Griffin School District #324

Griffin School Board Study Session

Date and Time

Wednesday March 11, 2026 at 6:00 PM PDT

Location

Griffin School Library

Attend via Zoom

Zoom Link

Agenda

		Purpose	Presenter
I.	**Opening Items**		
	A. Record Attendance		
	B. Call the Meeting to Order		
	C. Pledge of Allegiance & Land Acknowledgement		
	D. Approval of Agenda	Vote	
II.	**New Business**		
	A. District Calendar: 2026-2027	Discuss	Kirsten Rue

		Purpose	Presenter
B.	Health Curriculum Adoption	Discuss	Rebekah Keiser
C.	Sports: Pay to Play	Discuss	Erin Hagen
D.	Griffin School District Surplus Inventory	Discuss	

III. New Policy

IV. Policy Updates

A.	2108 Remediation Programs / Learning Assistance Program	Discuss	
B.	6220 Bid or Request for Proposal Requirements	Discuss	
C.	6511 Staff Safety	Discuss	

V. Policy Review

A.	6250 Cellular Phones	Discuss	

VI. Policy Removal

VII. Superintendent Updates

A.	Superintendent Kirsten Rue	FYI	

VIII. Closing Items

A.	For the Good of the Order		
B.	Adjourn Meeting	Vote	

"Where students thrive, feel valued, and shape a better world."

Coversheet

Pledge of Allegiance & Land Acknowledgement

Section: I. Opening Items
Item: C. Pledge of Allegiance & Land Acknowledgement
Purpose: FYI
Submitted by:
Related Material: Land Acknowledgement.pdf

Land Acknowledgement

The land we gather on today is the homeland of the Squaxin Island people. The people have existed here since time immemorial, populating the bays and inlets in massive longhouses and seasonal villages in countless numbers. They appropriately call themselves “The People of the Water”, because of the bounty of the region’s waterways, which have carried and sustained their people for millennia.

As a tribe, the people continue to work and thrive on these lands, contributing immensely to the cultural and economic wealth of the region.

The Squaxin people are still here today, thriving. The resiliency of these people past and present is acknowledged as we gather here today, and in this recognition of the lands we stand on let us commit to honoring them as they continue to uphold their traditions and culture, a culture that enriches our community like nothing else.

Coversheet

District Calendar: 2026-2027

Section: II. New Business
Item: A. District Calendar: 2026-2027
Purpose: Discuss
Submitted by:
Related Material: *DRAFT* 2026-2027 GSD Calendar NOT BOARD APPROVED.pdf

DRAFT 2026-2027 GSD Calendar *NOT BOARD APPROVED*

DRAFT 2026-2027

September 2026 — 20

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

2 First Day of School
2-3 Elementary Family Meetings
7 Labor Day
9 *School Board Study Session*
23 *School Board Meeting*

October 2026 — 22

S	M	T	W	Th	F	S
				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

7 *School Board Study Session*
21 *School Board Meeting*
26-30 Conference Week: 1/2 Days

November 2026 — 17

S	M	T	W	Th	F	S
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					

4 *School Board Study Session*
11 Veterans Day
18 *School Board Meeting*
25-27 Thanksgiving Break

December 2026 — 14

S	M	T	W	Th	F	S
		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		

2 *School Board Study Session*
16 *School Board Meeting*
21-31 Winter Break

January 2027 — 19

S	M	T	W	Th	F	S
					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						

1 Winter Break
13 *School Board Study Session*
18 M.L. King Day
27 *School Board Meeting*
27 Semester 1 Ends
28 Semester 2 Begins
29 Report Card 1/2 Day

February 2027 — 18

S	M	T	W	Th	F	S
	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						

10 *School Board Study Session*
15 Presidents' Day
16 Mid-Winter (snow makeup day, if needed)
22-26 Conference Week: 1/2 Days
24 *School Board Meeting*

March 2027 — 23

S	M	T	W	Th	F	S
	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			

10 *School Board Study Session*
24 *School Board Meeting*

April 2027 — 17

S	M	T	W	Th	F	S
				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	

5-9 Spring Break
14 *School Board Study Session*
28 *School Board Meeting*

May 2027 — 19

S	M	T	W	Th	F	S
						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					

12 *School Board Study Session*
26 *School Board Meeting*
28 Snow Make-up Day (if needed)
31 Memorial Day

June 2027 — 11

S	M	T	W	Th	F	S
		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			

4 Report Card 1/2 Day
9 *School Board Study Session*
15 Last Day 1/2 Day
18 Juneteenth (Observed)
23 *School Board Meeting*

July 2027

S	M	T	W	Th	F	S
				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

5 Independence Day (Observed)
21 *School Board Meeting*

August 2027

S	M	T	W	Th	F	S
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				

4 *School Board Study Session*
18 *School Board Meeting*

180 Total Number of school days in the calendar month

Conference Week: October 26-30, 1/2 Days (12:15pm release)
Semester 1 Ends: January 27, 2027
Semester 2 Begins: January 28, 2027
Report Card Day: January 29, 2027, 1/2 Day (12:15pm release)
Conference Week: February 22-26, 1/2 Days (12:15pm release)
Report Card Day: June 4, 2027, 1/2 Day (12:15 pm release)
8th Grade Promotion:
PLD Days:
**School Board Study Sessions: 6pm, Griffin Library*
**School Board Meetings: 6pm, Griffin Cafeteria*
**Please visit www.griffinschool.us for Board updates on Times & Locations*

Coversheet

Health Curriculum Adoption

Section: II. New Business
Item: B. Health Curriculum Adoption
Purpose: Discuss
Submitted by:
Related Material:
GSD Formal Recommendation of Superintendent to School Board (MS Health Curriculum).pdf

GRIFFIN SCHOOL DISTRICT #324

6530 33rd Avenue NW, Olympia, Washington 98502
(360) 866-2515
www.griffinschool.us

Formal Recommendation of Superintendent

SUBJECT MATTER	Middle School Health
APPLICABLE REGULATIONS *(LINK: RCW, POLICY, CBA, HANDBOOK ETC.)*	Policy 2020, 2020P
ACCOMPANYING DOCUMENTATION	• G-W Essential Health Skills for Middle School • GRIFFIN SCHOOL - ESSTL HEALTH FOR MS 2…
CONNECTION TO STRATEGIC PLAN	1.C.i. Adopt and utilize a high quality curriculum that is research-based, standards-aligned, culturally responsive, and accessible for all learners.

RECOMMENDATION TO THE BOARD OF DIRECTORS

Review and approve the recommendation from the Instructional Materials Committee to adopt the G-W Essential Health Skills for Middle School.

RATIONALE

The Instructional Materials Committee (IMC) review process:

- **Research:** The IMC researched Health curriculum available and utilized in area school districts to ensure the selection of a modern, evidence-based program that meets 2026 standards
- **Pilot Feedback:** The curriculum was piloted at Griffin during 1st Semester.
- **Bias:** IMC screened for Bias using the WA-ScreeningForBiasedContent.pdf to ensure an inclusive, culturally responsive learning experience for most demographic groups.
- **Parent Input:** Integrated **two parent representatives** as active IMC voting members.

SUPERINTENDENT SIGNATURE:	**DATE:**

"Where students thrive, feel valued, and shape a better world."

Coversheet

Sports: Pay to Play

Section: II. New Business
Item: C. Sports: Pay to Play
Purpose: Discuss
Submitted by:
Related Material:
GSD Formal Recommendation of Superintendent to School Board (Pay to Play).pdf

GRIFFIN SCHOOL DISTRICT #324

6530 33rd Avenue NW, Olympia, Washington 98502
(360) 866-2515
www.griffinschool.us

Formal Recommendation of Superintendent

SUBJECT MATTER	• Pay to Play for Sports
APPLICABLE REGULATIONS *(LINK: RCW, POLICY, CBA, HANDBOOK ETC.)*	• In Washington state, a "Pay to Play" structure is legally categorized as a fee for "optional noncredit extracurricular events." Per RCW 28A.325.010, school boards have the authority to establish these fees to help defray the costs of athletics, social, or cultural activities. • The district must provide access for students and waive fees to meet the requirements of HB 1660.
ACCOMPANYING DOCUMENTATION *(if applicable)*	Sports fees in surrounding districts:
COUNCIL FROM ATTORNEY OR INSURANCE CO. *(if applicable)*	•
CONNECTION TO STRATEGIC PLAN *(if applicable)*	• Responsible Fiscal & Operational Management

District	ASB Card Fee	Sports Participation Fee	Fee Type
Griffin	$20	$0	No fee
North Thurston	$25	$60	Annual (Covers all sports for the year)
Olympia	$40	$60	Per Sport
Tumwater	$40	$85	Per Sport
North Mason	$30	$50 – $100	$100 for Football; $50 for all others.
Shelton	$25 – $40	$50	Per Sport
Grapeview	$20	$25 – $50	Often lower due to smaller program scale.

RECOMMENDATION TO THE BOARD OF DIRECTORS

It is recommended that the Board of Directors approve the implementation of a "Pay to Play" fee structure for middle school athletics, effective [September 1, 2026, Girls Volleyball/Boys Soccer Season]. This structure shall include a **$40.00** participation fee per sport, an annual family cap of **$150.00**, and a required **$25.00** annual ASB card. In full compliance with HB 1660, all fees shall be automatically waived for students eligible for Free and Reduced-Price Meals upon receipt of parental consent to share financial data.

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RATIONALE
1. Fiscal Sustainability and Program Preservation The cost of middle school athletics - including coaching, officiating, transportation, and equipment continues to rise. By establishing a modest participation fee, the district creates a dedicated revenue stream that directly supports these programs. This "user-supported" model allows the district to preserve a wide variety of sports offerings even during periods of general fund tightening, ensuring that athletics remain a stable part of the middle school experience. **2. Regional Alignment and Market Consistency** A review of neighboring districts in Thurston and Mason Counties (including Shelton, North Mason, and Olympia) indicates that a fee of **$50–$60 per sport** is the regional standard. Aligning our fees with our neighbors' ensures that our programs are neither undervalued nor priced beyond the community's expectations. This consistency is vital for maintaining public trust and ensuring our financial policies reflect the norms of the local educational landscape. **3. Equitable Access and Legal Compliance (HB 1660)** This proposal moves beyond old "scholarship" models by integrating the requirements of **HB 1660**. By creating an automatic waiver process, we remove the "poverty barrier" and the social stigma formerly associated with requesting financial aid. This ensures that every student, regardless of their family's financial status, has the same opportunity to reap the proven benefits of middle school sports: increased school engagement, improved academic performance, and the development of essential social-emotional skills.

SUPERINTENDENT SIGNATURE:	DATE:

"Where students thrive, feel valued, and shape a better world."

Coversheet

Griffin School District Surplus Inventory

Section: II. New Business
Item: D. Griffin School District Surplus Inventory
Purpose: Discuss
Submitted by:
Related Material: Griffin School District Surplus 2026.pdf

Timestamp	Email Address	Quantity	Item Category	Item Description and Manufacturer	Copyright or Estimated Date of Purchase	Serial Number	Model Number	Tag Number	Location or Room Number	Condition	How is the item marked for surplus and where is it located?	ISBN (International Standard Book Number)
5/30/2025 15:00:	htoepke@griffins	3	Other	Old Science Kits	Not know: Date	n/a	n/a	n/a	Outside Classroo	Poor	There are three p	n/a
6/3/2025 10:43:4	htoepke@griffins	2 sets of teacher	Text Books	Journey's Teache	2015	ISBN: 978-0-7609	9401-6		Outside of room 2	Fair	Marked outside	978-0-7609-9401-6
6/12/2025 9:46:2	jpalmer@griffinsc	1	AV	Toshiba Color TV	JULY 2004	9451A4333 E	27A34	Griffin Tag #2840	Music	Good	Yellow sticky with "SURPLUS" on it. Located near the music room office.	
6/12/2025 15:13:	atanaka@griffins	28	Text Books	We the People - T	copyright 2007	002252, 002217,	002233, 002137,	002139, 002251,	Room 404	Good	The books are lo	ISBN 0-89818-173-9
6/12/2025 15:20:	atanaka@griffins	30	Text Books	A Dream of Free	2004	008730, 008729,	008743, 008726,	008701, 008733,	Room 404	Good	The books are lo	ISBN 987-0-439-57678-9
6/12/2025 15:23:	atanaka@griffins	64	Text Books	iReady Classroo	2024				Main Office	Good	The books are lo	ISBN 978-1-7280-4678-5
11/19/2025 14:16	lmerchant@griffir	Units 15-20/34-3	Text Books	Readwell Kinder	c 2009				106	Good	Readwell K/Units	15-20 Books/Room106
11/19/2025 14:34	lmerchant@griffir	6 units/28-41 sto	Text Books	Readwell Kinder	c 2009				Room 106	Good	Readwell K/Units	9-14/#books 28-41 per unit
11/20/2025 9:24:	amalpica@griffin	11 storybooks, 1(	Text Books	Read well level 1	2009				215	Good		
11/20/2025 9:30:	amalpica@griffin	14 books, 10-25	Text Books	Read well level K	2009				215	Good		
11/20/2025 9:34:	amalpica@griffin	6 books, 10-25 e	Text Books	Read well storyb	2009				215	Good		
11/20/2025 9:35:	amalpica@griffin	40	Text Books	Read well level 3	2009				215	Good	Room 215, note	
11/20/2025 9:39:	amalpica@griffin	30	Text Books	Read well 2 activ	2009				215	Good	Note 215	
11/20/2025 9:51:	amalpica@griffin	7 books 10-25 ea	Text Books	Read well 1					215	Good	Note 215	
11/20/2025 9:52:	pcwhitney@griffi	240	Text Books	Read Well Lv 1	Unk				Rm 215	Fair	Rm 215 near door	
11/20/2025 9:56:	amalpica@griffin	4 books 15-30 ea	Text Books	Read well level 1	2009				215	Good	Note 215	
11/20/2025 9:58:	pcwhitney@griffi	75	Text Books	Read Well + misc	Unk	N/A			Rm 215	Fair	Rm 215 near door	
11/20/2025 10:01	amalpica@griffin	5 books, 20-30 e	Text Books	Read well level 2	2009				215	Good	Note 215 inside door	
11/20/2025 10:03	amalpica@griffin	50	Text Books	Read well level 2	2009				215	Good, Fair	Inside door	
11/20/2025 10:03	pcwhitney@griffi	45	Text Books	Misc books	Unk				215	Fair	Rm 215 near door	
11/20/2025 10:10	pcwhitney@griffi	48	Text Books	Math books	Unk				215	Fair	Rm 215 near door	
11/20/2025 10:11	amalpica@griffin	13 books	Text Books	McGraw hill and	2009				215	Fair	Inside door 215	
11/20/2025 10:12	pcwhitney@griffi	28	Text Books	Math books	Unk				215	Fair	Rm 215 near door	
11/20/2025 10:15	amalpica@griffin	22 books	Text Books	Read well 2 teac	2009				215	Good	Inside door 215	
11/20/2025 11:04	amalpica@griffin	100	Text Books	Read well spellin	2009				215	Good, Fair	Inside room 215	
11/20/2025 13:33	lmerchant@griffir	Units 1-8 storybo	Text Books	Readwell Kinder	c 2009				106	Good	Readwell K/Units	1-8 storybooks/27-40 books per unit
11/20/2025 14:56	lmerchant@griffir	One box	Text Books	Readwell K/Sopr	c 2009				106	Fair	Misc. Readwell K/Guides	
11/21/2025 12:10	kferra@griffinsch	1	Equipment	Printer	2022	Unknown	Unknown		Unknown	Fair	Kim's Office	
11/21/2025 12:52	knixon@griffinscl	3	Text Books	23r		2e3r	23r	23r	23r	Good		
11/24/2025 14:53	knixon@griffinscl	8	Technolgy MIsc	Epson 475 Short	throw projector w/mount and remot		475		MDF	Fair	Boxed and in MDF	
11/24/2025 14:54	knixon@griffinscl	4	Technolgy MIsc	Epson 585 Short	throw projector w/mount and remote				MDF	Fair	All boxed in MDF	
11/24/2025 14:58	knixon@griffinscl	11	Technolgy MIsc	Epson 675 Short	throw projector w/mount and remot		675		MDF	Fair	Boxed and in MDF	
11/24/2025 15:41	knixon@griffinscl	1	Technolgy MIsc	H P 4014n Laser	Printer		4014n		KilnCloset	Fair		
11/24/2025 15:42	knixon@griffinscl	1	Technolgy MIsc	HP Pagewide Pro	477dw				Kiln room	Fair		
11/24/2025 15:42	knixon@griffinscl	1	Technolgy MIsc	Hp Officejet Pro	575dw		575dw		Kiln room	Fair		
2/6/2026 10:06:2	ajones@griffinscl	27	Text Books	All Write, Write S	Copyright 1998				Stage	Fair	Box labeled on s	0-669-45979-8
2/6/2026 10:08:0	ajones@griffinscl	5	Text Books	Journeys Teache	Copyright 2017				Stage	Fair	On stage Box lab	978-0-544-54383-6
2/6/2026 10:10:2	ajones@griffinscl	1	Text Books	Math Connects	Copyright 2009				Stage	Fair	Labeled in box on	978-0-02-105728-3
2/6/2026 10:13:1	ajones@griffinscl	10	Text Books	Decoding Book 1	Read Well Units 1-9				Stage	Fair	Labeled in box on	1-59318-528-6
2/6/2026 10:15:3	ajones@griffinscl	6	Text Books	Decoding Book L	Copyright 2007				Stage	Fair	Labeled in box on	1-59318-529-4
2/6/2026 10:16:4	ajones@griffinscl	10	Text Books	Decoding Book 3	Copyright 2007				Stage	Fair	Labeled in box on	1-59318-530-8
2/6/2026 10:18:5	ajones@griffinscl	7	Text Books	Decoding book 4	Copyright 2007				stage	Fair	Labeled in box on	1-59318-574-x
2/6/2026 10:20:2	ajones@griffinscl	2	Text Books	Activity book 4 R	Copyright 2009				Stage	Fair	Labeled in box on	1-60218-567-0
2/6/2026 10:23:5	ajones@griffinscl	5	Text Books	Journeys Teache	Copyright 2017				Stage	Fair	Labeled in box on	978-0-544-54393-5
2/6/2026 10:25:3	ajones@griffinscl	1	Text Books	Journeys Teache	2017				Stage	Fair	Labeled in box ar	978-0-544-54367-6
2/6/2026 10:27:0	ajones@griffinscl	1	Text Books	Literacy and Lan	unknown				stage	Fair	Labeled in box on	978-0-547-86647-5
2/6/2026 10:28:5	ajones@griffinscl	1	Text Books	Journeys Close F	2017				Stage	Fair	Labeled in box on	978-0-544-86006-3
2/6/2026 10:30:4	ajones@griffinscl	1	Text Books	Journeys Standa	unknown				stage	Fair	Labeled in box on	978-0-544-59322-0
2/6/2026 10:32:1	ajones@griffinscl	1	Text Books	Intervention Asse	unknown				stage	Fair	Labeled in box on	978-0-544-59350-3
2/6/2026 10:34:0	ajones@griffinscl	1	Text Books	Journeys Benchr	2005				stage	Fair	Labeled in box ar	978-0-547-87159-2
2/6/2026 10:35:3	ajones@griffinscl	1	Text Books	Common core wi	unknown				stage	Fair	Labeled in box on	978-0-547-86576-8
2/6/2026 10:37:2	ajones@griffinscl	2	Text Books	Bridges in Mathe	2007				stage	Fair	Labeled in box on stage	
2/6/2026 10:42:1	ajones@griffinscl	4	Text Books	Number Corner E	2007				stage	Fair	Labeled in box on stage	
2/6/2026 10:44:0	ajones@griffinscl	2	Text Books	All Write Source	1998				stage	Fair	Labeled in box on	0-669-46451-1
2/6/2026 10:45:4	ajones@griffinscl	1	Text Books	Journeys Write ir	unknown				stage	Fair	Labeled in box on	978-0-547-87420-3
2/6/2026 10:47:0	ajones@griffinscl	1	Text Books	Journeys volume	2017				stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 10:48:4	ajones@griffinscl	26	Text Books	Writing Handboo	unknown				stage	Fair	Labeled in box on	978-0-547-86453-2
2/6/2026 10:52:1	ajones@griffinscl	13	Text Books	Time for kids Bio	2005				stage	Fair	Labeled in box on	978-0-06-057611-0
2/6/2026 10:55:1	ajones@griffinscl	49	Text Books	Writing Handbook	HMH Grade 2				stage	Fair	Labeled in box on	978-0-547-86449-5
2/6/2026 10:58:1	ajones@griffinscl	15	Text Books	Journeys HMH G	2017				stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 11:01:4	ajones@griffinscl	1	Other	Number corner components	Bridges grade 1 pocket cards				stage	Fair	On stage	
2/6/2026 11:10:0	ajones@griffinscl	1	Other	Journeys Grab a	unknown				stage	Fair	manufacturer bo	978-0-547-90723-9
2/6/2026 11:11:0	ajones@griffinscl	1	Equipment	Laminator	2019				stage	Poor	on stage	
2/6/2026 11:14:5	ajones@griffinscl	14	Text Books	Open Court Rea	2002				stage	Fair	Labeled in box on	0-07-569242-2
2/6/2026 11:16:1	ajones@griffinscl	12	Text Books	Our World Our H	2009				Stage	Poor	Labeled in box on	1-60218-550-6
2/6/2026 11:20:1	ajones@griffinscl	50	Text Books	Exercise book 4	2009				stage	Fair	Labeled in box on	1-60218-563-8
2/6/2026 11:50:3	ajones@griffinscl	15	Text Books	Journeys Grade	2017				stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 11:52:5	ajones@griffinscl	15	Text Books	Journeys HMH G	2017				stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 11:55:5	ajones@griffinscl	9	Text Books	Journeys readers	unknown				stage	Fair	Labeled in box on	978-0-544-59265-0
2/6/2026 11:58:0	ajones@griffinscl	4	Text Books	All Write	1998				stage	Fair	Labeled in box on	0-669-45979-8
2/6/2026 11:59:5	ajones@griffinscl	1	Text Books	American Heritag	1985				stage	Fair	Labeled in box on	0-395-32944-2
2/6/2026 12:04:3	ajones@griffinscl	9	Text Books	Journeys readers	unknown				stage	Fair	Labeled in box on	978-0-544-59265
2/6/2026 12:05:1	ajones@griffinscl	30	Text Books	Journeys Close r	2017				stage	Fair	Labeled in box on	978-0-544-86946-2
2/6/2026 12:10:1	ajones@griffinscl	6	Text Books	Journeys grade 4	2017				stage	Fair	Labeled in box on	978-0-544-54340-9
2/6/2026 12:11:2	ajones@griffinscl	13	Text Books	Journeys Reader	unknown				stage	Fair	Labeled in box on	978-0-544-59262-9
2/6/2026 12:12:2	ajones@griffinscl	1	Text Books	Math Connects N	unknown				stage	Fair, Poor	Labeled in box on	978-0-02-106024-5
2/6/2026 12:14:1	ajones@griffinscl	12	Text Books	Journeys Grade	2017				Stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 12:16:4	ajones@griffinscl	12	Text Books	Journeys Grade	2017				stage	Fair	Labeled in box on	978-0-544-54341-6
2/6/2026 12:32:5	ajones@griffinscl	2	Other	Journeys Grab a	unknown				stage	Fair	Labeled in box on	978-0-547-90723-9
2/6/2026 12:34:1	ajones@griffinscl	1	Other	Journeys Grab a	unknown				stage	Fair	Labeled in box on	978-0-547-90940-0
2/6/2026 13:09:3	ajones@griffinscl	71	Text Books	Read Well Exerc	2009				stage	Fair	Labeled in box on	978-1-60218-560-9
2/6/2026 13:39:5	ajones@griffinscl	123	Text Books	Read Well Decoc	2007				stage	Fair	Labeled in box on	978-1-59318-526-8
2/6/2026 13:41:5	ajones@griffinscl	24	Text Books	Read Well activit	2014				stage	Fair		978-1-62489-037-6
2/6/2026 13:43:2	ajones@griffinscl	8	Text Books	My activity book	2014				stage	Fair	Labeled in box on	978-1-62489-041-3
2/6/2026 13:52:1	ajones@griffinscl	9	Text Books	Merriam Webste	2000				Stage	Fair	Labeled in box on	0-7894-5238-3
2/6/2026 13:55:2	ajones@griffinscl	5	Text Books	Beginning Dictio	1981				stage	Fair	Beginning Dictio	0-02-195270-1
2/6/2026 13:56:2	ajones@griffinscl	66	Text Books	Read Well Plus S	2009				stage	Fair	Beginning Dictio	1-60218-559-x
2/6/2026 13:59:4	ajones@griffinscl	81	Text Books	Read Well Plus A	2009				Stage	Fair	Labeled in box on	1-60218-558-1
2/6/2026 14:00:4	ajones@griffinscl	29	Text Books	A to Z Mysteries	1997				stage	Fair	Labeled in box on	978-679-88168-1
2/10/2026 11:07:	ajones@griffinscl	47	Text Books	Read Well Exerc	2009				stage	Fair	Labeled in box on	1-60218-560-3
2/10/2026 11:08:	ajones@griffinscl	59	Text Books	Read well exerci	2009				stage	Fair	Labeled in box on	1-60218-561-1
2/10/2026 11:12:	ajones@griffinscl	14	Text Books	Read Well Activit	2009				stage	Fair	Labeled in box on	1-60218-566-2
2/10/2026 11:14:	ajones@griffinscl	18	Text Books	SRA Open Court	1993				stage	Fair	Labeled in box on	0-07-569242-2
2/10/2026 11:19:	ajones@griffinscl	13	Text Books	Read Well my ac	2007				stage	Fair	Labeled in box on	1-59318-531-6
2/10/2026 11:20:	ajones@griffinscl	25	Text Books	Read Well My Ac	2007				Stage	Fair	Labeled in box on	1-59318-532-4
2/10/2026 11:21:	ajones@griffinscl	17	Text Books	Read Well My Ac	2007				stage	Fair	Labeled in box on	1-59318-533-2
2/10/2026 11:22:	ajones@griffinscl	23	Text Books	Read Well My Ac	2007				stage	Fair	Labeled in box on	1-59318-575-8
2/10/2026 11:26:	ajones@griffinscl	38	Text Books	Read Well Alphal	2007				stage	Fair	Labeled in box on	1-59318-482-4

2/10/2026 11:28:	ajones@griffinscl	38	Text Books	Read Well Unit 9	2007				stage	Fair	Labeled in box or	1-59318-332-1			
2/10/2026 11:29:	ajones@griffinscl	23	Text Books	Read Well Friend	2007				stage	Fair	Labeled in box or	1-59318-476-x			
2/10/2026 11:30:	ajones@griffinscl	35	Text Books	Read Well Lesso	2007				stage	Fair	Labeled in box or	1-59318-337-2			
2/10/2026 11:32:	ajones@griffinscl	35	Text Books	Read Well Unit 3	2007				stage	Fair	Labeled in box or	1-59318-338-0			
2/10/2026 11:33:	ajones@griffinscl	37	Text Books	Read Well Units	2007				stage	Fair	Labeled in box or	1-59318-483-2			
2/10/2026 11:36:	ajones@griffinscl	32	Text Books	Read Well Unit 3	2007				stage	Fair	Labeled in box or	1-59318-326-7			
2/10/2026 11:38:	ajones@griffinscl	41	Text Books	Read Well Unit 4	2007				stage	Fair	Labeled in box or	1-59318-327-5			
2/10/2026 11:40:	ajones@griffinscl	39	Text Books	Read Well Unit 5	2007				stage	Fair	Labeled in box or	1-59318-328-3			
2/10/2026 11:42:	ajones@griffinscl	43	Text Books	Read Well Unit 6	2007				stage	Fair	Labeled in box or	1-59318-329-1			
2/10/2026 11:43:	ajones@griffinscl	41	Text Books	Read Well Unit 7	2007				stage	Fair	Labeled in box or	1-59318-330-5			
2/10/2026 11:46:	ajones@griffinscl	26	Text Books	Read Well Units	2007				stage	Fair	Labeled in box or	1-59318-477-8			
2/10/2026 11:48:	ajones@griffinscl	8	Text Books	Read Well Units	2007				Stage	Fair	Labeled in box or	1-59318-336-4			
2/10/2026 11:49:	ajones@griffinscl	17	Text Books	Read Well Units	2007				Stage	Fair	Labeled in box or	1-59318-478-6			
2/10/2026 11:50:	ajones@griffinscl	21	Text Books	Read Well Units	2007				stage	Fair	Labeled in box or	1-59318-479-4			
2/10/2026 11:52:	ajones@griffinscl	30	Text Books	Read Well Units	2007				Stage	Fair	Labeled in box or	1-59318-480-8			
2/10/2026 11:54:	ajones@griffinscl	30	Text Books	Read Well Units	2007				stage	Fair	Labeled in box or	1-59318-481-6			
2/10/2026 11:55:	ajones@griffinscl	43	Text Books	Read Well Unit 1	2007				stage	Fair	Labeled in box or	1-59318-324-0			
2/10/2026 11:57:	ajones@griffinscl	40	Text Books	Read Well Unit 2	2007				Stage	Fair	Labeled in box or	1-59318-325-9			
2/10/2026 11:59:	ajones@griffinscl	79		Read Well Spide	2009				stage	Fair	Labeled in box or	1-60218-554-9			
2/10/2026 12:02:	ajones@griffinscl	57	Text Books	Read Well From	2009				stage	Fair	Labeled in box or	1-60218-552-2			
2/10/2026 12:04:	ajones@griffinscl	4	Text Books	A Jigsaw Jones M	2006				stage	Fair	Labeled in box or	0-439-89624-x			
2/10/2026 12:05:	ajones@griffinscl	6	Text Books	Nate The great S	1997				stage	Fair	Labeled in box or	0-440-41302-8			
2/10/2026 12:07:	ajones@griffinscl	8	Text Books	Magic School Bu	2007				stage	Fair	Labeled in box or	0-545-03016-1			
2/10/2026 12:08:	ajones@griffinscl	44	Text Books	Arthur's Pet Busi	1990				stage	Fair	Labeled in box or	0-316-11863-x			
2/10/2026 12:18:	ajones@griffinscl	11	Text Books	Read Well Decoc	2007				stage	Poor	Labeled in box or	1-59318-529-4			
2/10/2026 12:21:	ajones@griffinscl	76	Text Books	Read Well Decoc	2007				stage	Fair	Labeled in box or	1-59318-530-8			
2/10/2026 12:23:	ajones@griffinscl	72	Text Books	Read Well Decoc	2007				stage	Fair	Labeled in box or	1-59318-574-x			
2/10/2026 12:27:	ajones@griffinscl	28	Text Books	Read Well Activit	2009				stage	Fair	Labeled in box or	1-60218-565-4			
2/10/2026 12:28:	ajones@griffinscl	4	Text Books	Childrens Dictionaty					stage	Fair	Labeled in box or	0-7894-8579-6			
2/10/2026 12:41:	ajones@griffinscl	41	Text Books	Read Well Unit 1	2007				stage	Fair	Labeled in box or	1-59318-333-x			
2/10/2026 12:43:	ajones@griffinscl	38	Text Books	Read Well Units	2007				stage	Fair	Labeled in box or	1-59318-334-8			
2/10/2026 12:45:	ajones@griffinscl	41	Text Books	Read Well Units	2007				stage	Fair	Labeled in box or	1-59318-335-6			
2/10/2026 12:47:	ajones@griffinscl	29	Text Books	Read Well Units	2007				stage	Fair	Labeled in box or	1-59318-336-4			
2/10/2026 12:49:	ajones@griffinscl	53	Text Books	Read Well Communities					stage	Fair	Labeled in box or	1-60218-551-4			
2/10/2026 12:51:	ajones@griffinscl	70	Text Books	Read Well The R	2009				stage	Fair	Labeled in box or	1-60218-557-3			
2/10/2026 12:53:	ajones@griffinscl	68	Text Books	Read Well Scien	2009				stage	Fair	Labeled in box or	1-60218-556-5			
2/10/2026 12:54:	ajones@griffinscl	55		Read Well Young	2009				stage	Fair	Labeled in box or	1-60218-555-7			
2/10/2026 12:58:	ajones@griffinscl	53	Text Books	Time for Kids The	2005				stage	Fair	Labeled in box or	978-0-06-057611-0			
2/10/2026 12:59:	ajones@griffinscl	14		Read Well Our W	2009				stage	Fair	Labeled in box or	1-60218-550-6			
2/10/2026 13:00:	ajones@griffinscl	58	Text Books	Read Well All Ab	2009				stage	Fair	Labeled in box or	1-60218-553-0			
2/10/2026 13:19:	ajones@griffinscl	2	Furniture	Red teachers chairs					stage	Poor	Item on stage				
2/10/2026 13:20:	ajones@griffinscl	1	Furniture	Standing teacher desk Ergotron					stage	Poor	On stage in surplus pile				
2/10/2026 13:21:	ajones@griffinscl	1	Equipment	Referee stand for volleyball					stage	Fair	Surplus pile on stage				
2/10/2026 13:24:	ajones@griffinscl	1	Equipment	Nobles Top Scrubber and pads					stage	Poor	on stage in surplus pile				
2/10/2026 13:26:	ajones@griffinscl	1	Furniture	Black office chair					stage	Fair, Poor	on stage in surplus pile				
2/10/2026 13:29:	ajones@griffinscl	1	Equipment	Magic Chef mini fridge					stage	Fair	on stage in surplus pile				
2/18/2026 11:14:	ajones@griffinscl	1	Technolgy MIsc	Ipad Charging Cart					Shipping contain	Poor	Shipping container, maintenance				
2/18/2026 11:15:	ajones@griffinscl	1		Metal 2 door cabinet					Shipping contain	Poor	Shipping container, maintenance				
2/18/2026 11:16:	ajones@griffinscl	1	Furniture	4 Drawer filing cabinet					Shipping contain	Fair	Shipping container, maintenance				
2/18/2026 11:17:	ajones@griffinscl	1	Furniture	Double sided book shelf (4.5x4x2.3)					Shipping contain	Fair	Shipping container, maintenance				
2/18/2026 11:17:	ajones@griffinscl	1	Furniture	Wood double sided book shelf 5' tall					Shipping contain	Fair	Shipping container, maintenance				
2/18/2026 11:20:	ajones@griffinscl	1	Furniture	Wood table with cubbies					Shipping contain	Fair	Shipping container, maintenance				
2/18/2026 11:20:	ajones@griffinscl	1	Furniture	Wood chest with hinged top lid					Shipping contain	Fair	Shipping container, maintenance				
2/18/2026 11:29:	ajones@griffinscl	2	Furniture	Classroom cubbies with coat hooks					Shipping contain	Fair	Shipping container, maintenance				
2/18/2026 11:30:	ajones@griffinscl	12	Other	Sanitizer dispens	2020				Shipping contain	Fair	Shipping container, maintenance				
2/18/2026 11:31:	ajones@griffinscl	2	Technolgy MIsc	Metal stereo cabinets					Shipping contain	Poor	Shipping container, maintenance				
2/18/2026 11:33:	ajones@griffinscl	8	Other	Foss Science Kits					Shipping contain	Poor					
2/18/2026 11:34:	ajones@griffinscl	1	Equipment	Red Large Vacuum					Maintenance sho	Poor					
2/26/2026 8:58:1	amorgan@griffins	6	Equipment	Long Springs (in	2018	none	none	none	Stage	Good	Stage (has note)	none			

Coversheet

2108 Remediation Programs / Learning Assistance Program

Section:	IV. Policy Updates
Item:	A. 2108 Remediation Programs / Learning Assistance Program
Purpose:	Discuss
Submitted by:	
Related Material:	2108 Remediation Programs (Griffin 2000).pdf 2108 Learning Assistance Program (WSSDA 2025).pdf

Policy No. 2108
Instruction

REMEDIATION PROGRAMS

The district, within its financial capacity, will offer programs that are designed to meet the needs of educationally disadvantaged students. Eligible students may receive services from one of three special needs programs: special education, learning assistance (LAP) and Title I of the Strengthening and Improvement of Elementary and Secondary Schools Act of 1994.

The district or individual school shall conduct a needs assessment and shall develop a plan for the use of LAP funds. Such a plan shall be determined in consultation with an advisory committee, including, but not limited to, parents of participants; teachers; principals; administrators; and school directors. The plan shall include:

A. how students will be identified;
B. planned services and activities;
C. a plan for annual evaluation (performance objectives); and
D. record keeping procedure.

The plan shall be approved by the board of directors prior to submission to the state.

The district shall reserve not less than one percent of its federal allocation for this program for parent involvement practices, including family literacy and parenting skills. Parents of children participating in the program shall be involved in the decisions regarding how these funds are to be spent.

Each school participating in the federal remediation program shall develop with and distribute to parents with children participating in the program a building-based parental involvement policy, agreed upon by those parents that addresses the following issues:

1. The policy involvement of parents, including an annual meeting describing the program to parents; a flexible number of other meetings and services relating to parent involvement; involving parents in the planning, review and improvement of parent involvement programs; and information about this program.

2. The responsibility of parents, school staff and students for improved student achievement including a description of the school's responsibility to provide high-quality curriculum and instruction and the parents' responsibilities for supporting their children's learning; and the importance of ongoing communication between teachers and parents including at least annual parent-teacher conferences in the elementary schools, frequent reports to parents and reasonable access to staff, opportunities to volunteer, participate and observe in classrooms.

3. Building the capacity of parents to be involved.

The superintendent is directed to identify eligible students and their special needs; design a program(s) that will satisfy those needs by interfacing, when advantageous, federal remediation assistance, learning assistance (LAP), and special education services; monitor the progress of such programs; and provide assurances to state and federal agencies that such programs are in compliance with program requirements of each program with regard to conditions such as staff qualifications, staff-student ratios, student records, facilities and materials, financial accounting, reporting and program and student evaluation.

Cross References:	Board Policy	6100	Revenues from the Federal Government
		2161	Education of Students with Disabilities

Legal References:

WAC 392162	Special Program Remediation Assistance
34 CFR 200.1-200.65	Title I-Helping Disadvantaged Students Meet High Standards
RCW 28A.165.010 through .090	Learning Assistance Program
20 USC 6301 - 8962	Strengthening and Improvement of Elementary and Secondary Schools Act of 1994

Adoption Date: May 17, 2000

Policy: 2108
Section: 2000 - Instruction

Learning Assistance Program

The district will implement a learning assistance program designed to enhance educational opportunities for students enrolled in kindergarten through eighth grade who are not meeting academic standards by providing supplemental instruction and services to those students. “Students who are not meeting academic standards” means students with the greatest academic deficits in basic skills as identified by statewide, school, or district assessments or other performance measurement tools.

Washington Integrated Student Supports Protocol

The district will budget and expend learning assistance program funds using the framework of the Washington integrated student supports protocol, established under RCW 28A.300.139.

The district may use up to 15% of its learning assistance program allocation to deliver academic, nonacademic, and social-emotional supports and services to students through partnerships with community-based or other out-of-school organizations in accordance with RCW 28A.300.139.

If the district enters into an agreement with a community partner in accordance with RCW 28A.300.139, the agreement must do the following:

A. Specify that learning assistance program funds may be used only to provide direct supports and services to students;
B. Clearly identify the academic, nonacademic, or social-emotional supports and services that will be made available to students by the community partner and how those supports and services align to the needs of the students as identified in the student-level needs assessment required by RCW 28A.300.139; and
C. Identify the in-school supports that will be reinforced by the supports and services provided by the community partner to promote student progress towards meeting academic standards.

Coordination with Other Programs

The district may coordinate federal, state, and local programs in order to serve the maximum number of students who are below grade level in basic skills. Students receiving assistance in another special needs program may also be served in the learning assistance program if they meet student eligibility and selection requirements.

Annual Report to OSPI

The district will submit an annual report on September 30th to the Office of Superintendent of Public Instruction detailing the following:

A. The amount of academic growth gained by students participating in the learning assistance program;
B. The number of students who gain at least one year of academic growth;
C. The specific practices, activities, and programs used by each school building that received learning assistance funds;
D. The percentage of learning assistance program funding used to engage community partners, the number of students receiving direct supports and services from those community partners, and the types of supports and services that are being provided; and
E. The number of students served by the learning assistance program during the school year who were able to exit the program because student academic growth resulted in meeting the academic standard for grade level.

Griffin Update: _____
WSSDA Last Revised: **December 23, 2025**
Classification: **Critical**
Prior Revised Dates: **10.98; 06.05; 12.11; 02/01/2018; 06/28/2021**

Legal References:

- Chapter 28A.165 RCW Learning assistance program
- WAC 392-162 Special service program - Learning assistance
- SHB 1208, Chapter 111, Laws of 2021 Learning Assistance Program - Various Provisions

Management Resources:

- 2021 - June Issue
- 2018 - February Policy Issue
- Policy News, June 2005 Learning Assistance Policy Updated

Cross References:

- 6100 - Revenues From Local, State and Federal Sources
- 4130 - Title I, Part A Parent and Family Engagement
- 2161 - Special Education and Related Services for Eligible Students
- 2104 - Federal and/or State Funded Special Instructional Programs

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Coversheet

6220 Bid or Request for Proposal Requirements

Section: IV. Policy Updates
Item: B. 6220 Bid or Request for Proposal Requirements
Purpose: Discuss
Submitted by:
Related Material: 6220 Bid or Request for Proposals (Griffin 2019).pdf
6220 Bid or Request for Proposal Requirements (WSSDA 2025).pdf

Policy: 6220
Section: 6000 - Management Support

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 State 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;
- over $75,000, the board will follow the formal competitive bidding process by:

1. preparing clear and definite plans and specifications for such purchases;
1. 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;
1. 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. 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.

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.

C. 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.

D. Interlocal Cooperation Act
The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

E. 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.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books), or public works projects consistent with state law.

F. Use of State Funds for Improvements or Repairs
The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed $75,000. If the board estimates that the total cost 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 competative.**

II. Procurement Using Federal Funds
A. Goods
When the district uses federal funds for procurement of **goods** (furniture, supplies, equipment, and textbooks):

- Purchases of $10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between $10,000 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.

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

- Purchases of $10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between $10,000 and $250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of $250,000 or more must be publicly solicited using sealed bids or requests for proposals.

C. Noncompetitive Procurement
Noncompetitive procurement may be used only when one of the following four circumstances applies:

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes 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. 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.

E. 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.

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 Mirco-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

Management Resources:

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:
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; 01.19**

3/27/19

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Policy 6220
Section: 6000 - Management Support

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 its informal competitive bidding procedure; and
- over $75,000, the board will follow its formal competitive bidding process. by:

    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 its formal

competitive bidding procedure outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.151 through 39.04.154 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 under $100,000. For projects in this range, the district may consider any of these options: using its small works roster process, under RCW 39.04.151 through 39.04.154; 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 $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 $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 its formal bidding procedure.

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 the district’s formal bidding procedure.

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 $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 $15,000 and $350,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of $350,000 or more must be publicly solicited using the district's formal bidding procedure.

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 $350,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of $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 $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 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.
    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.

Griffin Update: _____
WSSDA Last Revised: **December 23, 2025**
Classification: **Critical**
Prior 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; 12/16/2021; 07/24/2023; 07/31/2024**

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.400.330Crimes against children - Contractor employees - Termination of contract
- RCW 39.04.155Small works roster contract procedures - Limited public works process Definition
- RCW 39.04.280Competitive 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 Mirco-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
- 2 CFR 200.321 Contracting with small and minority businesses, womens business enterprises, and labor surplus area firms.
- 2 CFR 200.325 Federal awarding agency or pass-through entity review.

Management Resources:

- 2023 - July Issue

- 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
- 2009 - December Issue
- Policy News, October 2005 Competitive Bid Process Changes
- Policy News, June 2001 Legislation Further Simplifies Bid Compliance

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Coversheet

6511 Staff Safety

Section: IV. Policy Updates
Item: C. 6511 Staff Safety
Purpose: Discuss
Submitted by:
Related Material: 6511 Staff Safety (Griffin 1999).pdf
6511 Staff Safety (WSSDA 2011).docx.pdf

Policy No. 6511
Management Support

STAFF SAFETY

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents shall be posted in compliance with government regulations. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents shall be reported to the district office.

The district shall have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training from the department of labor and industries, U.S. Bureau of Mines or the American Red Cross or equivalent training provided by the district nurses. Each school and work site shall have first aid supplies readily accessible.

The superintendent shall develop necessary safety and health standards to comply with government regulations.

Cross Reference:	Board Policy 6510	Safety
Legal References:	WAC 296-24-020	Management's responsibility
	296-24-040	Accident prevention program
	296-24-045	Safety and health committee plan
	296-24-055	Safety bulletin board
	296-24-060	First aid training and certification
	296-24-065	First aid kit
	296-24-067	First aid station
	296-24-073	Safe place standards
	296-62-054	Hazard communication standard

Adoption: November 17, 1999

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Policy: 6511
Section: 6000 - Management Support

Staff Safety

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents will be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents will be reported to the district office.

The district will have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training or equivalent training provided by a district nurse. Each school and work site will have first aid supplies readily accessible and if the work site has more than fifty employees a first-aid station will be established.

The superintendent will develop necessary safety and health standards to comply with Department of Labor requirements.

Griffin Update: _____
WSSDA Last Revised: **December 01, 2011**
Classification: **Critical**
Prior Revised Dates: **04.99**

Legal References:

- Chapter 49.17 RCWWashington Industrial Safety and Health Act

Cross References:

- 5004 - Infection Control Program

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Coversheet

6250 Cellular Phones

Section: V. Policy Review
Item: A. 6250 Cellular Phones
Purpose: Discuss
Submitted by:
Related Material: 6250 Cellular Telephones (Griffin 1999).pdf
6250 Cellular Telephones.docx.pdf

Policy No. 6250
Management Support

CELLULAR TELEPHONES

The board authorizes the issuance of district-owned cellular telephones to staff designated by the superintendent for business telephone calls at those times when designated staff do not have regular telephone service readily available. At the time a designated employee accepts a district cellular telephone, he or she shall provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. Within ten days of the district receiving the cellular telephone bill, each designated employee will review his or her statement of calls and reimburse the district for any personal or non-business calls. Any staff member who has been issued a cellular telephone shall not use the telephone if any personal or non-business call charges are outstanding.

Adoption: November 17, 1999

Policy: 6250
Section: 6000 - Management Support

Cellular Telephones

The board authorizes the issuance of district-owned cellular telephones to staff designated by the superintendent for business telephone calls at those times when designated staff do not have regular telephone service readily available. At the time a designated employee accepts a district cellular telephone, he or she will provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. Within ten days of the district receiving the cellular telephone bill, each designated employee will review his or her statement of calls and reimburse the district for any personal or non-business calls. Any staff member who has been issued a cellular telephone will not use the telephone if any personal or non-business call charges are outstanding.

Griffin Review: _____
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