



Highline Public Schools Board Action Report

DATE: 06/26/2024

FROM: Dr. Ivan Duran, Superintendent

LEAD STAFF: Maria Juarez, Interim Director of Transportation

For Introduction: July 10, 2024

For Action: August 21, 2024

I. TITLE Motion to Approve the Annual Contract with First Student for the 2024-25 School Year

Select one: New Item Renewed Item Annual Item Revised Item

II. WHY BOARD ACTION IS NECESSARY

Per Board Policy 6225, contracts and purchases that exceed \$250,000 require board approval.

III. BACKGROUND INFORMATION

The Transportation Department has consistently utilized First Student as the best choice vendor to support student sporting events, field trips, and other school-sponsored activities when Highline School District drivers are unavailable.

For the 2023-24 school year, the district opened a contract with First Student for \$350,000.00 due to increases in ridership needs: athletics leagues moving around the district, and events occurring at the end of the school day, in addition to increased trip costs. As of June 26, there is \$162,969.16 encumbered. The Transportation Department anticipates the same level of activity needs in the district for the 2024-25 SY, with costs per trip remaining stable.

District staff recommend renewing the contracted services, at a cost to not exceed \$250,000.00 for the 2024-25 school year. The completed contract with vendor signature will be available for the board directors' review before action is taken, at the August 21, 2024, school board meeting.

IV. RECOMMENDED MOTION

I move that the Highline School Board approve the 2024-25 school year contract with First Student for a total of \$250,000.00, with minor modifications or adjustments as approved by the Superintendent.

V. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be \$250,000.00

The revenue source for this motion is the Transportation General Fund.

Expenditure: One-time Annual

VI. APPLICABLE POLICY(S)

This action is in compliance with the following:

Board Policy 6225

VII. ALTERNATIVES

The Transportation Department's first choice is Highline School District drivers. When needs arise outside of that capacity, there are other service providers in addition to First Student, who may be considered for supplemental student transportation.

VIII. COMMUNITY ENGAGEMENT

Community Engagement Required: Yes No

IX. ATTACHMENTS

1. Contract with First Student (available by August 21, 2024)