

Lind-Ritzville Cooperative Schools
Regular Board Meeting
March 23, 2026 - 6:30 PM - LRMS Collaboration Room

Flag Salute

LIND

1. Call to Order and Establish a Quorum
 - a. Action to Excuse Absent Members
2. Approval of Agenda

RITZVILLE

1. Call to Order and Establish a Quorum
 - a. Action to Excuse Absent Members
2. Approval of Agenda

JOINT DISCUSSIONS & PRESENTATIONS

3. Public Comment
4. Student Representative Report
5. 2026-27 Revised Calendar Discussion
 - a. Lind Action Item - Approval 2026-27 Calendar
 - b. Ritzville Action Item - Approval 2026-27 Calendar
6. Sport Co-Op Discussion (Board Direction)
7. Superintendent Updates
 - a. Interlocal Transportation Agreements
 - b. Surplus Vehicle
 - c. Early Learning Project
 - d. Clean Buildings Performance Standards
 - e. Lind & Ritzville Study & Survey
8. Finance
9. Second Reading Policy 6220 - Bid or Request for Proposal Requirements
10. First Reading of Policy 6217 - Electronic Fund Transfer & ACH (New Policy)
11. First Reading of Policy 6225 - Use of Electronic Signature (New Policy)
12. Board Director Reports
13. **Joint Consent Agenda (Lind & Ritzville)**
 - a. Approval of February 23, 2026 Regular Board Meeting Minutes
 - b. Approval of February 24, 2026 Special Board Meeting Minutes
 - c. Approval of February 27, 2026 Special Board Meeting Minutes
 - d. Approval of March 12, 2026 Special Board Meeting Minutes
 - e. Personnel Actions
 - New Hires - MS Softball Head Coach - Tina Wells
HS Baseball Assistant Coach - Brady Wahl
HS Assistant Golf Coach - Don Walker

HS Cheer Coach - Kelley Kiesz (50/50 split salary)

HS Cheer Coach - Melody Miller (50/50 split salary)

- Resignation - HS Assistant Tennis Coach - Madeline Scoon

f. Adoption - Policy 6220 - Bid or Request for Proposal Requirements

g. Approval of Surplus 2007 Saturn Ion VIN# 1G8AJ55F57Z111817

14. Consent Agenda (Lind Only)

a. General Fund Accounts Payable - \$67,968.59

b. Transportation Cooperative Accounts Payable - \$37,733.06

c. Associated Student Body Fund Accounts Payable - \$38.86

d. Payroll for March 31, 2026 - \$359,349.60

e. Personnel Actions

- Leave of Absence Request - Natalie McKinney (2026-27 school year)

f. Approve Interlocal Agreements: Benge School District, Sprague/Lamont School Districts, Washtucna School District, Adams County Fire Protection District #1,

15. Consent Agenda (Ritzville Only)

a. General Fund Accounts Payable - \$100,605.65

b. Transportation Cooperative Accounts Payable - \$37,733.06

c. Associated Student Body Fund Accounts Payable - \$30,970.89

d. Capital Projects Accounts Payable - \$24,820.23

d. Payroll for March 31, 2026 - \$487,922.70

e. Personnel Actions

- Termination - RGS paraeducator - Deborah Binam

16. Executive Session for approximately 30 minutes - with no action to follow

17. Adjournment

Looking Ahead (April):

2026-27 Budget Overview

Impact of Legislative Actions

Updates:

a. LR Student Sports Agreement - Code of Conduct

b. Policy regarding 3245 - Students and Personal Telecommunication Devices

RITZVILLE SCHOOL DISTRICT #160-67 and LIND SCHOOL DISTRICT #158
JOINT BOARD MEETING
February 23, 2026

The meeting of the Board of Directors of Ritzville School District #160-67 and Lind School District #158 was held in the Lind-Ritzville High School Collaboration Room on February 23, 2026. The following members were in attendance:

Ritzville School Board Members:	Erin Repp	Reid Phillips
	Tia Kubik	Travis Devore
	Courtney Fannin	

Lind School Board Members:	Adam Labes	Breanne Williamson
	Jim Weidemann	Andy Wahl
	Greg Schmunk	

Ritzville Chair Repp led the Pledge of Allegiance.

Ritzville Chair Repp called the Ritzville School Board meeting to order at 6:30 P.M.

Ritzville Director Kubik moved to approve the agenda. Ritzville Director Devore seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

Lind Chair Labes called the Lind School Board meeting to order at 6:30 P.M.

Lind Director Schmunk moved to approve the agenda. Lind Director Weidemann seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

Joint Items

Public Comment - There was no public comment.

Student Representative Report - Student Representative Cicely Herrera reported on Lind-Ritzville High School activities, highlighting the conclusion of winter sports, upcoming calendar dates, and various club activities.

Principal Reports - LRMS Principal Don Walker, LRHS Principal Kevin Terris, HS Math teacher Nicole Smith, MS/HS CTE teacher Lori Sanderson, and MS ELA teacher Shannon Court presented on mastery-based Learning and how they implement it in their classrooms.

Superintendent Wargo encouraged the board directors to visit classrooms in all buildings in the Cooperative.

Levy Results - Superintendent Wargo expressed his gratitude to the Lind and Ritzville communities for passing all levies on the February ballot. He shared the official results: Lind EP&O at 64.62% and Lind Capital Projects at 67.18%; Ritzville EP&O at 59.41% and Ritzville Capital Projects at 65.21%.

Review Cooperative Agreement - There was an annual review of the cooperative agreement, with no changes made.

Sports Cooperative Discussion - Looking ahead to the Sports Cooperative meeting in April, Superintendent Wargo discussed the current equal shared cost among the five member districts. He noted that the shared costs, in addition to transportation expenses, represent a substantial financial burden for some members.

To ensure the continued participation of all districts, Superintendent Wargo proposed a possible \$15,000 discount for members. He cautioned that if a member leaves the co-op, the remaining costs would be redistributed among the remaining members. Another proposal was a per player rate. Mr. Wargo reminded the Board that the primary goal is to provide athletic opportunities for all students, noting that Lind and Ritzville currently have the greatest benefit from the partnership. Superintendent Wargo will provide the Board some options to consider and asked the Board for direction to prepare for the April Co-op meeting.

2026-27 Calendar Discussion - Superintendent Wargo reported that the application for the four-day school week has been submitted to the state, and a decision will be made in April or May. Ritzville Director Kubik asked about options that avoid students attending school on a Friday when there is a holiday on the preceding Monday.

Superintendent Wargo stated he would work on options without Fridays; however, he reminded the board that those five days would need to be included elsewhere in the calendar. Extending the schedule further into June would affect sports camps, which are typically held in June and concluded by July 4th, while starting earlier in August would require teachers to return earlier. He also noted that none of the 21 districts currently on a four-day school week schedule have Mondays off. He urged the board to give the schedule a try for two years, noting that they can go back to a five-day schedule if it does not work.

Ritzville Director DeVore asked what would happen if the Ritzville board failed to reach an agreement on the school calendar. Superintendent Wargo responded by noting that results from two community forums and two surveys conducted in February and June remained consistent: 64% of respondents favored a four-day school week, and 71% preferred Fridays off. Superintendent Wargo explained the standard procedure for board governance: a proposal is brought to the table for a vote, and if approved by the majority, the board moves forward as a unified body. He emphasized that effective boardsmanship involves supporting a collective decision even if individual members disagree. He further noted, both boards have already approved the waiver and staff and community members show strong support for the change. A two-year trial period would allow the district to evaluate the impact, with the option to revert to the previous schedule if goals are not met. Superintendent Wargo concluded by urging the board to allow staff the opportunity to demonstrate the academic benefits of the new calendar for students.

Mr. Wargo reported that he recently spoke with the Superintendent of the Harrington School District, which transitioned to a four-day school week this year. The Superintendent reported that student discipline issues have decreased, attendance has improved, and staff professional development has become more effective, in turn benefiting students over time. Additionally, reluctant community members and staff have come around and realized it's working for students. None of the districts he spoke with would return to a five-day schedule.

Solar Update - Superintendent Wargo updated the Board on the solar project. David Funk completed a walkthrough with the City of Ritzville and Avista on February 13. In Ritzville, fencing will be installed next week, with the full project expected to be operational in four to five weeks.

School Bus Inspection - Mr. Wargo recognized the Transportation Department for passing their recent

surprise inspection with a clean report

Early Learning Facility Update - Superintendent Wargo updated the Board on the Early Learning Facility, noting that the planning process with the architect is beginning. The district will meet with the city to determine specific building requirements. The proposed plan includes two classrooms, an activity room, and an outdoor play area. Following the hospital's withdrawal from the project, the entire space will now be dedicated to the Early Learning Center.

Finance Report - Business Manager Kris Robbins reported on state-level changes affecting Transitional Kindergarten (TK) funding, transportation depreciation, and fund balances. She also provided an update on apportionment, cash flow, and the overall financial health of both districts. Superintendent Wargo noted that the state is increasing its oversight of school district finances; he provided the Board with a Financial Health Checklist to serve as a tool for ongoing monitoring and budget development throughout the year.

There was a second reading of the following: Policy 1111 - Oath of Office, Policy 2106 - Program Compliance, Policy 2108 - Learning Assistance Program, Policy 2170 - Career and Technical Education, Policy 3226 - Interviews and Interrogation of Student on School Premises, Policy 5010 - Discrimination Free Workplace, Policy 5011 - Sexual Harassment of District Staff Prohibited and Policy 5260 - Personnel Records. There was a first reading of Policy 6220 - Bid or Request for Proposal Requirements.

Board Member Reports - There was nothing new to report.

Joint Consent Agenda

Ritzville Director Kubik moved to approve the Joint Consent Agenda as follows: Approval of January 26, 2026 Regular Board Meeting Minutes, Approval of January 28, 2026 Special Board Meeting Minutes, Approval of February 2, 2026 Special Board Meeting Minutes, Approve Lind-Ritzville Public School Employees CBA Revisions, Personnel Actions: New Hires - HS Assistant Softball Coach - Kennedy Anderson, New Hire - HS Head Tennis Coach - Zach Swanger, New Hire - HS Assistant Tennis Coach - Madeline Scoon, Resignation - HS Assistant Baseball Coach - Richard Mitchell, Adoption - Policy 1111 - Oath of Office, Adoption - Policy 2106 - Program Compliance, Adoption - Policy 2108 - Learning Assistance Program, Adoption - Policy 2170 - Career and Technical Education, Adoption - Policy 3226 - Interviews and Interrogation of Student on School Premises, Adoption - Policy 5010 - Discrimination Free Workplace, Adoption - Policy 5011 - Sexual Harassment of District Staff Prohibited, Adoption - Policy 5260 - Personnel Records. Ritzville Director Phillips seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

Ritzville Consent Agenda

Ritzville Director Kubik moved to approve the Ritzville Consent Agenda as follows: General Fund Accounts Payable - \$143,102.40, Transportation Cooperative Accounts Payable - \$38,434.37, Associated Student Body Fund Accounts Payable - \$19,403.26, Payroll for February 27, 2026 - \$476,260.19, Personnel Actions: Resignation - RGS Paraeducator - Breanna Smith. Ritzville Director Devore seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

Lind Consent Agenda

Lind Director Weidemann moved to approve the Lind Consent Agenda as follows: General Fund Accounts Payable - \$67,916.41, Transportation Cooperative Accounts Payable - \$38,434.37, Associated Student

Body Fund Accounts Payable - \$443.36, Payroll for February 27, 2026 - \$365,036.60, Personnel Actions: Retirement - LES Teacher - Connie Field, Retirement - LES Teacher - Darlene O'Neill. Lind Director Williamson seconded the motion. A voice vote was heard with all present members voting aye. The motion carried.

With no further business before the board, Ritzville Chair Repp and Lind Chair Labes adjourned at 8:37 P.M.

Chairman/Date

Chairman/Date

Secretary to the Board

**RITZVILLE SCHOOL DISTRICT #160-67 and LIND SCHOOL DISTRICT #158
SPECIAL JOINT BOARD MEETING**

February 24, 2026

The meeting of the Board of Directors of Ritzville School District #160-67 and Lind School District #158 was held in the Lind-Ritzville High School Staff Room on February 24, 2026. The following members were in attendance:

Ritzville School Board Members:	Erin Repp	Reid Phillips
	Tia Kubik	Travis Devore
	Courtney Fannin	

Lind School Board Members:	Adam Labes	Breanne Williamson
	Jim Weidemann	Andy Wahl
	Greg Schmunk	

The board chairs called the meeting to order and immediately went into Executive Session at 7:04 P.M. to evaluate the qualification of an applicant for public employment.

At 7:38 P.M., the boards came out of the executive session and took no action. Board chairs announce that they will have a special meeting on Friday February 27, 2026 at 4:00 P.M.

With no further business before the board, Ritzville Chair Repp and Lind Chair Labes adjourned at 7:38 P.M.

Chairman/Date

Chairman/Date

Secretary to the Board

**RITZVILLE SCHOOL DISTRICT #160-67 and LIND SCHOOL DISTRICT #158
SPECIAL JOINT BOARD MEETING**

February 27, 2026

The meeting of the Board of Directors of Ritzville School District #160-67 and Lind School District #158 was held in the Lind-Ritzville High School Collaboration Room on February 27, 2026. The following members were in attendance:

Ritzville School Board Members:	Erin Repp	Courtney Fannin
	Tia Kubik	Travis Devore

Lind School Board Members:	Adam Labes	Breanne Williamson
	Jim Weidemann	Andy Wahl
	Greg Schmunk	

Board Chair Erin Repp excused Board Member Reid Phillips.

Ritzville Board Chair Erin Repp called the Ritzville Board meeting to order at 4:03 P.M. Lind Board Chair Adam Labes called the Lind Board meeting to order at 4:04 P.M.

Both boards went into Executive Session at 4:04 P.M. to evaluate the qualification of an applicant for public employment for 10 minutes.

The Executive Session ended at 4:15 P.M. and the special meeting reconvened. Chair Erin Repp requested a motion to select a candidate for the position of superintendent. Ritzville Board member Tia Kubik made a motion to offer the position to Dr. Miranda Bacha based on her financial and Special Education background and that she seems to be a good fit for our communities. Motion was seconded by Board member Travis Devore. Chair Repp called for a roll call vote: Tia Kubik, yes; Travis Devore, yes; Courtney Fannin, yes; Erin Repp, yes. The motion passed unanimously.

Chair Adam Labes requested a motion to select a candidate for the position of superintendent Lind Board member Greg Schmunk made a motion to offer the position to Dr. Miranda Bacha based on her financial and Special Education background and that she seems to be a good fit for our communities. Motion was seconded by Board member Jim Weidemann. Chair Labes called for a roll call vote: Breanne Williamson, yes; Jim Weidemann, yes; Andy Wahl, yes; Greg Schmunk, yes; Adam Labes, yes. The motion passed unanimously.

Chair Repp stated that Dr. Bacha was contacted and offered the position in which she accepted. The contract will be sent for signature.

With no further business before the board, Ritzville Chair Repp and Lind Chair Labes adjourned at 4:17 P.M.

Chairman/Date

Chairman/Date

Secretary to the Board

RITZVILLE SCHOOL DISTRICT #160-67 and LIND SCHOOL DISTRICT #158
Special Board Meeting
March 12, 2026

The meeting of the Board of Directors of Ritzville School District #160-67 and Lind School District #158 was held in the Lind-Ritzville Middle School Collaboration Room on March 12, 2026. The following members were in attendance:

Lind School Board Members:	Adam Labes Greg Schmunk	Jim Weidemann Andy Wahl	Breanne Williamson
Ritzville School Board Members:	Erin Repp Tia Kubik	Reid Phillips Travis DeVore	Courtney Fannin

Also present was Superintendent Gary Wargo and guest Steve Greenwalt.

Lind Chair Labes led the Pledge of Allegiance.

Lind Chair Labes called the Lind School Board meeting to order at 6:01 P.M.

Ritzville Chair Repp called the Ritzville School Board meeting to order at 6:01 P.M.

The Boards discussed: Board members and superintendent discussed the following topics for review and clarification: 2026-27 LRCS School Calendar Review, Sports Cooperative - Expense Sharing and School Board Member Laptops. No Action was taken.

With no further business before the board, Lind Chair Labes and Ritzville Chair Repp adjourned at 7:38 P.M.

Chairman/Date

Chairman/Date

Secretary to the Board

Bid or Request for Proposal Requirements

The board recognizes the importance of:

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

I. Procurement and Public Works Using Non-Federal Funds

A. Furniture, Supplies, or Equipment

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

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review; and
- over \$75,000, the board will follow the formal competitive bidding process by:

1.

1. preparing clear and definite plans and specifications for such purchases;
2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
4. providing the clear and definite plans and specifications to those interested in submitting a bid;
5. requiring that bids be in writing;
6. opening and reading bids in public on the date and in the place named in the notice; and
7. filing all bids for public inspection after opening.

B. Use of Non-Federal Funds for Improvements or Repairs

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

C. Construction-related services

The board, when contracting for construction-related professional and personal services, shall include in bid documents language that encourages participation by minority or women-owned business enterprises. The services covered by this section include, but are not limited to, construction management services, value engineering services, and building commissioning services.

D. Exemptions

The board may waive bid requirements for purchases:

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

- of insurance or bonds; and
- involving public works in the event of an emergency.

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

The board may also waive bid requirements for making improvements to district property if it contracts with an eligible local organization, such as a chamber of commerce, service organization, or other community, youth, or athletic association. Such organizations may utilize non-paid volunteers for completing the projects. The total value of such contracts may not exceed the lesser of \$75,000 or \$2 per resident of the district in a calendar year.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

E. Rejection of Bids

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

F. Interlocal Cooperation Act

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
 - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
 - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

G. Crimes Against Children

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

H. Women and Minority Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids.

II. Procurement Using Federal Funds

A. Goods

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. When the district uses federal funds for procurement of **goods, including** furniture, supplies, and equipment:

- Purchases of ~~\$10,000~~ **\$15,000** or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between ~~\$10,000~~ **\$15,000** and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

B. Services

When the district uses federal funds for procurement of **services**:

- Purchases of ~~\$10,000~~ **\$15,000** or less do not require quotes. However, the district must consider price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between ~~\$10,000 and \$250,000~~ **\$15,000 and \$350,000** must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of ~~\$250,000~~ **\$350,000** or more must be publicly solicited using sealed bids or requests for proposals.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extend practical, purchases should be distributed equitably among suppliers.
- Purchases between \$50,000 and ~~\$250,000~~ **\$350,000** must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of ~~\$250,000~~ **\$350,000** or more must be publicly solicited using sealed bids or requests for proposals.]

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following five circumstances applies:

- Acquiring property or services that do not exceed ~~\$10,000~~ \$15,000 [or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000];
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

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

D. Cost/Price Analysis

The district will perform a cost or price analysis in connections with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and, in all cases, where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

E. 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.

F. Conflict of Interest

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

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

G. Interlocal Cooperation

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities.

These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
 - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
 - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
 - c. The contracting agency must ensure that it met any procurement requirements laid out in 2 CFR §200.317 – 200.327.
2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and that the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.
6. The district must verify that the awarding entity is neither suspended nor debarred from participating in federal assistance programs.
7. The district must also verify that the contract contains all contract provisions described in 2 CFR §200.327 and Appendix II to Part 200.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

H. Women and Minority-Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids. The district will also include language requiring any prime contractor that employs subcontractors to show proof that it provides equal opportunity for bidding to women or minority-owned businesses.

I. Federal Agency or Pass-Through Entity Review

The district will maintain records of all purchases made using Federal funds and shall provide any and all documentation to the Federal awarding agency or the state pass-through entity for compliance with all rules and regulations.

III. Procedures

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

Legal References:

RCW 28A.335.190 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 39.26.160 Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system
RCW 39.30.060 Bids on public works — Identification, substitution of contractors
Chapter. 39.34 RCW Interlocal Cooperation Act

2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2 CFR 200.67 Micro-purchase
2 CFR 200.88 Simplified Acquisition Threshold
2 CFR §200.318 – General Procurement Standards
2 CFR 200.320 Methods of Procurement to be Followed
2 CFR 3485 Nonprocurement Debarment and Suspension
2 CFR 200.520 Criteria for a low-risk auditee
2 CFR 200.324 Contract Cost and Price

Management Resources:

2021 - December Issue
2020 - December Issue
2019 - January 2019 - January Policy Alert
2018 - August Issue
2017 - July Issue
2016 - March Issue
2015 - October Policy Issue
2015 - June Policy Issue
2013 - June Issue
2012 - April Issue
2011 - February Issue
Policy News, October 2005 Competitive Bid Process Changes
Policy News, June 2001 Legislation Further Simplifies Bid Compliance

Adoption Date: February 2026

Classification: **Essential**

Revised Dates: **10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18; 01/01/2019; 12/22/2020; 12.21; 11/2024**

**INTERLOCAL AGREEMENT
REGARDING PROVISIONS OF VEHICLE SERVICE, MAINTENANCE, AND REPAIR**

- 1. Participating Governmental Entities:** The Lind-Ritzville Transportation Cooperative (hereafter "LRTC") and Adams County Fire Protection District #1 have come together in order to enter into this Interlocal Agreement (hereafter "IA") pursuant to the authority vested in them by RCW 39.34.
- 2. Purpose of the Interlocal Agreement:** The LRTC and ACFPD #1 have decided jointly that, when requested, LRTC may provide truck inspection, service, maintenance and repair services to ACFPD #1.
 - a. It is understood that LRTC may provide services strictly at the request of ACFPD #1 and there is no mandate that ACFPD #1 use any services available from LRTC.
- 3. Term and Funding:**
 - a. The duration of the IA shall be in effect from date of signature by both entities until either party to the agreement provides the other with 60-day written notice that they wish to terminate the agreement. The pricing rates stated in this agreement will remain in effect until LRTC gives at least a 30-day notice of any changes to the pricing.
 - i. Shop rate of \$53.00 per hour for vehicle inspection, repair and maintenance work.
 - ii. Travel: Should LRTC staff need to travel to ACFPD #1 or to a breakdown site in order to provide services, the shop rate will be applied to the total staff travel time in addition to a mileage rate of \$.70 per mile for the LRTC vehicle.
 - iii. Parts and supplies used in any repair or maintenance will be billed out at invoice price paid by LRTC plus 10%.
 - iv. Cost for services provided under this agreement will be invoiced by the LRTC within 30 days of services being provided.
- 4. Communication Protocol:**
 - a. ACFPD #1 will communicate with the LRTC Transportation Manager when repairs or maintenance are needed.
 - b. The LRTC Transportation Manager will coordinate with ACFPD #1 and determine the best way to accomplish the repair request as soon as possible and at a mutually agreed upon date/time/location.

5. **Posting of Interlocal Agreement:** The LRTC and ACFPD #1 shall cause this interlocal agreement to be posted on the websites of each entity, if applicable.
6. **Insurance:** Both parties to this agreement will provide proof of liability insurance to each other and maintain insurance against claims for injuries to persons or damage to property that may arise from or in connection with this IA by either party's agents, representatives, employees or subcontractors.
 - a. If both parties carry property and liability insurance through pools administered by **Clear Risk Solutions**, each party will notify Clear Risk Solutions of their participation in this IA.
 - b. LRTC will be given thirty (30) days prior written notice of any cancellation, suspension, or material change in coverage.
7. **Indemnification/Hold Harmless:** The ACFPD #1 shall defend, indemnify and hold the LRTC, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including the costs and attorney fees in defense thereof, arising out of or in connection with the services performed by the LRTC, its employees, officers and/or agents in the course of its performance under this IA, including injuries and damages caused by any omission or negligence of the LRTC.
8. **Authority to Sign:** The parties warrant that they have the power and authority to execute this Interlocal Agreement and any other documents executed pursuant to this IA.
9. **Governing Law and Venue:** The laws of the State of Washington shall govern the construction and interpretation of this Agreement and venue shall be in Adams County, Washington for any arbitration action or proceedings related to this agreement.
10. **Approval:**
 - a. The Lind and Ritzville School Districts approved this Interlocal Agreement on _____ as found in the official minutes of its school board meeting and authorizes the superintendent to sign the Interlocal Agreement.
 - b. The ACFPD #1 approved this agreement on January 21, 2026 as found in the official minutes of its January 2026 meeting and authorizes the Commissioners to sign the Interlocal Agreement.

11. Signatures:

The parties have made this Interlocal Agreement effective as of ____/____/____.

_____, Superintendent Date Signed ____/____/____
Lind-Ritzville Cooperative Schools Transportation Cooperative



Matt Kubik, Commissioner

Date Signed 01 / 21 / 2026



Trevor Jantz, Commissioner

Date Signed 01 / 21 / 2026



Colby Greenwalt, Commissioner

Date Signed 01 / 21 / 2026

INTERLOCAL AGREEMENT
REGARDING PROVISIONS OF VEHICLE SERVICE, MAINTENANCE, AND REPAIR

1. **Participating Governmental Entities:** The Lind-Ritzville Transportation Cooperative (hereafter "LRTC") and Benge School District (hereafter "BSD") have come together in order to enter into this Interlocal Agreement (hereafter "IA") pursuant to the authority vested in them by RCW 39.34.
 2. **Purpose of the Interlocal Agreement:** The LRTC and BSD have decided jointly that, when requested, LRTC may provide school bus inspection, service, maintenance and repair services to BSD.
 - a. It is understood that LRTC may provide services strictly at the request of BSD and there is no mandate that BSD use any services available from LRTC.
 3. **Term and Funding:**
 - a. The duration of the IA shall be in effect from date of signature by both entities until either party to the agreement provides the other with 60-day written notice that they wish to terminate the agreement. The pricing rates stated in this agreement will remain in effect until LRTC gives at least a 30-day notice of any changes to the pricing.
 - i. Shop rate of \$53.00 per hour for vehicle inspection, repair and maintenance work.
 - ii. Travel: Should LRTC staff need to travel to Benge or to a breakdown site in order to provide services, the shop rate will be applied to the total staff travel time in addition to a mileage rate of \$.70 per mile for the LRTC vehicle.
 - iii. Parts and supplies used in any repair or maintenance will be billed out at invoice price paid by LRTC plus 10%.
 - iv. LRTC may give written notice of a shop rate increase only prior to the beginning of a new school year if wage rates of its employees increase and such rate increases will remain in effect for the entire applicable school fiscal year.
 - v. LRTC may loan BSD buses or motor pool vehicle needed during the downtime while the BSD vehicle is being repaired, only if LRTC vehicles are available and such a vehicle loan will not adversely impact LRTC transportation.
 1. BSD agrees to return the loaner vehicle(s) in the same condition as when the vehicle as provided by LRTC. Additionally, BSD agrees to be responsible for the cost of repairs to the vehicle(s) provided by LRTC that occurred as a result of their negligence or fault of BSD.
 - vi. Cost for services provided under this agreement will be invoiced by the LRTC within 30 days of services being provided.
 4. **Communication Protocol:**
 - a. BSD will communicate with the LRTC Transportation Manager when repairs or maintenance are needed.
 - b. The LRTC Transportation Manager will coordinate with BSD and determine the best way to accomplish the repair request as soon as possible and at a mutually agreed upon date/time/location.
-

5. **Posting of Interlocal Agreement:** The LRTC and BSD cause this interlocal agreement to be posted on the websites of each entity.
6. **Insurance:** Both parties to this agreement will provide proof of liability insurance to each other and maintain insurance against claims for injuries to persons or damage to property that may arise from or in connection with this IA by either party's agents, representatives, employees or subcontractors.
- If both parties carry property and liability insurance through pools administered by **Clear Risk Solutions**, each party will notify Clear Risk Solutions of their participation in this IA.
 - LRTC will be given thirty (30) days prior written notice of any cancellation, suspension, or material change in coverage.
7. **Indemnification/Hold Harmless:** The BSD shall defend, indemnify and hold the LRTC, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including the costs and attorney fees in defense thereof, arising out of or in connection with the services performed by the LRTC, its employees, officers and/or agents in the course of its performance under this IA, including injuries and damages caused by any omission or negligence of the LRTC.
8. **Authority to Sign:** The parties warrant that they have the power and authority to execute this Interlocal Agreement and any other documents executed pursuant to this IA.
9. **Governing Law and Venue:** The laws of the State of Washington shall govern the construction and interpretation of this Agreement and venue shall be in Adams County, Washington for any arbitration action or proceedings related to this agreement.
10. **Approval:**
- The Lind and Ritzville School Districts approved this Interlocal Agreement on _____ as found in the official minutes of its school board meeting and authorizes the superintendent to sign the Interlocal Agreement.
 - The Benge School District approved this agreement on 02/23/2026 as found in the official minutes of its school board meeting and authorizes the superintendent to sign the Interlocal Agreement.

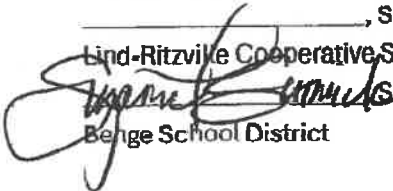
11. **Signatures:**

The parties have made this Interlocal Agreement effective as of ____/____/____.

_____, Superintendent

Date Signed ____/____/____

Lind-Ritzville Cooperative Schools Transportation Cooperative

 Superintendent

Date Signed 02/23/2026

Benge School District

**INTERLOCAL AGREEMENT
REGARDING PROVISIONS OF VEHICLE SERVICE, MAINTENANCE, AND REPAIR**

1. **Participating Governmental Entities:** The Lind-Ritzville Transportation Cooperative (hereafter "LRTC") and Sprague/Lamont School Districts (hereafter "SLSD") have come together in order to enter into this Interlocal Agreement (hereafter "IA") pursuant to the authority vested in them by RCW 39.34.
2. **Purpose of the Interlocal Agreement:** The LRTC and SLSD have decided jointly that, when requested, LRTC may provide school bus inspection, service, maintenance and repair services to SLSD.
 - a. It is understood that LRTC may provide services strictly at the request of SLSD and there is no mandate that SLSD use any services available from LRTC.
3. **Term and Funding:**
 - a. The duration of the IA shall be in effect from date of signature by both entities until either party to the agreement provides the other with 60-day written notice that they wish to terminate the agreement. The pricing rates stated in this agreement will remain in effect until LRTC gives at least a 30-day notice of any changes to the pricing.
 - i. Shop rate of \$53.00 per hour for vehicle inspection, repair and maintenance work.
 - ii. Travel: Should LRTC staff need to travel to Sprague or to a breakdown site in order to provide services, the shop rate will be applied to the total staff travel time in addition to a mileage rate of \$.70 per mile for the LRTC vehicle.
 - iii. Parts and supplies used in any repair or maintenance will be billed out at invoice price paid by LRTC plus 10%.
 - iv. LRTC may give written notice of a shop rate increase only prior to the beginning of a new school year if wage rates of its employees increase and such rate increases will remain in effect for the entire applicable school fiscal year.
 - v. Cost for services provided under this agreement will be invoiced by the LRTC within 30 days of services being provided.
4. **Communication Protocol:**
 - a. SLSD will communicate with the LRTC Transportation Manager when repairs or maintenance are needed.
 - b. The LRTC Transportation Manager will coordinate with SLSD and determine the best way to accomplish the repair request as soon as possible and at a mutually agreed upon date/time/location.
5. **Posting of Interlocal Agreement:** The LRTC and SLSD shall cause this interlocal agreement to be posted on the websites of each entity.
6. **Insurance:** Both parties to this agreement will provide proof of liability insurance to each other and maintain insurance against claims for injuries to persons or damage to property that may

arise from or in connection with this IA by either party's agents, representatives, employees or subcontractors.

- a. If both parties carry property and liability insurance through pools administered by **Clear Risk Solutions**, each party will notify Clear Risk Solutions of their participation in this IA.
- b. LRTC will be given thirty (30) days prior written notice of any cancellation, suspension, or material change in coverage.

7. **Indemnification/Hold Harmless:** The SLSD shall defend, indemnify and hold the LRTC, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including the costs and attorney fees in defense thereof, arising out of or in connection with the services performed by the LRTC, its employees, officers and/or agents in the course of its performance under this IA, including injuries and damages caused by any omission or negligence of the LRTC.
8. **Authority to Sign:** The parties warrant that they have the power and authority to execute this Interlocal Agreement and any other documents executed pursuant to this IA.
9. **Governing Law and Venue:** The laws of the State of Washington shall govern the construction and interpretation of this Agreement and venue shall be in Adams County, Washington for any arbitration action or proceedings related to this agreement.

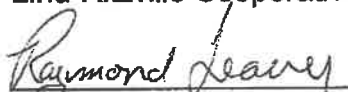
10. Approval:

- a. The Lind and Ritzville School Districts approved this Interlocal Agreement on _____ as found in the official minutes of its school board meeting and authorizes the superintendent to sign the Interlocal Agreement.
- b. The Sprague and Lamont School Districts approved this agreement on _____ as found in the official minutes of its school district meeting and authorizes the superintendents to sign the Interlocal Agreement.

11. Signatures:

The parties have made this Interlocal Agreement effective as of ____/____/____.

_____, Superintendent Date Signed ____/____/____
Lind-Ritzville Cooperative Schools Transportation Cooperative

, Superintendent Date Signed 2/11/2026
Sprague School District

, Superintendent Date Signed 2/11/2026
Lamont School District

Lind-Ritzville Cooperative Schools

DRAFT #3 B 2026 - 2027 School Calendar

AUGUST 2026						
Su	M	T	W	TH	F	Sa
	2	3	4	5	6	7 1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8

NOVEMBER 2026						
Su	M	T	W	TH	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

15

FEBRUARY 2027						
Su	M	T	W	TH	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15

MAY 2027						
Su	M	T	W	TH	F	Sa
2	3	4	5	6	7 1/8	
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16

SEPTEMBER 2026						
Su	M	T	W	TH	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17

DECEMBER 2026						
Su	M	T	W	TH	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11

MARCH 2027						
Su	M	T	W	TH	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19

JUNE 2027						
Su	M	T	W	TH	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

8

OCTOBER 2026						
Su	M	T	W	TH	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17

JANUARY 2027						
Su	M	T	W	TH	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15

APRIL 2027						
Su	M	T	W	TH	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

13

JULY 2027						
Su	M	T	W	TH	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Normal School Day - 8:25AM - 3:45PM

Teacher/Staff Professional Day (No Students)

Academic Intervention Days

August 17 - Teacher/Building Prep Day - NO SCHOOL

August 18 - ALL LRCS Staff Training Day - NO SCHOOL

August 19 - Teacher & Para Training Day - NO SCHOOL

August 20 - First Day of School (1st -12th grade)

August 25 - First Day of TK & Kindergarten

September 7 - Labor Day - NO SCHOOL

October 21 & 22 - EARLY RELEASE (Afternoon & Evening Conferences)

October 26 - End of Midterm 1

November 11 - Veteran's Day - NO SCHOOL

November 25 - Thanksgiving Break - EARLY RELEASE

November 26 - 27 - Thanksgiving Break - NO SCHOOL

December 21 - January 1 - Winter Break - NO SCHOOL

January 18 - Martin Luther King Jr Day - NO SCHOOL

January 19 - End of Semester 1

February 15 - Presidents Day - NO SCHOOL

March 30 - End of Midterm 3

March 31 & April 1 - EARLY RELEASE (Afternoon & Evening Conferences)

April 5-9 - Spring Break - NO SCHOOL

April 30 - Snow Make-Up Day (if needed)

May 14 - Snow Make-Up Day (if needed)

May 31 - Memorial Day - NO SCHOOL

June 5 - LRHS Graduation

June 10 - Last Day of School - EARLY RELEASE

154 School Days (Does Not Include Academic Intervention Days)

13 Professional Development Days

2 Conference Days

9 Academic Intervention Days

39 Days in First Midterm (8/20-26 - 10/26/26)

38 Days in Second Midterm (10/27/26 - 1/19/27)

77 Days in First Semester (8/20/26 - 1/19/27)

39 Days in Third Midterm (1/20/27 - 3/30/27)

38 Days in Fourth Midterm (3/31/27 - 6/11/27)

77 Days in Second Semester (1/22/27 - 6/10/27)

DRAFT 3/19/26

Reimbursement for Goods and Services: Electronic Payments

The board authorizes the use of Electronic Funds Transfer (EFT) or Automated Clearing House transfer (ACH) transactions for payments to employees or vendors.

Prior to utilization of electronic payment options, the superintendent or designee will confirm with the county treasurer that the district may use electronic payments for vendor purchases. The district will maintain a separate bank account dedicated solely to EFT transactions.

The district will prepare electronic payments and record them in a format similar to warrants for the board of directors. Prior to submission to the board of directors, all electronic payments shall be reviewed by the district's auditing officer in accordance with the district's procedure for electronic payments. No electronic payment shall be made until approved by a majority of the members of the board.

The district will develop and maintain procedures for electronic payments to safeguard district assets and to minimize fraud. The district will ensure that its procedures and practices are in line with guidelines published by the National Automated Clearinghouse Association (NACHA). Any requirements from the district's bank or county treasurer regarding file submission or formatting shall also be followed.

The district will implement this policy according to the accompanying procedures.

Legal References:

[RCW 28A.330.080 Payment of claims - Signing of warrants](#)
[RCW 28A.330.090 Auditing committee and expenditures](#)
[RCW 42.24.080 Municipal corporations and political subdivisions - Claims against for contractual purposes - Auditing and payment - Forms - Authentication and certification](#)
[RCW 42.24.180 Taxing District - Issuance of warrants or checks before approval by legislative body - Conditions](#)

Management Resources:

2023 – July Issue

Adoption Date: April 2026
Classification: **IMPORTANT**
Revised Dates:

Use of Electronic Signatures

Purpose:

To establish an electronic signature policy for the Name of District that will:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District's use of the current electronic signature provider Name of service provider, such as DocuSign as the approved method for affixing an electronic signature to an electronic record. This policy will apply to any future replacement to the specific service provider platform.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of

Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

Scope, Manner, and Format of Use

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made created when a person physically marks a document with the intent to sign the record.

The District authorizes the use of the Name of service provider's electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

The District Superintendent or designee is authorized to use the electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following District records: Identify records, such as minutes of school board meetings, Resolutions adopted by the _____ School Board (Board), claim

vouchers approved by the Board, and any and all contracts and agreements to which the District is a party.

Electronic signatures modify as accurate for your district i.e. “may not” or “shall not” be used on District records requiring execution by a third party.

The Board may modify, rescind, or replace this policy at any time.

Electronic signatures cannot be applied using another employee’s name. Records signed on behalf of the Superintendent or designee shall use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects the District’s ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Legal References

[15 U.S.C. Ch. 96 Electronic Signatures in Global and National Commerce Act](#)

Management Resources:

2021 – October Issue

Adoption Date: April 2026

Classification: **IMPORTANT**

Revised Dates: