality of performance of previous contracts or services;
    - The previous and existing compliance by the vendor with laws relating to the contract or services;
    - Lowest life cost cycling
    - Such other information as may be secured having a bearing on the decision to award the contract."

Failure of a vendor to be deemed responsible or responsive may result in the rejection of an offer. The District reserves the right to reject any or all offers, or any items thereof, and to waive minor informalities or irregularities.

11. RESERVATIONS. The School Board reservations are as follows:
  - A. To reject any and/or all bids.
  - B. To waive any or all irregularities in the bids submitted.
  - C. To return bid unopened if only one bidder.
  - D. To favor Washington or local products if quality, quantity, and the delivery time are favorable.
  - E. To award bid based on item and/or total price.
  - F. To order quantities other than those specified herein.
12. NOTIFICATION OF BID AWARD. Notification of bid award, to both successful and unsuccessful bidders shall occur within thirty (30) days. A bid award may be withdrawn within thirty (30) days for financial reasons if a purchase order has not been issued.

### **TERMS AND CONDITIONS**

13. NONDISCRIMINATION STATEMENT. The contractor assures the Tumwater School District that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities will be considered and will not be discriminated against on the bases of race, color, national origin, sex or handicap. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; and Title IX/RCW 28A.640 of the Education Amendments of 1972, as amended.
14. DEBARMENT AND SUSPENSION. The bidder certifies by signing the attached form that the bidder and its principals are not excluded from participation in this transaction by any Federal department or agency.
15. PERFORMANCE. On failure of the successful bidder to furnish any articles as specified in the bid, of the quality specified, or by the date specified, the District reserves the right to purchase same in the open market. If a greater price is incurred, the District shall have the right to collect the difference from the successful bidder.
16. CONTRACT PERIOD & COVERAGE. This contract shall run from September 1, 2020 through August 31, 2021 and shall be *renewable* effective September 1, 2021 for up to one (1) school year (September 1, 2021 through August 31, 2022) unless terminated for cause or by written notice from either party within thirty (30) days of the contract renewal date.

It is the intention of the District to award the contract to a single vendor; however, multiple contracts may be used.

17. PRICES. Prices shall be quoted ON A PER UNIT BASIS as specified on the bid document. Items are to be bid F.O.B. TUMWATER SCHOOL DISTRICT LESS SALES TAX delivered and in place. Only firm price quotations will be considered in evaluation and award of this bid. PRICES ARE TO REMAIN IN EFFECT FOR

ALL ADDITIONAL ORDERS DURING THE BID PERIOD.

18. PRICE INCREASE ON RENEWAL. The contract may be renewed for up to one additional year by mutual agreement of the parties. The vendor may request an adjustment in prices not to exceed annual percentage change in the Consumer Price Index for Food Away From Home for the Seattle-Tacoma-Bremerton area. This process does not prevent the District from receiving advantage of any promotion pricing which may occur during the contract period.
19. AUDIT CLAUSE. Examination of Records: The Contractor's records which shall include, but not be limited to, accounting, written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction of a duly authorized representative from the Tumwater School District, at the district's expense. The contractor shall preserve all such records for a period of three years, unless permission to destroy them is granted by the District, or for such longer period as may be required by law, after the final payment. Information regarding the Contractor's operations obtained during audits will be kept confidential. The Contractor shall require all subcontractors under this contract to comply with the provisions of this article including the requirements listed above in written contracts with the subcontractors.
20. INSURANCE COVERAGE. The vendor shall, at its sole expense, purchase and maintain the insurance so indicated below, and a certificate of insurance shall be provided to Tumwater School District prior to starting services. Such insurance shall not be canceled or reduced until 30 days prior written notice has been given to the Tumwater School District:
- Commercial General Liability with a limit of \$1,000,000 per occurrence bodily injury, personal injury and property damage combined, including premises and operations liability, contractual liability, personal injury liability.
  - Automobile Liability with a limit of \$1,000,000 per occurrence
  - Workers Compensation (L&I) or confirm that contractor lawfully waives coverage under workers compensation and unemployment compensation laws.
  - Additional Insured: Include Tumwater School District its' officials, employees and agents as additional insureds.
20. PIZZA SPECIFICATIONS. The district is requesting pricing for:  
Fourteen-inch (14") pizza, regular crust, dough prepared fresh daily and cooked at the restaurant site
- Only 100% mozzarella cheese will be used in the pizza product. Pizzas are to be left uncut and delivered at established time between satellite server and vendor at no less than 145 degrees Fahrenheit. It is essential that pizza arrive prior to each school's serving time.

Vendor must be prepared to furnish samples of each pizza product (cooked and uncooked) at the request of the District to review quality and presentation standards.

21. NUTRITIONAL ANALYSIS. The Tumwater School District Board Policy requires that all school lunches meet the nutritional standards required by state and federal school lunch programs. Pizza must be under 750 calories and have less than 1420mg of sodium per slice.

A Nutritional Analysis for all cooked, fourteen-inch (14") pizzas **must be provided** based on ten (8) cut serving portion. Nutritional Analysis must include all nutrient information required by the National School Lunch Program. Nutritional Analysis should also state which laboratory the vendor chose to conduct the analysis. **The vendor must provide the name of the source of this information** i.e. laboratory or the vendor themselves and the software used for analysis which will be verified by the district

A product specification sheet must also be provided for all 14" pizzas and all personal pan size pizzas. **The specification should state how much one serving contributes to meeting the school district food policy of less than or equal to 30% calories from fat.** The specification should state what source was used to determine product information.

22. PIZZA PROGRAM. The Tumwater School District will be offering the following schedule for pizzas at selected secondary sites, based upon 35 serving days per school year (one day per week).

The Tumwater School District will be offering two (4) type pizzas at selected secondary schools, once per week from September through June:

**Secondary Program:**

**14" Pizza**

Once per week, September – June

**Types**

Cheese, Hawaiian, Pepperoni, Vegetarian

23. DELIVERY ARRANGEMENTS. **Timing is essential in this offer.** To ensure quality and freshness of each pizza, they **must be delivered within the time established by each site.** It is essential that the vendor communicate on a monthly basis with the Food Services Supervisor to ensure product and service needs are being met. Vendor will be required to submit the name and phone number of the contact for managing the coordination between the school district and the vendor.

The Food Services Supervisor will provide an "estimated" schedule for the 2017-18 school year, and "estimated" pre-orders for the number of pizzas per month. Subsequent delivery requirements and quantities will be furnished by the satellite servers at each school district site and will vary according to the different school needs.

**All pizzas must be delivered by a specified time established with each server site in order to meet the lunch schedules.**

Deliveries will commence on the call from the Program Manager of Food Services with a purchase order number. Should any additional federal or state regulations be imposed affecting the delivery of the pizza products, the contract shall be amended to conform to such regulations.

The Tumwater School District reserves the right to purchase the product described on the open market upon the failure of the Vendor to deliver promptly as specified in the contract and upon failure to deliver the quantity specified. In case the price of such deliveries shall be greater than the price named in the agreement, the Vendor agrees to credit the Tumwater School District account the amount expended for such deliveries over and above the amount designated in the offer.

24. **PACKAGING/TRANSPORTATION/HEALTH SAFETY.** All pizza to be kept at **145 degree Fahrenheit or above during and after delivery.** Trucks or other means of transportation must be used to keep products in perfect condition. Deliveries are to be placed in the designated storage area at delivery sites. All containers must be clean and delivered in sturdy boxes or sturdy recyclable containers. Boxes must be supported to prevent the top from coming in contact with the pizza. Damaged or unsanitary orders are unacceptable and a credit will be given to the district account. Pizzas shall be transported in a safe and reliable vehicle in a closed environment (no open bed truck deliveries) and shall not be near any type of chemical.
25. **DELIVERY RECEIPTS/INVOICING.** A legible delivery receipt to be signed at the time of delivery by the satellite server must accompany each delivery. Copies of each delivery must be left at each school, and an itemized statement with accompanying invoices must be submitted at the end of each month to the Accounts Payable Office **Tumwater District Office 621 Linwood Avenue SW Tumwater WA 98512.**
26. **DELIVERY LOCATIONS.** The following four locations are to be served as listed below. The school district reserves the right to add or delete locations as required by the District program.

**SECONDARY SCHOOLS:**

- |   |   |
|---|---|
| 1. Black Hills High School<br>7741 Littlerock Rd SW<br>Tumwater WA. 98512     | 3. Tumwater High School<br>700 Israel Road<br>Tumwater WA. 98512        |
| 2. Bush Middle School<br>2120 83 <sup>rd</sup> Avenue SW<br>Tumwater WA 98512 | 4. Tumwater Middle School<br>6355 Littlerock Rd SW<br>Tumwater WA 98512 |

27. **QUANTITIES/ ESTIMATED DAILY USAGE (14" pizza).** Approximate quantities

shown on the bid document are estimates only. Quantities ordered may be more or less depending on school district requirements.

<b>Secondary – Estimated Usage (Once Per Week)**</b>	<b><u>14” Pizza</u></b>
Tumwater High	40
Tumwater Middle	30
Bush Middle	30
Black Hills High	40

\*\* Number of days per week may be changed upon agreement between Food Service Manager and vendor

28. QUALITY STANDARDS. Products must meet USDA specifications and be handled in strict accordance with the best sanitary practices.
29. BRANDS AND ALTERNATIVES. Where specific brand names are shown in the specifications, products of equal or greater size and quality may be substituted.
30. VENDOR EXPERIENCE. Vendor fully understands the scope and requirements that must be met on an ongoing basis and certifies they have the capacity and are capable of carrying out the offer as submitted. Vendor also certifies they have been in business for a minimum of two (2) years, supplying similar goods and services to other customers.
31. BANNERS. If requested by the Food Service Supervisor, the vendor will include free marketing materials and a 3 x 5 foot banner with company logo to market the pizza.

Tumwater School District  
**2020-21 PIZZA BID**  
SIGNATURE PAGE

Bid Opening: Sept. 18, 2020 – 1:00 p.m.

<u>Item</u>	<u>Bid Price Per Pizza</u>
14" Cheese Pizza	\$ <u>7.85</u>
14" Pepperoni Pizza	\$ <u>7.85</u>
14" Hawaiian Pizza	\$ <u>7.85</u>
14" Vegetarian Pizza	\$ <u>7.85</u>

Completion of the following is required.

Provide the name and phone number of contact person who will manage the coordination between the school district and the fuel vendor:

CONTACT: Eldon Walter  
PHONE NO. 360 870 3728 FAX NO. \_\_\_\_\_

Pursuant to and in compliance with Request for Quote – **Tumwater School District Pizza Bid**, and other documents relating thereto, the undersigned hereby offers to furnish and deliver the enumerated services at the prices quoted herein.

COMPANY Walter Enterprises Inc dba Dominos Pizza  
(Legal name of person, firm, or corporation bidding)  
AUTHORIZED SIGNATURE Eldon Walter  
PRINTED NAME AND TITLE Eldon Walter President  
STREET ADDRESS 533 Custer way Suite B  
CITY/STATE/ZIP Tumwater WA 98501  
TELEPHONE 360 754-0000 FAX \_\_\_\_\_ DATE 9/16/2020

Debarment and suspension certification enclosed.  
Affirmative Action statement enclosed.