



Cle Elum-Roslyn School District

November 10th 2025 Work Session

Date and Time

Monday November 10, 2025 at 6:00 PM PST

Location

District Central Office
4244 Bullfrog Rd
Cle Elum, WA 98922

Agenda

I. Opening Items

A. Call the Meeting to Order

Pledge of Allegiance

B. Open Meeting

- Excuse Board Member Absence
- Addition or Deletion to Agenda
- Adopt Agenda

C. Approve Minutes

II. SUPERINTENDENT REPORT

- Mount Si. Tour- Thursday November 13th
- WSSDA Conference- November 20th-22nd
- Legislative Breakfast- Friday December 5th
- Election Results

III. WORK SESSION- Facilities Committee Project Progress

- Capital Project / Facility Committee Status Report
- ALSC- Master Campus Plan

A. Presentation

IV. BOND VS CAPITAL PROJECTS LEVY DISCUSSION

V. SUGGESTIONS / PUBLIC COMMENT

The board welcomes input from the public. Please follow the written public comment procedure by signing in, filling out the public comment form and stating your name at the podium when called by the board chair. Each person is allowed three minutes to speak. In accordance with the Open Public Meetings Act, the board is not allowed to discuss items that are not on the agenda and will not engage with the public during public comment. The board will direct the superintendent to follow up on any items that arise during public comment as appropriate.

VI. ACTION ITEMS

- A.** Resolution 25.11.1- Intent to Construct
- B.** Resolution 25.11.2- Recommending Bid Award

VII. CONSENT AGENDA

A. Donations

- Donation of \$3000.00 from The Hein Legacy Foundation for Board Awards Certificates to give to the monthly recipients.

- Donation of \$4,156 from The Suncadia Fund for Community Enhancement (SFCE) to the Cle Elum-Roslyn High School Theatre Arts Program.

VIII. NEW BOARD BUSINESS

- A.** 2nd Read Policies
- B.** On Deck Policies

IX. Board Comments

X. Closing Items

- A.** Adjourn Meeting

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	
Submitted by:	
Related Material:	2025_10_27_board_meeting_minutes.pdf

DRAFT



Cle Elum-Roslyn
SCHOOL DISTRICT

Cle Elum-Roslyn School District

Minutes

October 27th 2025

Date and Time

Monday October 27, 2025 at 6:00 PM

Location

District Central Office

Directors Present

C. Nicholls, J. Belcher, J. Simons, L. Nicholson, M. Medalen, Z. Hill

Directors Absent

None

Guests Present

J. DuMars

I. Opening Items

A. Call the Meeting to Order

Z. Hill called a meeting of the board of directors of Cle Elum-Roslyn School District to order on Monday Oct 27, 2025 at 6:00 PM.

B. Open Meeting

- Excuse board member absence: All Present
- Addition or Deletion to Agenda: No
- Adopt Agenda: JS / MM (msp)

C. Approve Minutes

C. Nicholls made a motion to approve the minutes from September 22nd 2025 Business Meeting on 09-22-25.

L. Nicholson seconded the motion.

The board **VOTED** to approve the motion.

C. Nicholls made a motion to approve the minutes from SPECIAL MEETING October 3rd 2025 on 10-03-25.

L. Nicholson seconded the motion.

The board **VOTED** to approve the motion.

C. Nicholls made a motion to approve the minutes from SPECIAL MEETING October 8th 2025 on 10-08-25.

L. Nicholson seconded the motion.

The board **VOTED** to approve the motion.

C. Nicholls made a motion to approve the minutes from October 13th 2025 on 10-13-25.

L. Nicholson seconded the motion.

The board **VOTED** to approve the motion.

II. BOARD AWARDS

A. Board Awards

Board Awards were awarded to Ethan Bainter, Skyler Smith and Kyler Osiadacz. Kyler will receive his board award at the next meeting on November 10th.

III. SUPERINTENDENT REPORT

A. Superintendent Report

JB reminded the board of the upcoming parent / teacher conferences, Veterans Day Assembly, ESD legislative Breakfast, athletic events and also asked if anyone would like to visit Mt.Si on November 13th.

IV. SIP Updates

A. School Improvement Plans

David, Matt, Beth and Scott all discussed their School Improvement Plans as presented in the attached slides on the agenda.

V. CONSENT AGENDA

A. Personnel

L. Nicholson made a motion to Approve Consent Agenda as presented.

C. Nicholls seconded the motion.

The board **VOTED** to approve the motion.

B. Accounts Payable

C. Fiscal

D. MLL, Highly Capable, and Title I plans

VI. NEW BOARD BUSINESS

A. "On Deck Policies"

B. 1st Read Policies

M. Medalen made a motion to Approve Policy 1111- Oath of Office & 2418- Waiver of High School Graduation Credits.

C. Nicholls seconded the motion.

Policy 3122- Excused and Unexcused Absences and

Policy 3245- Telecommunication Devices will both move to 2nd read at the November 10th Work Session.

The board **VOTED** to approve the motion.

VII. BOARD COMMENTS

A. Board Comments

The board discussed moving Graduation from Saturday to Friday evening and possibly having tickets, also reevaluating Baccalaureate, Scholarship night. The board also discussed the Boys & Girls Club Open House that will be at the New Train Depot building.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:10 PM.

Respectfully Submitted,

Z. Hill

L. Nicholson made a motion to Adjourn.

M. Medalen seconded the motion.

The board **VOTED** to approve the motion.

Next Meeting: Work Session Monday November 10th at 6:00pm in the District Central Office

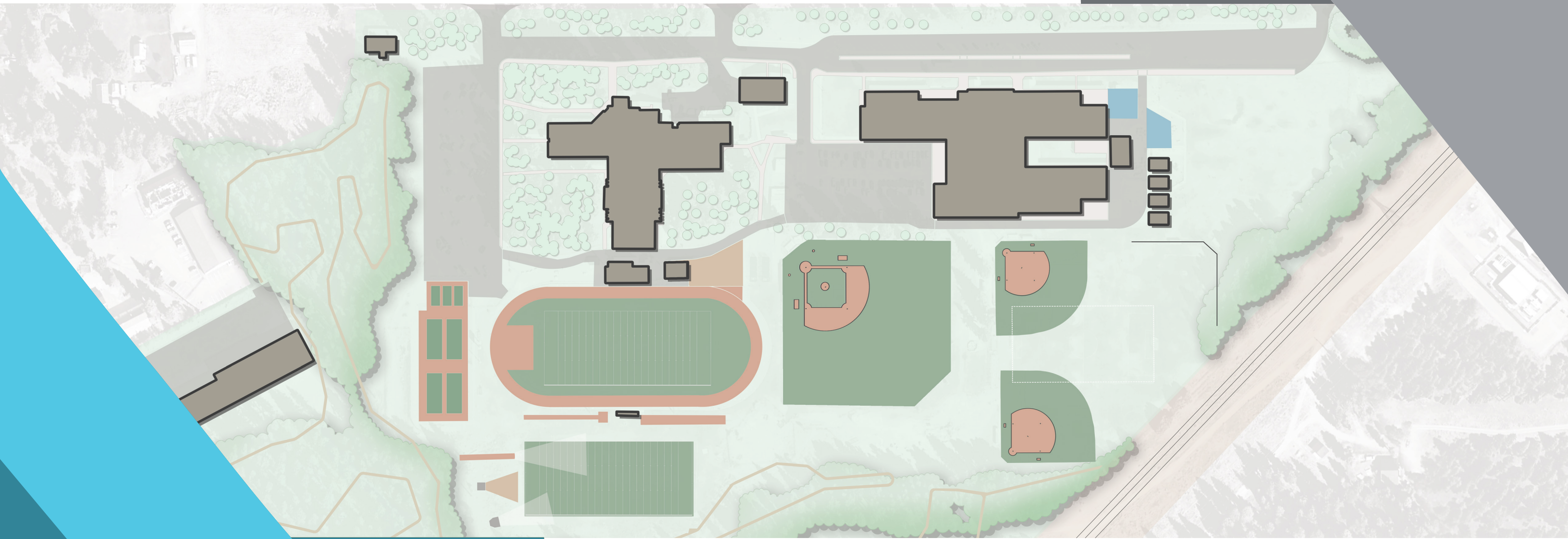
Coversheet

Presentation

Section: III. WORK SESSION- Facilities Committee Project Progress
Item: A. Presentation
Purpose:
Submitted by:
Related Material: 2025-10-14 Presentation_REVISED2.pdf

CLE ELUM-ROSLYN SCHOOL DISTRICT

2025 MASTER PLAN



Cle Elum-Roslyn
SCHOOL DISTRICT



DISTRICT PROPERTIES



RONALD SCHOOL HOUSE

CRSD MAIN CAMPUS

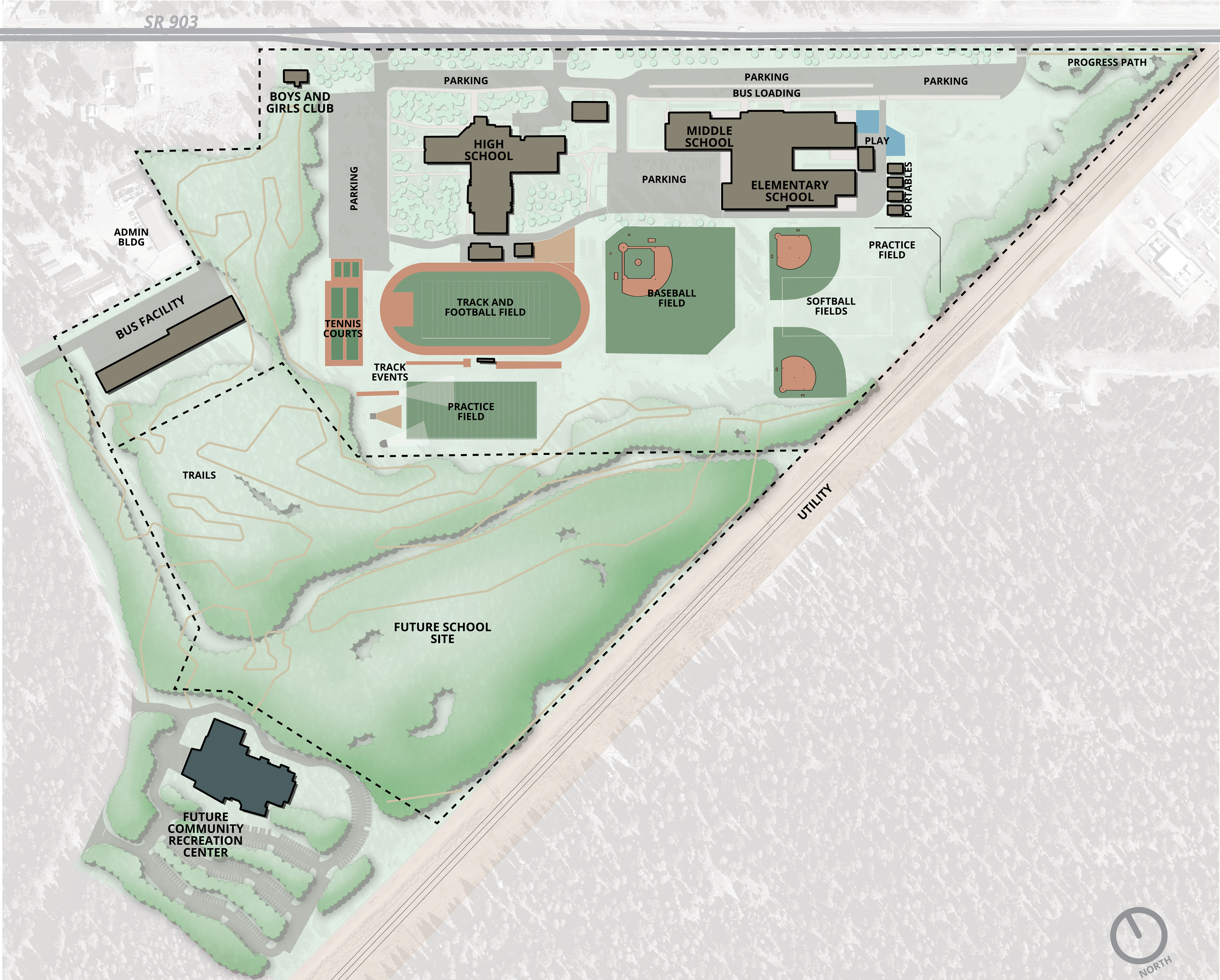
HATHORNE HALL

CAPITAL PROJECTS: ACCOMPLISHMENTS 2020-2024

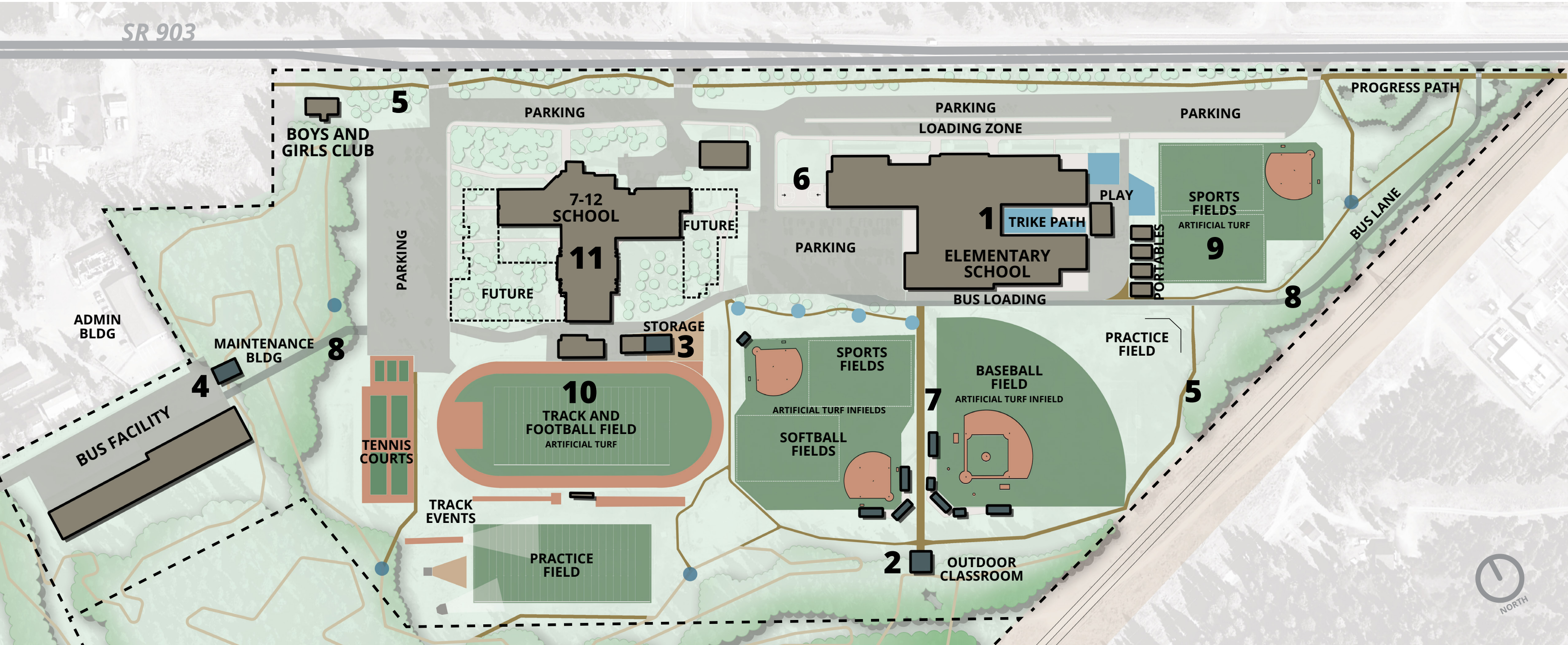


REFER TO HANDOUT

EXISTING CONDITIONS



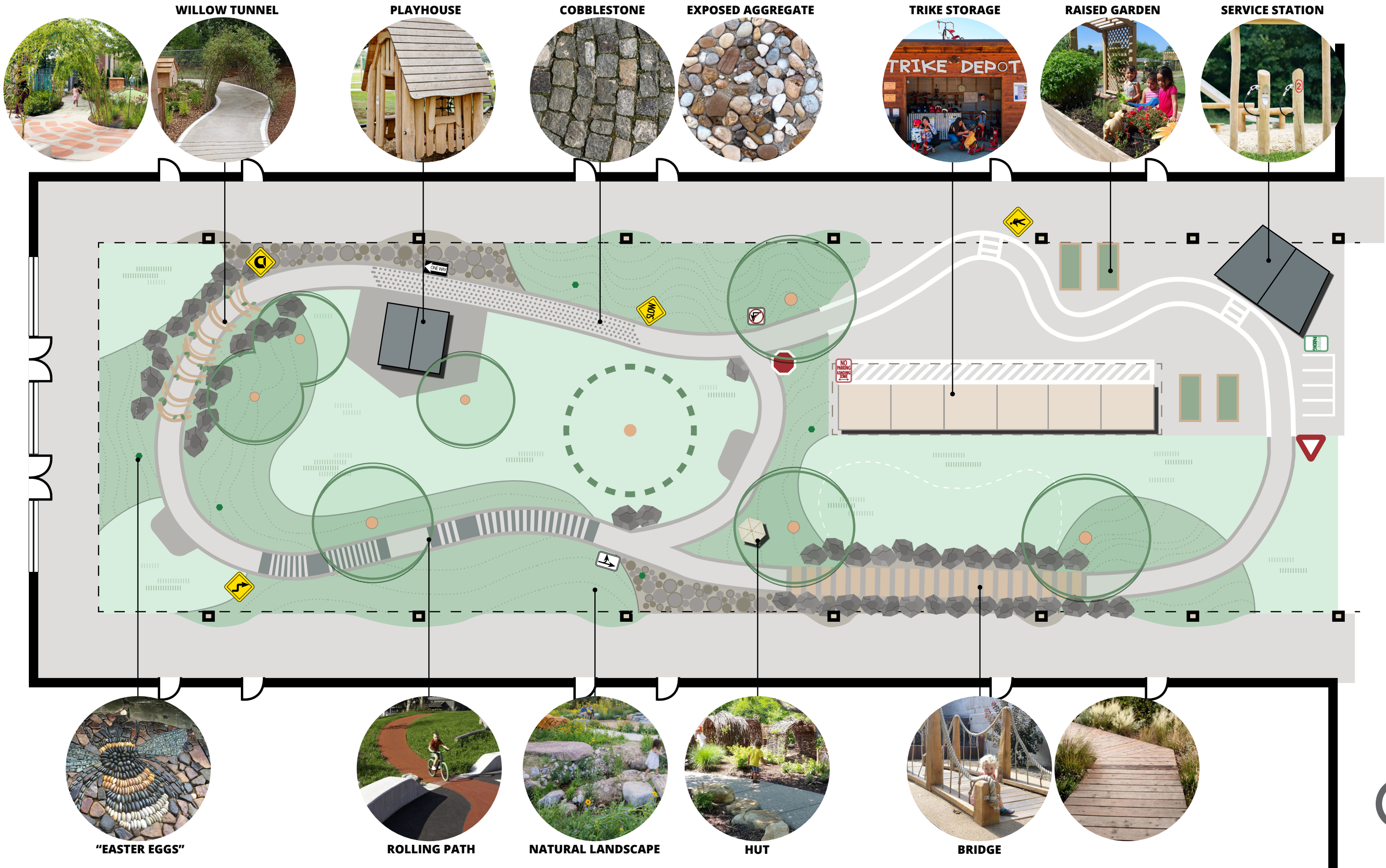
CLE ELUM-ROSLYN SCHOOL DISTRICT MASTER PLAN



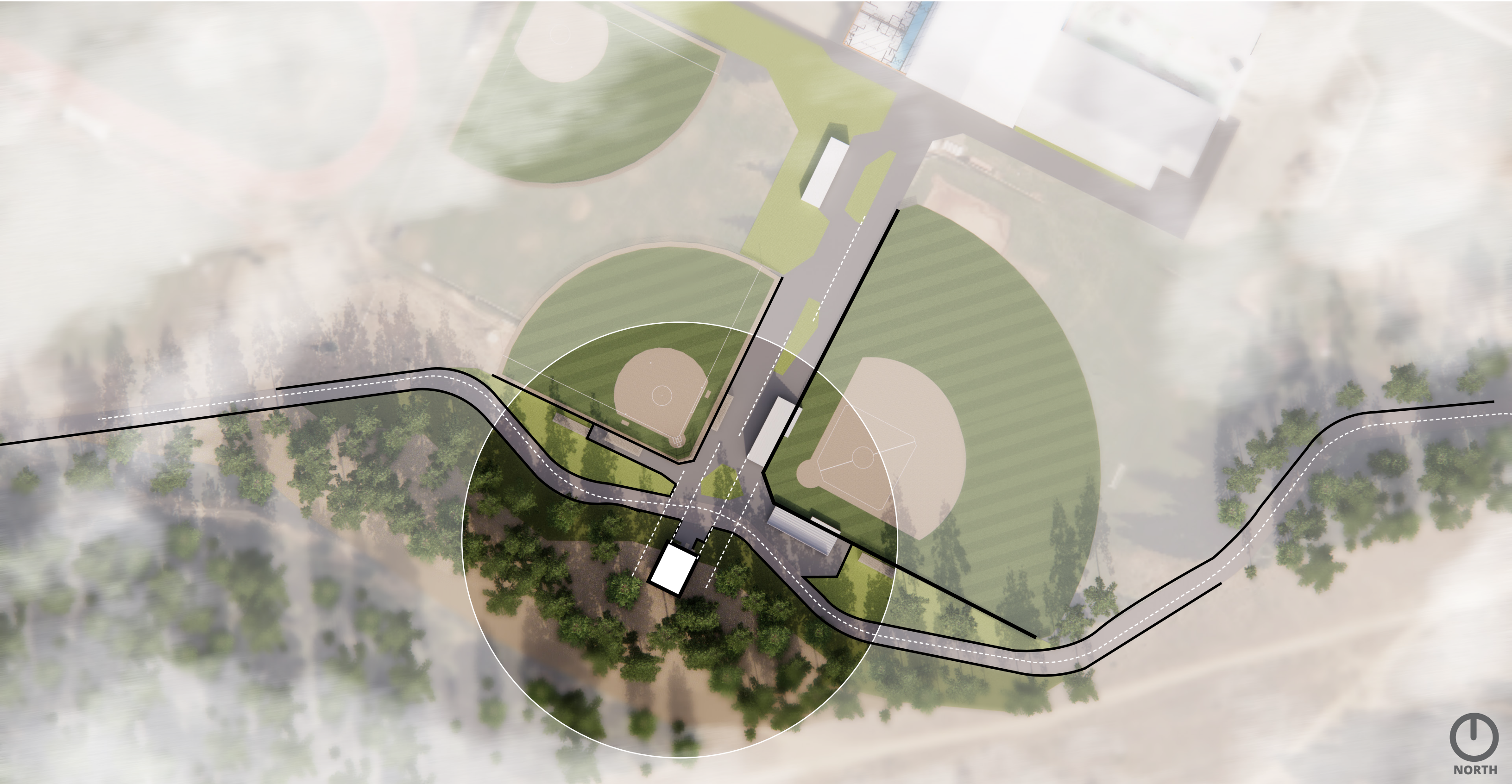
PROJECT LIST

- | | | |
|---------------------------------|--|--|
| 1. TK PRESCHOOL TRIKE PATH | 5. EXPANDED PATH NETWORK & ACTIVITY STATIONS | 9. SPORTS FIELD UPGRADES |
| 2. OUTDOOR CLASSROOM | 6. MIDDLE SCHOOL SPORT COURT | 10. FOOTBALL FIELD TURF & LIGHTING UPGRADE |
| 3. MAINTENANCE STORAGE FACILITY | 7. BASEBALL & SOFTBALL RELOCATION | 11. 7-12 SCHOOL |
| 4. MAINTENANCE SHOP FACILITY | 8. BUS LANE & LOADING | |

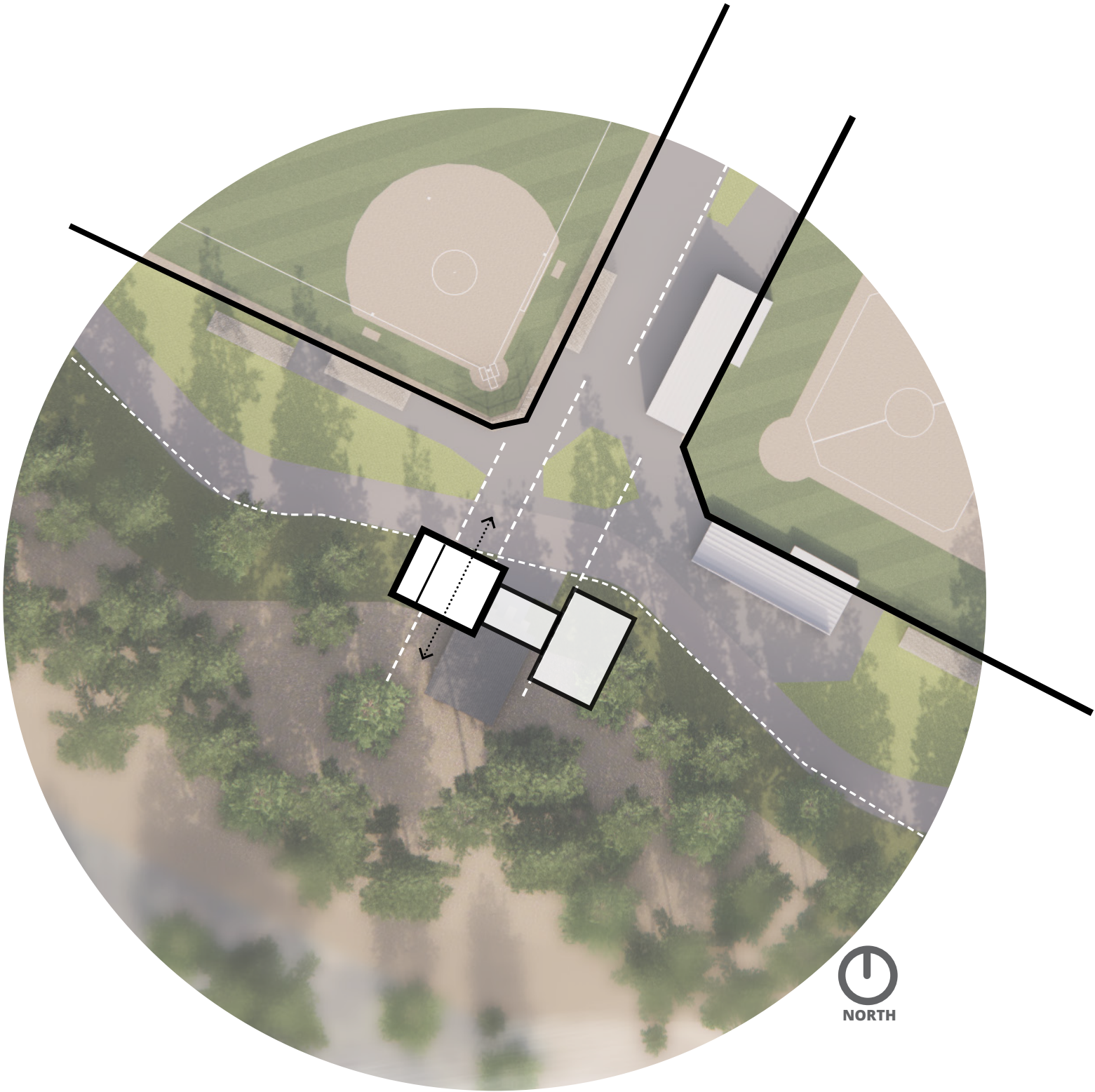
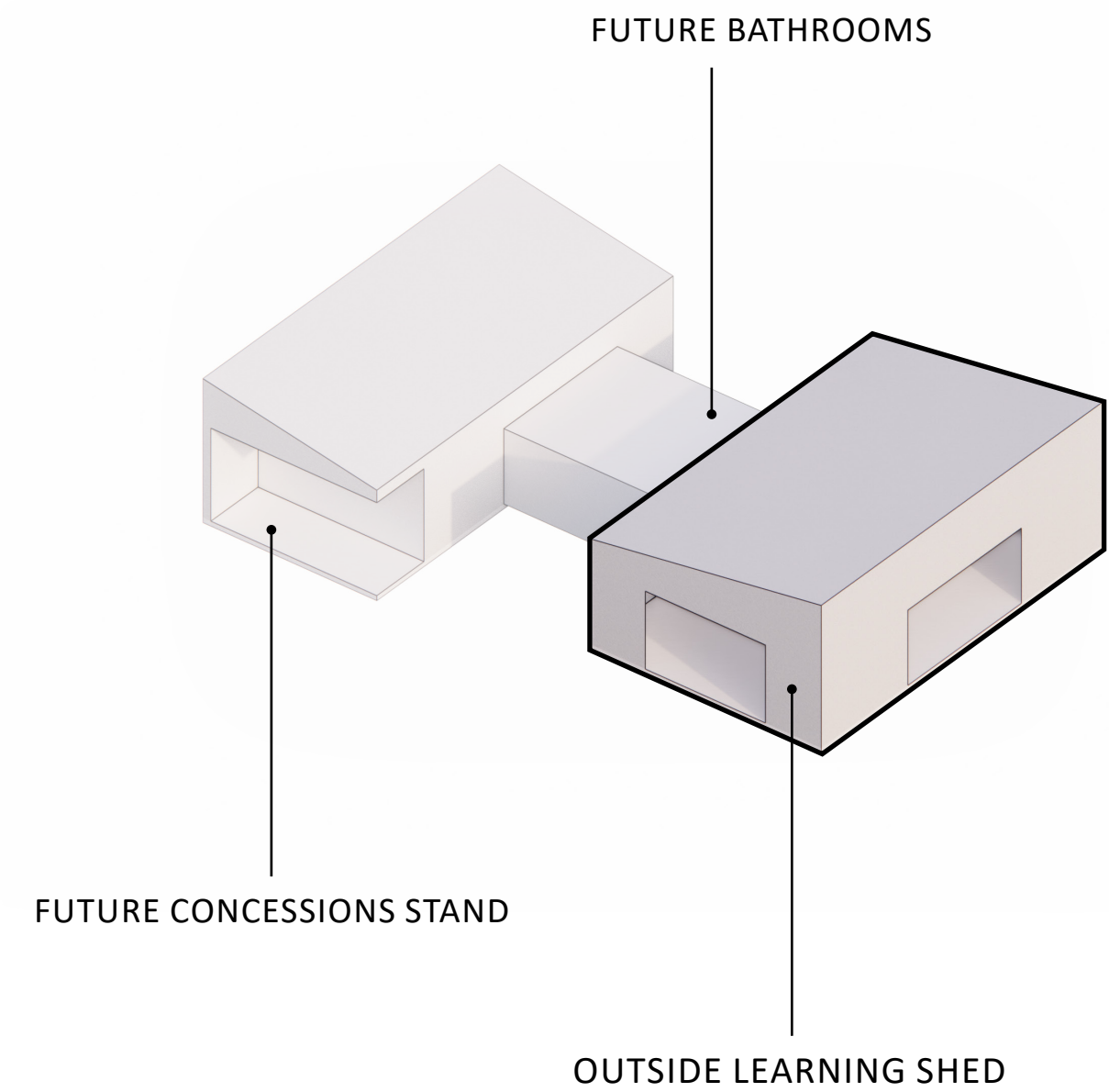
01 TK - PRESCHOOL TRIKE PATH



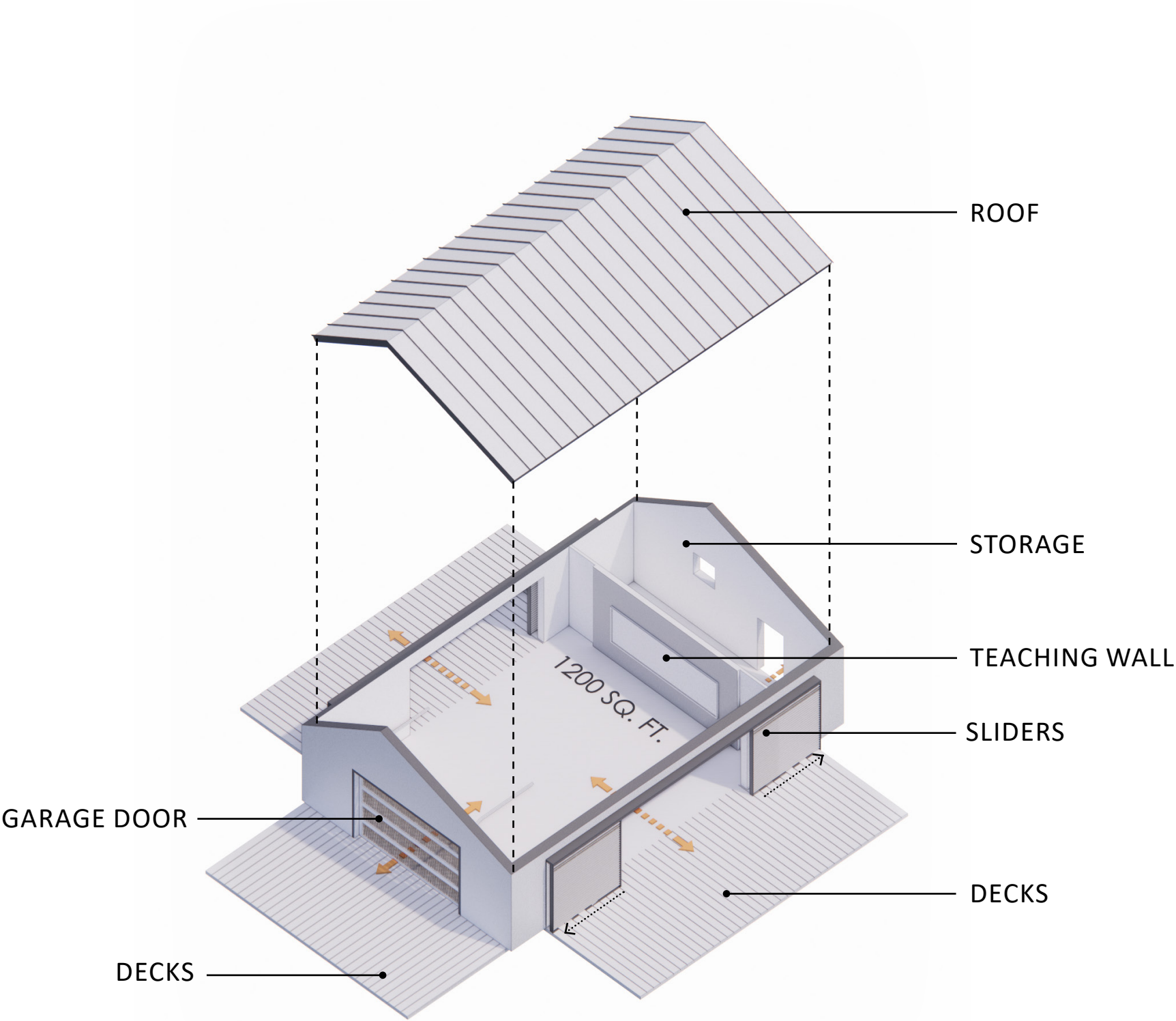
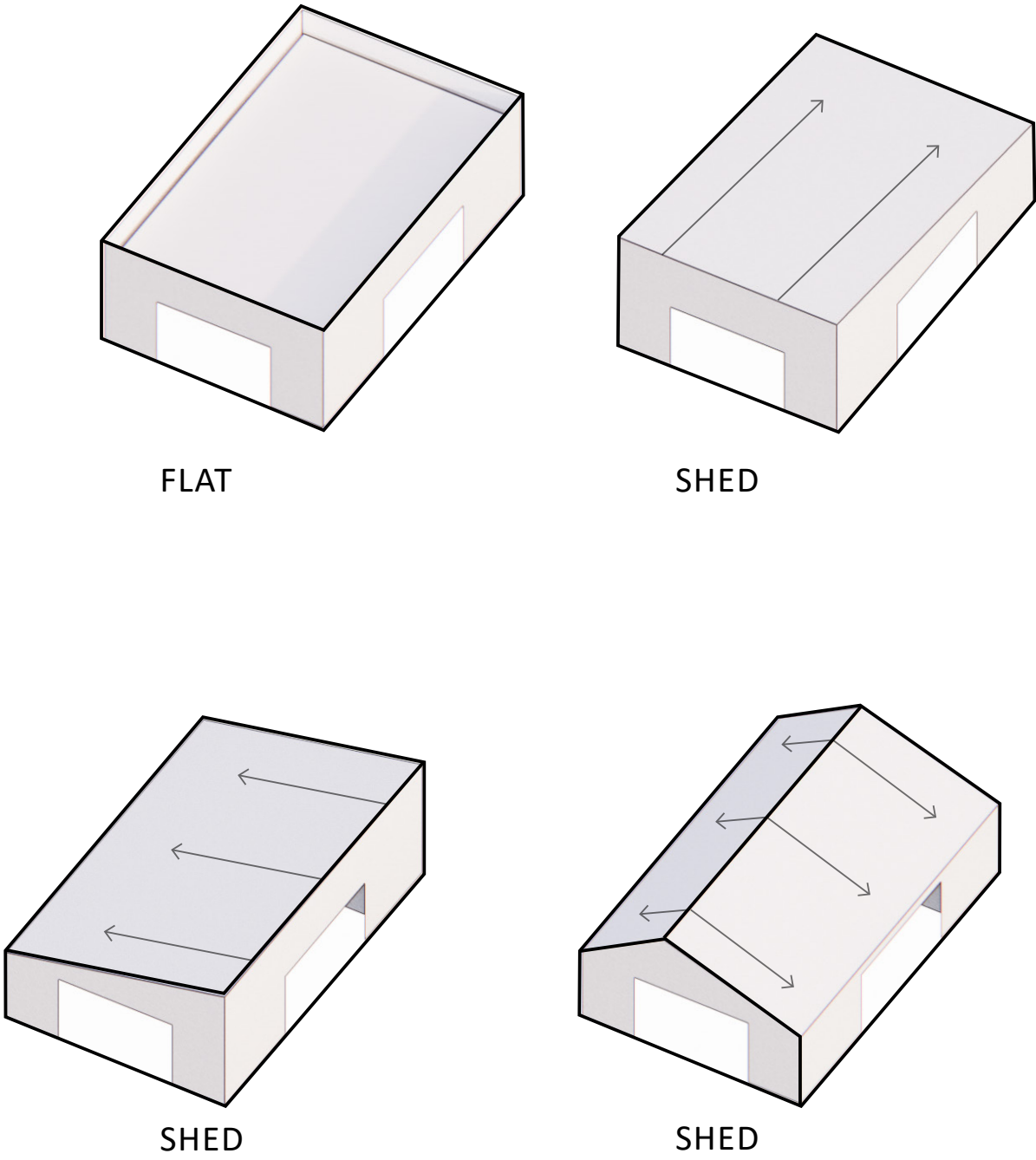
02 OUTDOOR CLASSROOM



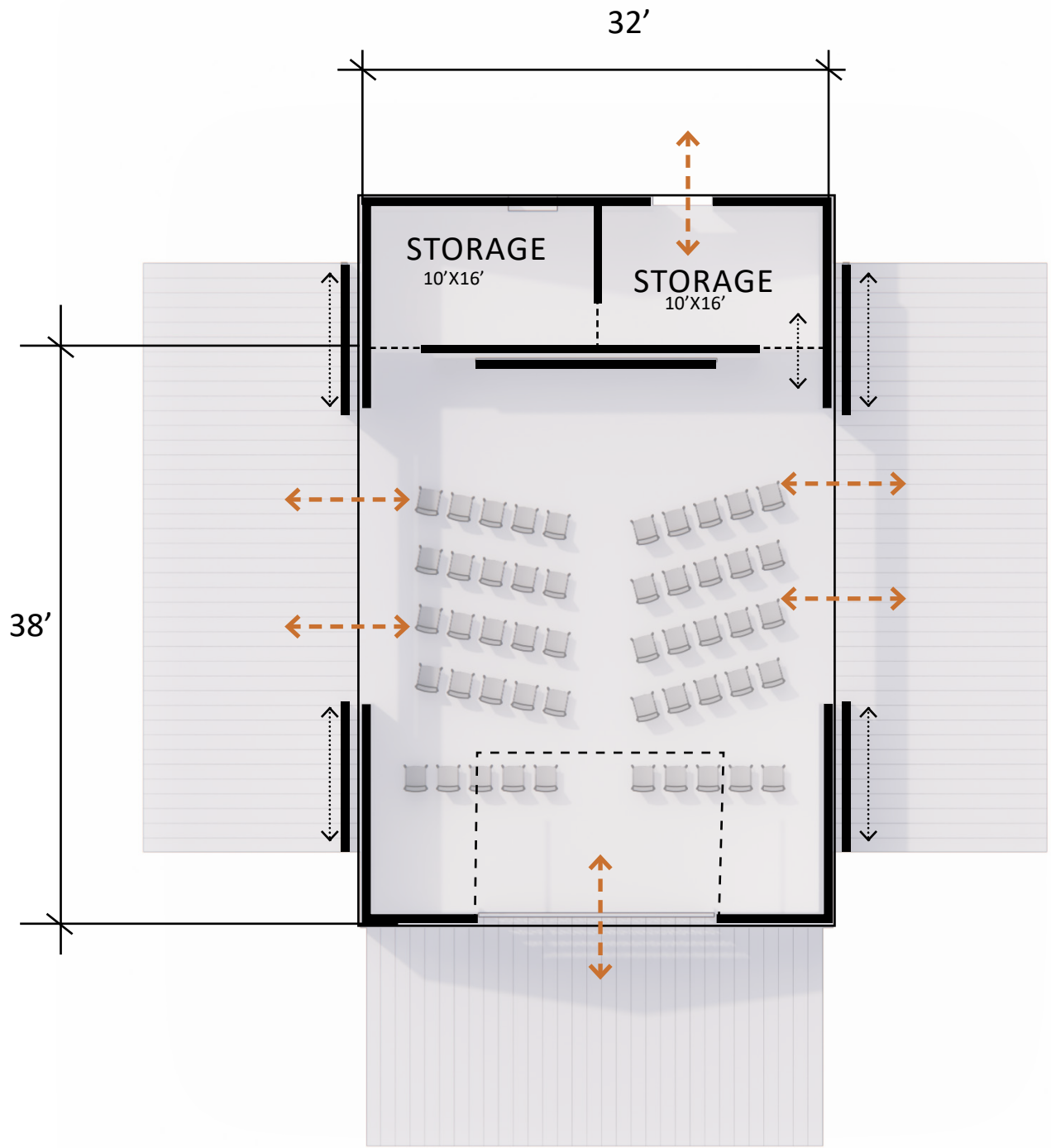
PLANNING FOR THE FUTURE



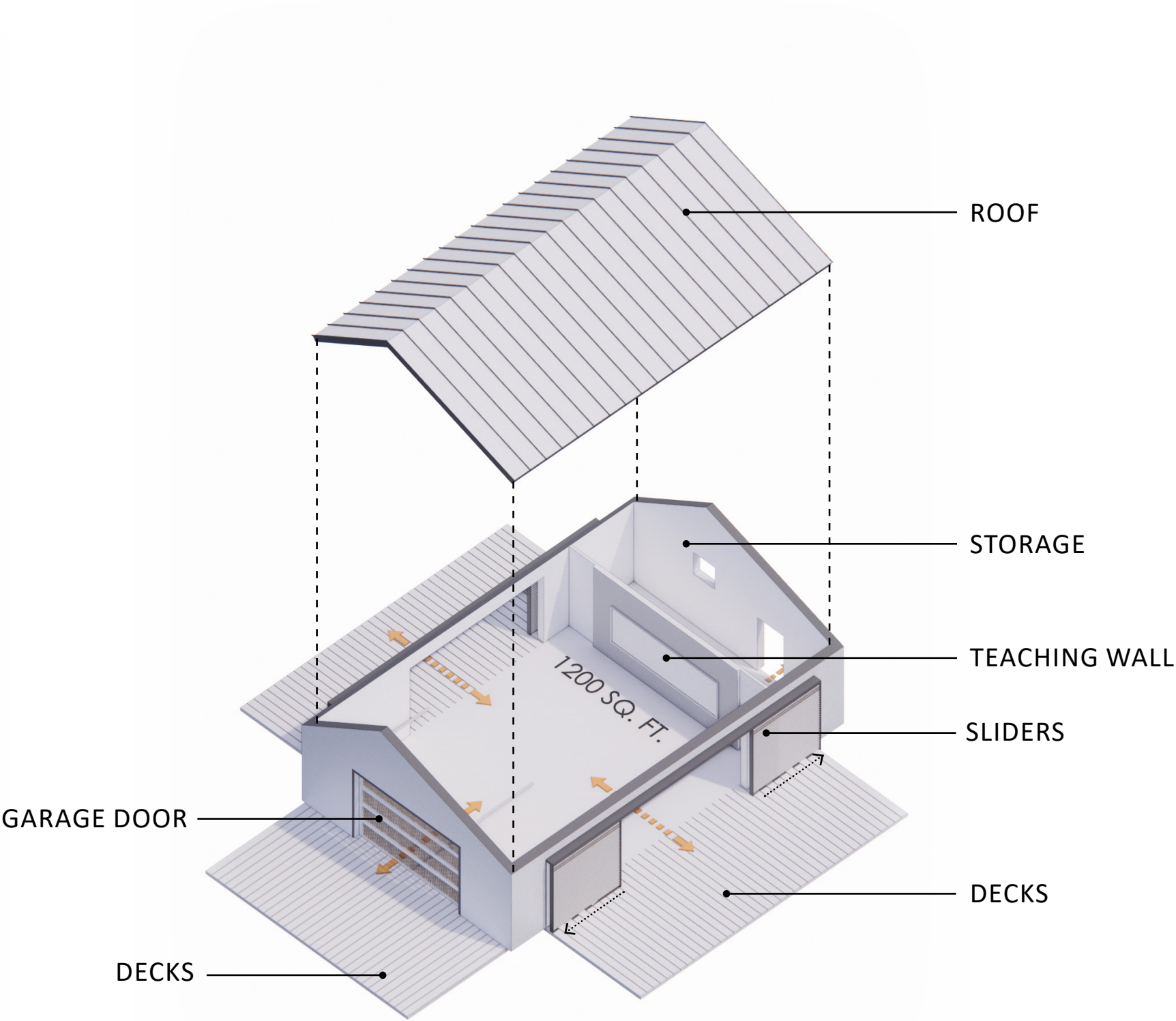
02 OUTDOOR CLASSROOM



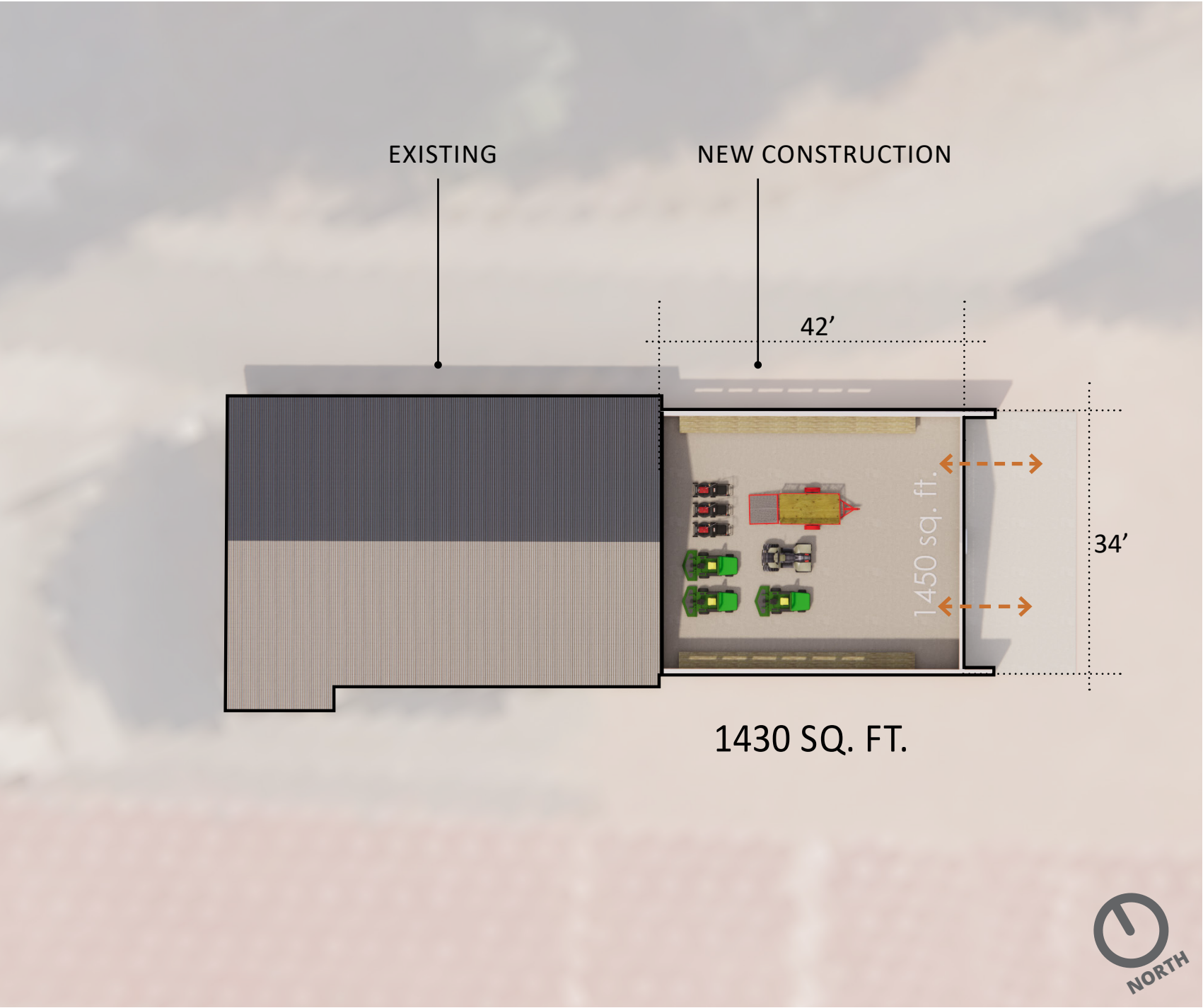
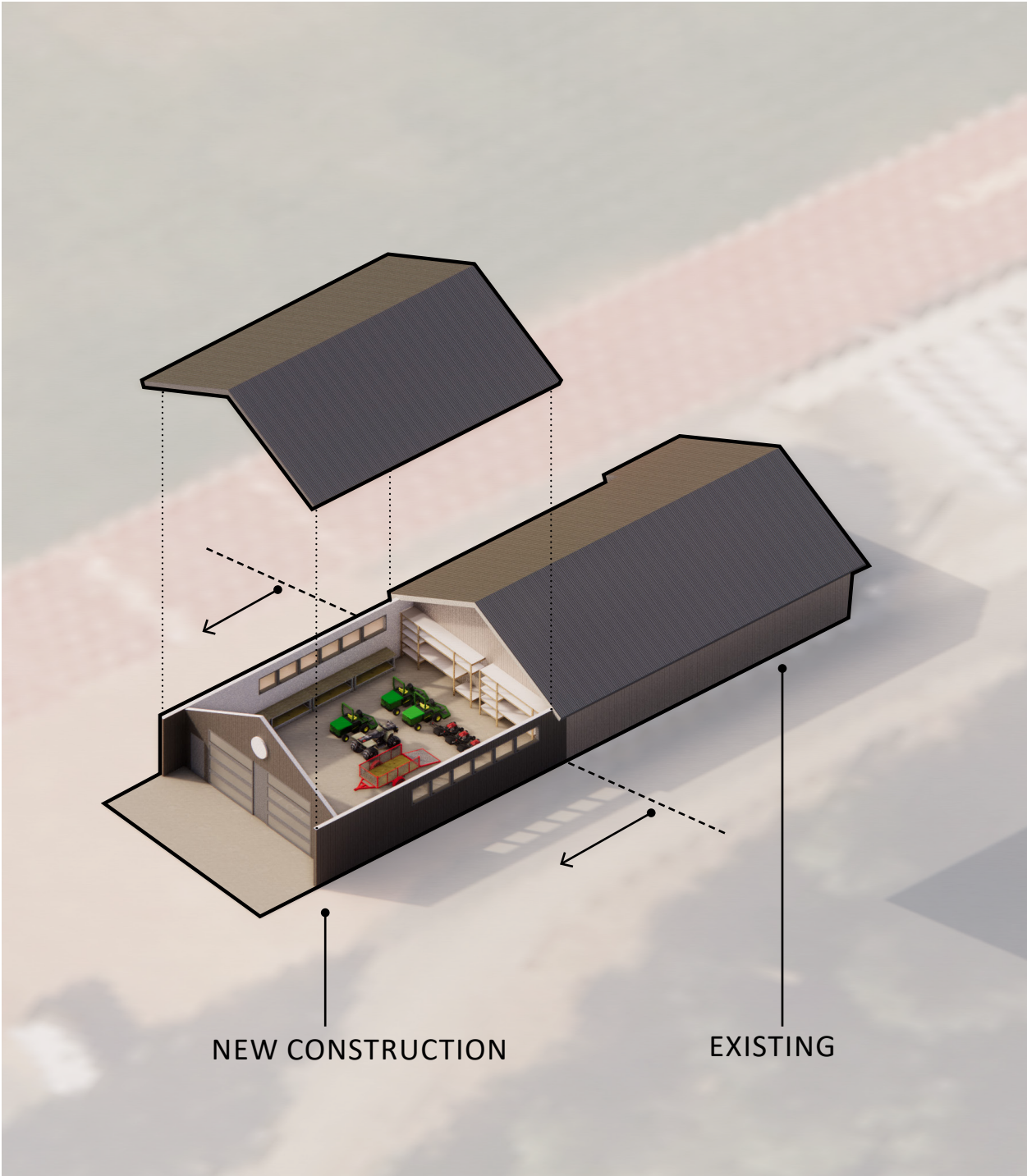
02 OUTDOOR CLASSROOM



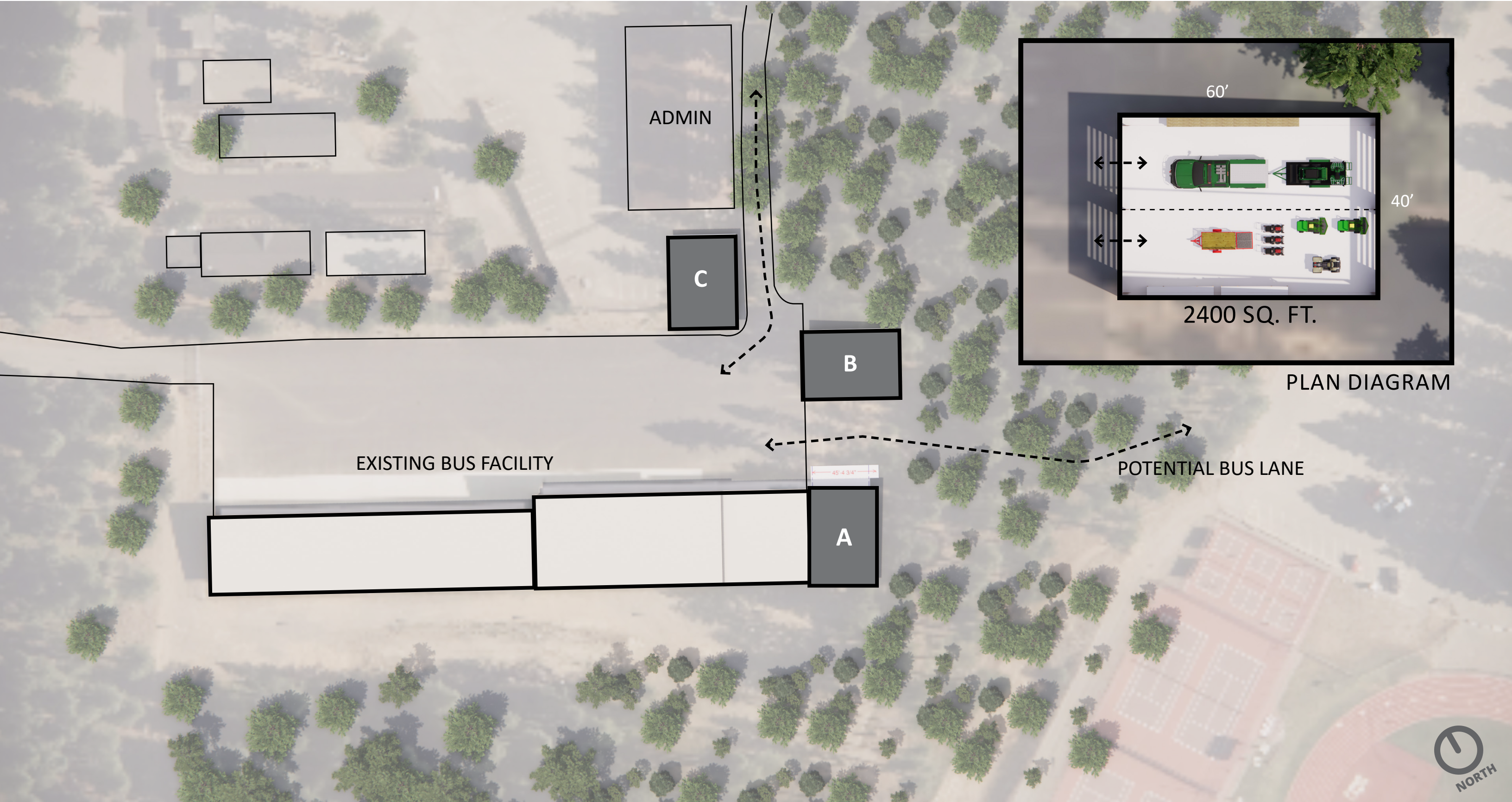
1550 SQ. FT.



03 MAINTENANCE STORAGE SHED



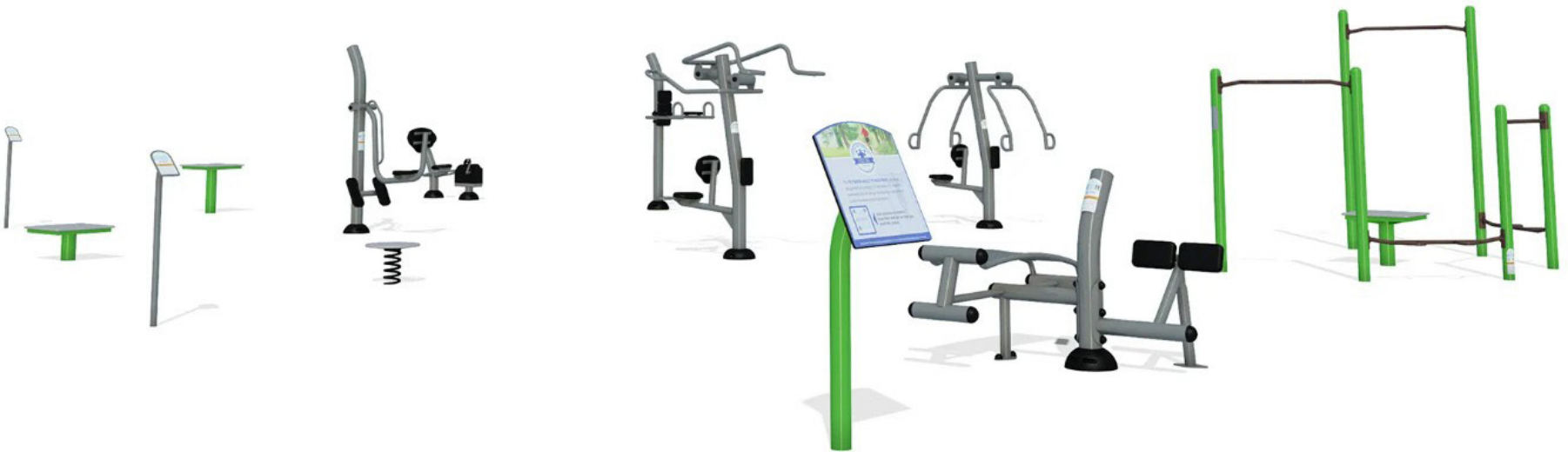
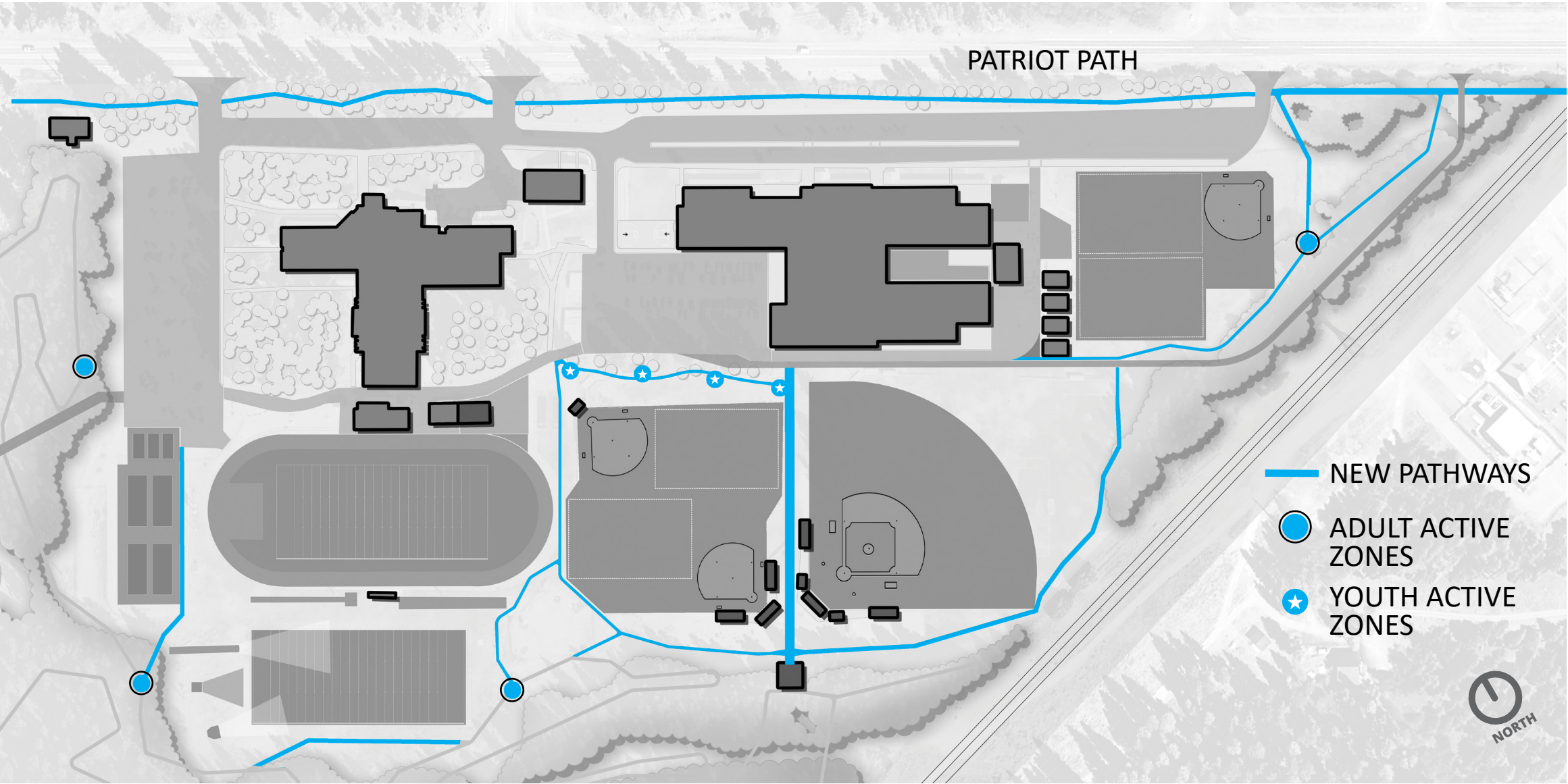
04 MAINTENANCE FACILITY
LOCATION OPTIONS



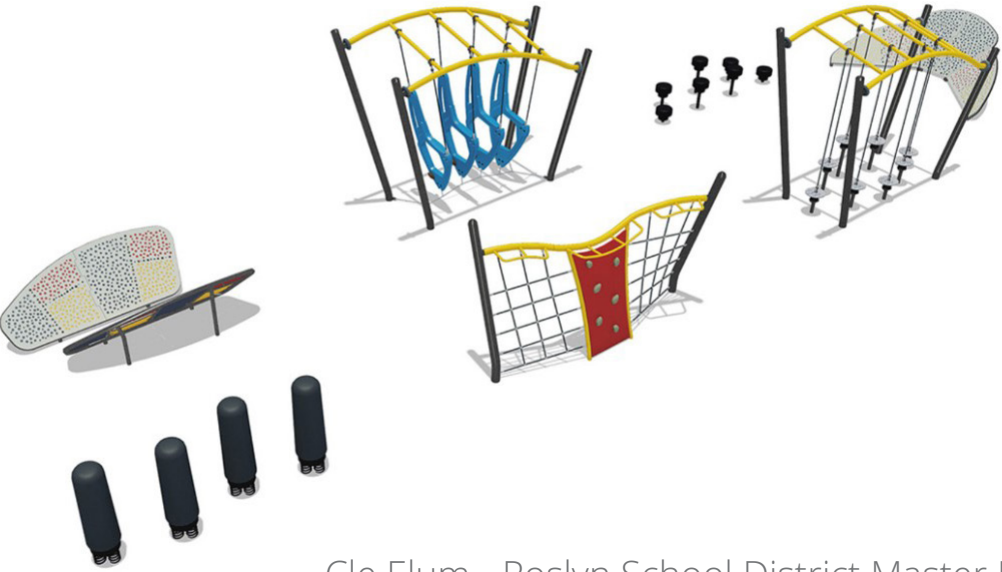
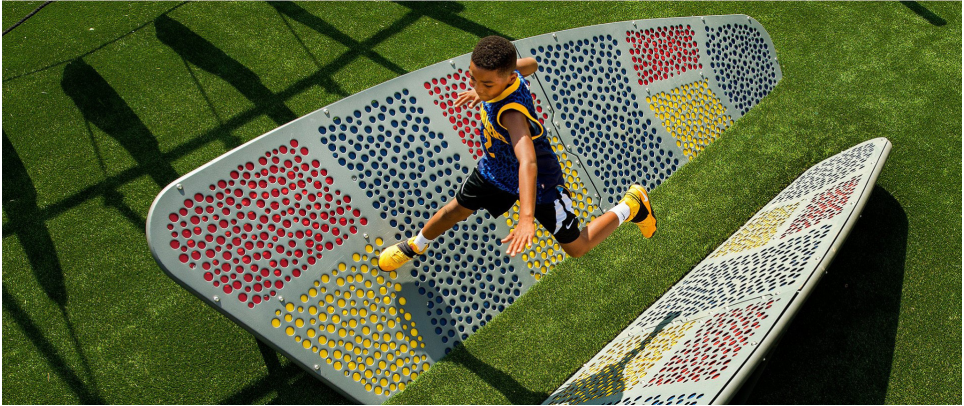
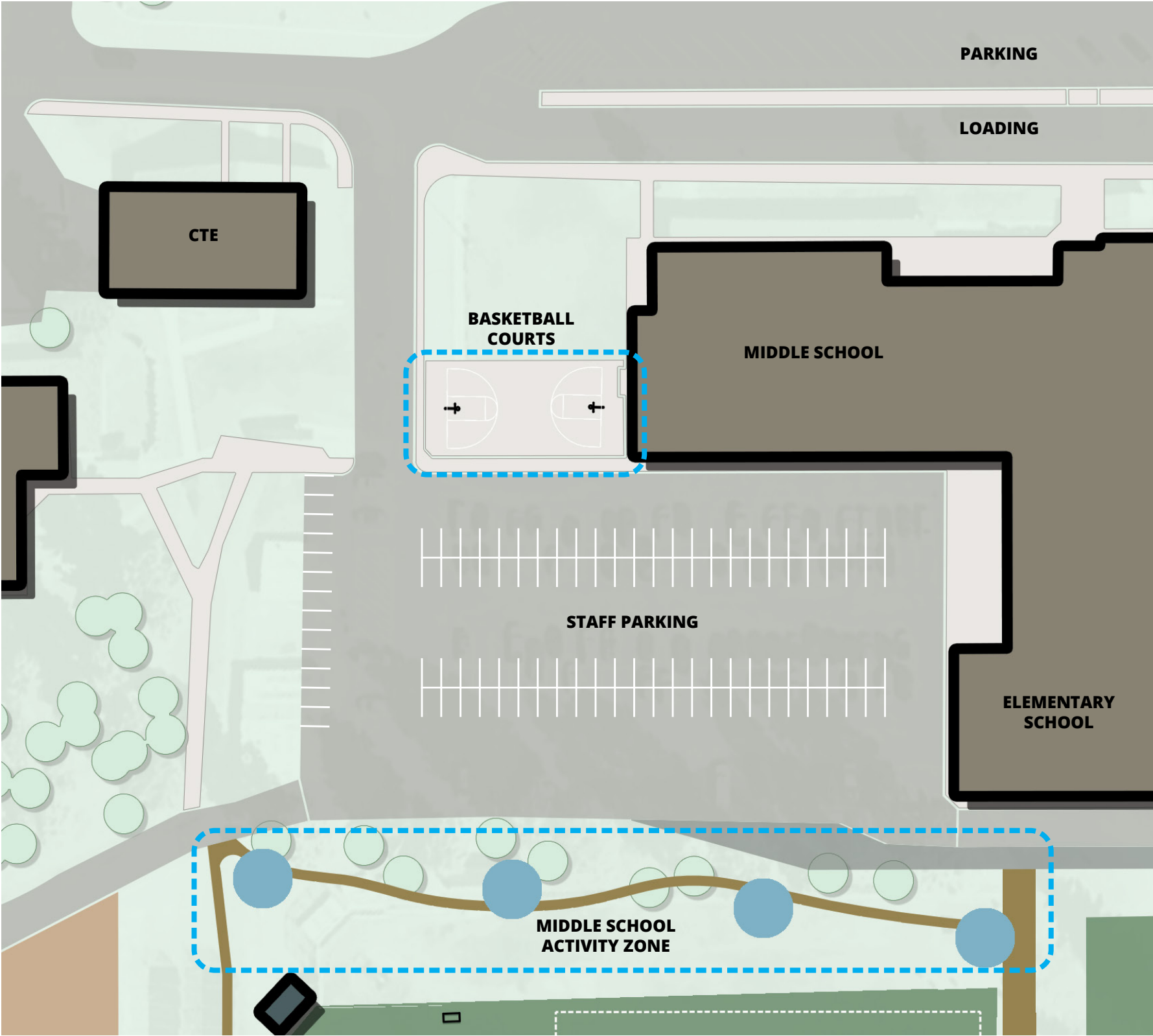
04 MAINTENANCE FACILITY



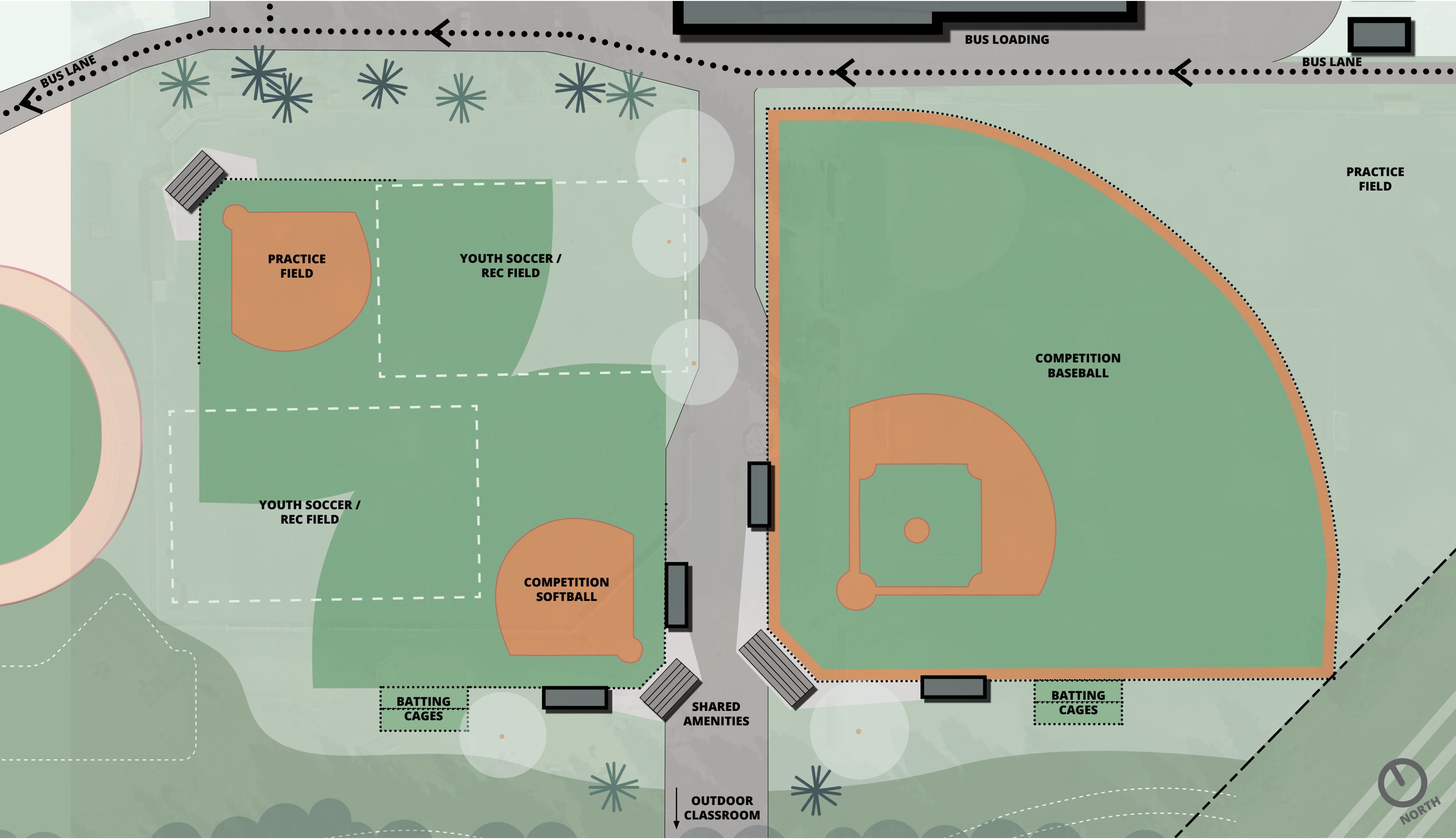
05 EXPANDED PATH NETWORK & ACTIVITY STATIONS



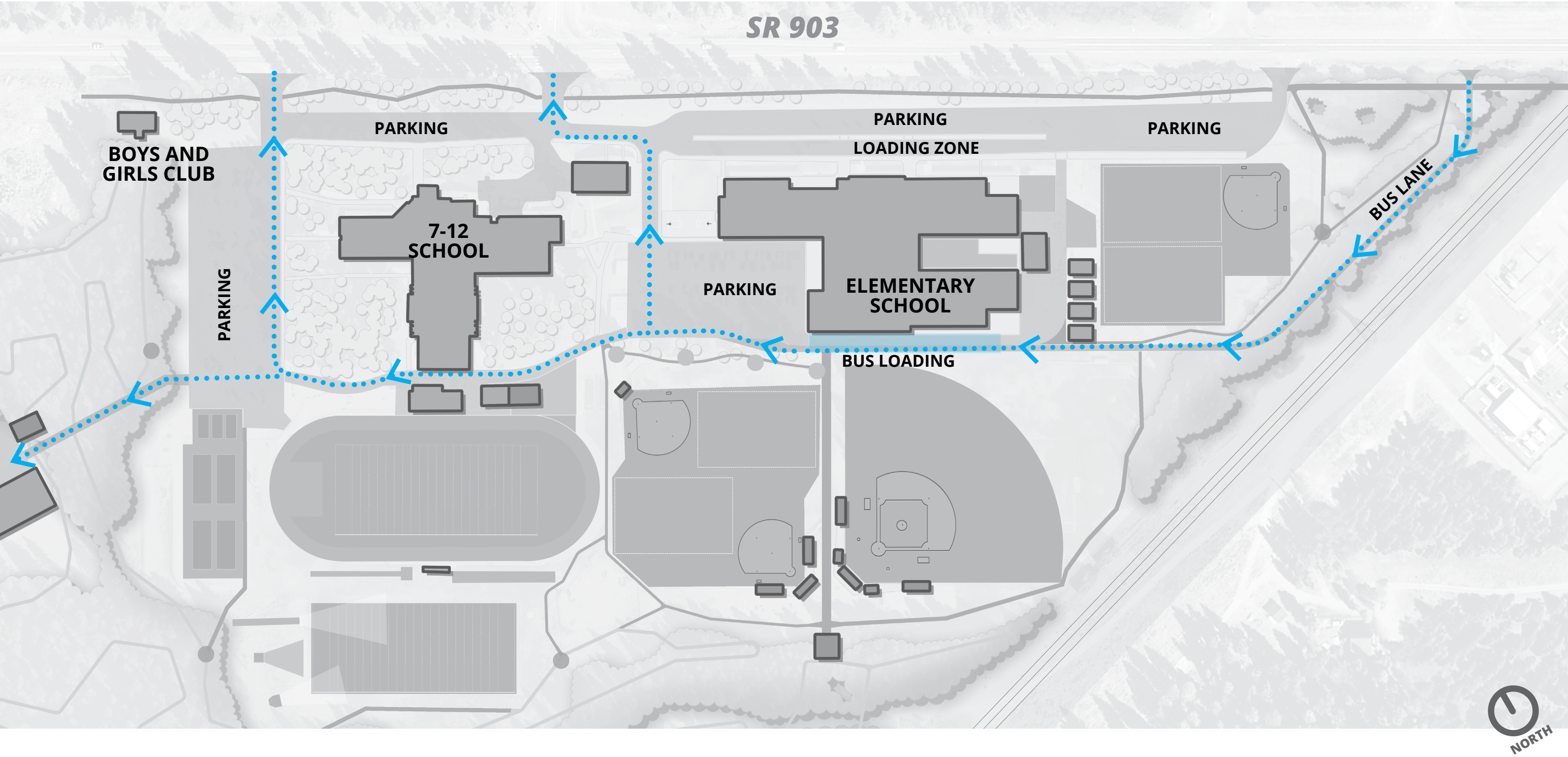
06 MIDDLE SCHOOL SPORT COURT & ACTIVITY ZONE

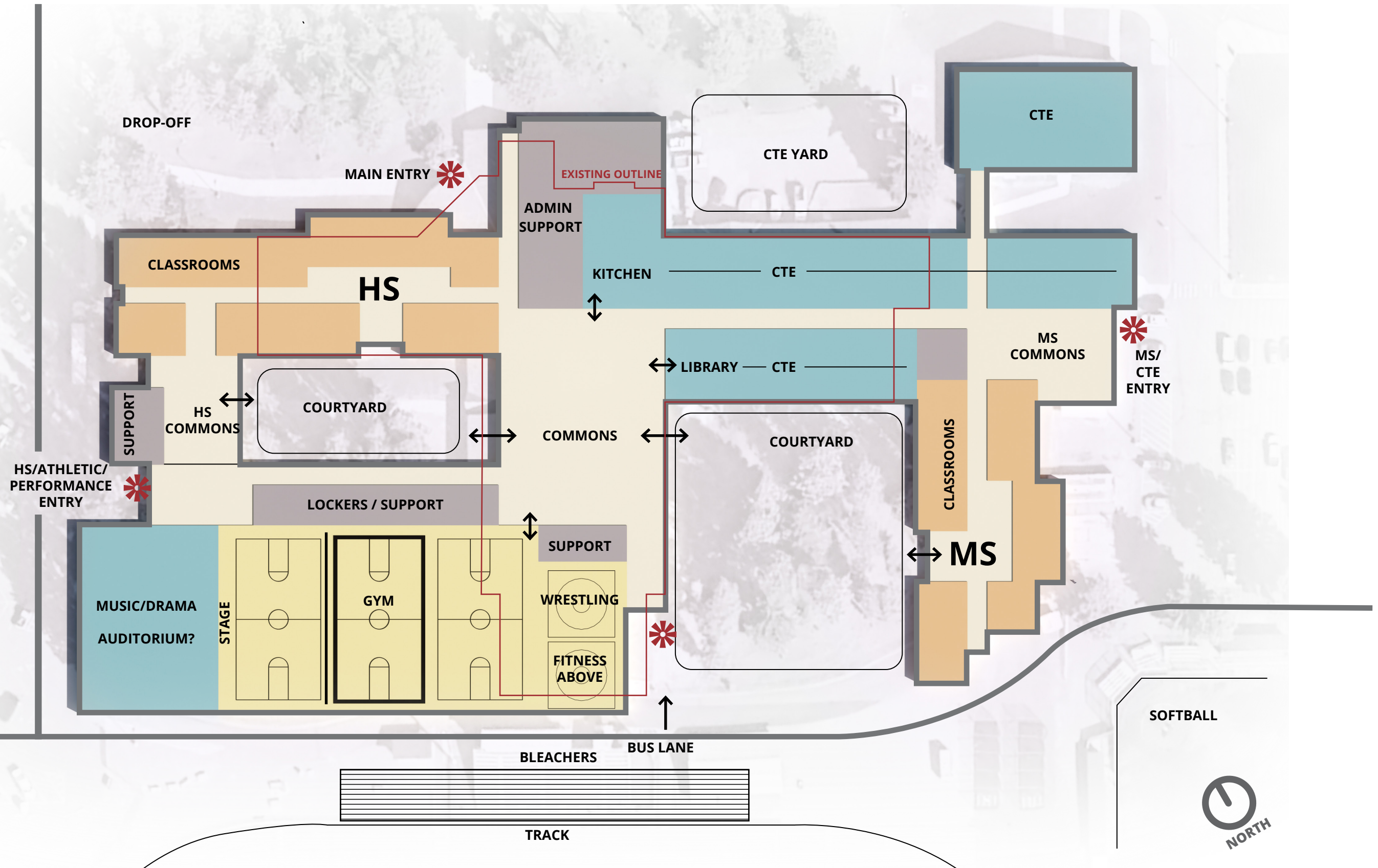


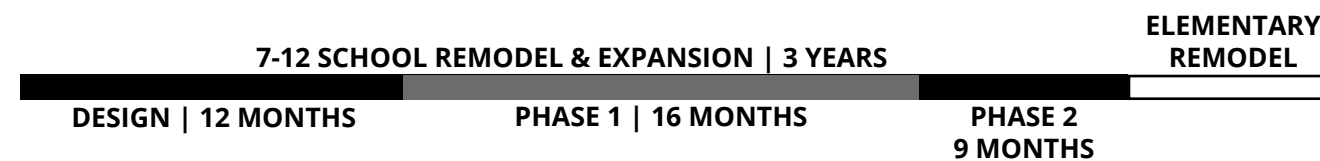
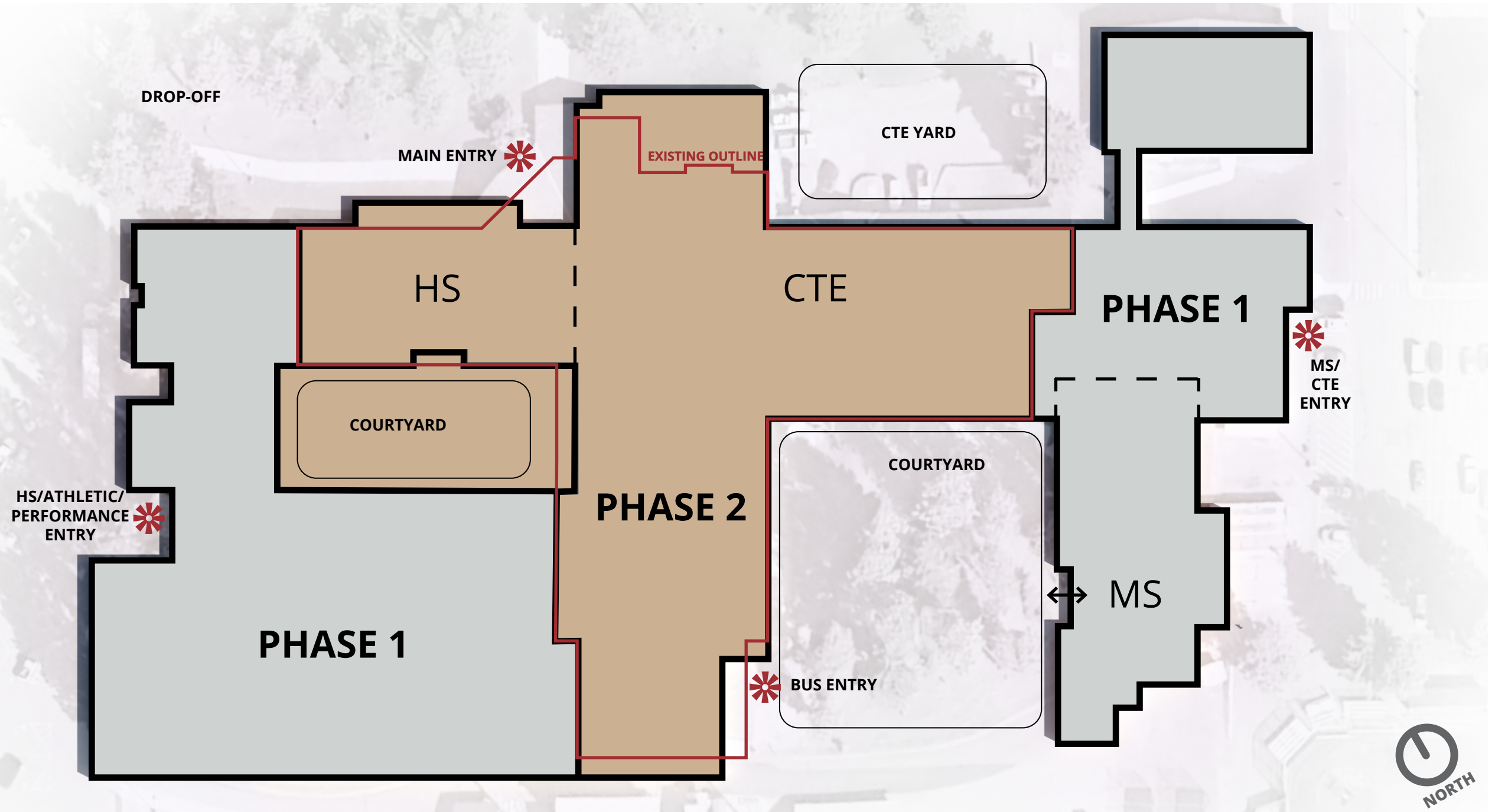
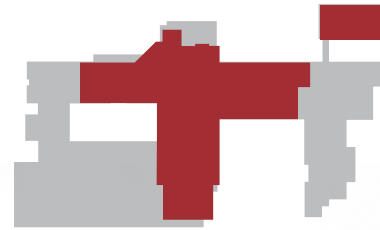
07 BASEBALL & SOFTBALL RELOCATION



08 BUS LANE & LOADING







ROUGH ORDER OF MAGNITUDE (ROM) PRICING

2025 DOLLARS



PROJECTS	CONSTRUCTION COST		TOTAL COST (INCL 40% SOFT COSTS)
01 TK - PRESCHOOL TRIKE PATH		\$303,900	\$425,460
02 OUTDOOR CLASSROOM	1,216 SF	\$475 / SF	\$808,640
03 MAINTENANCE STORAGE FACILITY	1,428 SF	\$400 / SF	\$799,680
04 MAINTENANCE SHOP FACILITY	2,400 SF	\$425 / SF	\$1,428,000
05 EXPANDED PATH NETWORK & ACTIVITY STATIONS		\$372,000	\$457,800
06 MIDDLE SCHOOL SPORT COURT		\$47,500	\$66,500
07 BASEBALL & SOFTBALL RELOCATION (INCL. SAFETY UPGRADES & LIGHTING)		\$2,933,320	\$4,106,650
08 BUS LANE AND LOADING		\$123,200	\$172,620
09 SPORTS FIELD UPGRADES (ARTIFICIAL TURF FIELDS)		\$1,109,600	\$1,553,440
10 FOOTBALL FIELD ARTIFICIAL TURF & LIGHTING UPGRADES		\$1,665,550	\$2,331,770
11 7-12 SCHOOL		\$55,075,000	\$77,105,000
12 NEW AUDITORIUM	9,500 SF	\$1,050 / SF	\$9,975,000
13 ELEMENTARY SCHOOL INTERIOR REMODEL	94,797 SF	\$150 / SF	\$19,900,000

GRAND TOTAL \$119,130,560



THANK YOU

CAPITAL PROJECTS: ACCOMPLISHMENTS 2020-2024



SAFETY & SECURITY

	FACULTY COMMITTEE RECOMMENDATION	23-25 LEVY PROMISE	PROGRESS
Gym Bleachers; add handrails, replace rollers/bearings	x	x	Completed
Camera systems on school buses		x	Completed
Portable radios on buses for communications		x	Completed
Improve High School Entrance for monitoring visitors		x	Completed
Install new screening vestibule at Swiftwater HS entrance		x	Completed
Video door bell systems installed at all schools		x	Completed
Added security cameras at district office, transportation and technology building		x	Completed
Install additional and improved security cameras throughout school buildings		x	Completed
Install additional exterior elementary school cameras		x	Completed
Added elementary exterior speakers and horns for lock down alert		x	Completed
Additional snowplow and tractor snow blower - snow removal			Completed
Track resurfacing		x	

EDUCATIONAL PROGRAM & CLASSROOM IMPROVEMENTS

Added 4 school portables; 8 classrooms to meet elementary enrollment increase	x	x	Completed
Remodeled elementary primary wing for grades 1-3, Preschool, TTK and special education	x	x	Completed
Repainted elementary primary wing classrooms, new flooring and restroom fixtures	x	x	Completed
Completely replaced kindergarten, TTK and Preschool classroom furniture	x	x	Completed
Installed age-appropriate playground equipment for Pre-K, grades K-2 and grades 3-5	x	x	Completed
Eliminated pea gravel from elementary play area for safety and added play surfacing	x	x	Completed
Career/Technical : new furniture and equipment for Foods and wood shop		x	Completed
Continued classroom technology equipment upgrades and device rotation		x	On-going; Largely Complete
Special education classroom improvements HS			Completed
Outdoor garden		x	Completed

MAINTAINING CRITICAL FACILITIES; “MAINTAINING WHAT WE HAVE”

Replaced Elementary Hot Water Equipment			Completed
Replaced HS Classroom Heat/Ventilation equipment		x	Completed
Replaced aging and non-repairable Heat Pumps; District Office			Completed
Replaced speaker system in ES/MS Gym and ES Multipurpose Room		x	Completed
Created gravel parking area for Swiftwater Alternative HS			Completed
Improvements made to MS Production Kitchen Refrigeration			Completed
Installed School System Sewer Meter; city mandate	x		Completed
Various school field improvements and painting of dugouts			Completed
Irrigation system realignment and repairs	x		Completed
Replaced aging maintenance tractor used for field mowing and excavations			Purchased Tractor; Need Mower
Replaced district wide telephone system		x	Completed

CAPTIAL PROJECTS: 2025 LEVY PROJECTED WORK 2025-2028



SAFETY & SECURITY

	FACULTY COMMITTEE RECOMMENDATION	23-25 LEVY PROMISE	PROGRESS
Throwing area for track events	x	x	Completed
Complete MS gym bleacher handrails/improvements	x	x	Completed
Sidewalk repairs	x		Master Plan Approval Needed
District Office Entrance revamp - safety vestibule			Needs to be Addressed
Elementary/MS Parking Driveway - 2026 beyond			Master Plan Approval Needed
Lockerroom/Restroom Privacy - Upgrades - 2025?	x		Completed Temp; Bond for Redesign
New Intercom and Lockdown Equipment	x	x	Near Completion
Track resurfacing	x	x	Completed
Swifwater Vestibule	x	x	Completed

EDUCATIONAL PROGRAMMING / IMPROVEMENTS

Elementary AC - Possibly 2025 depending on elect power analysis	x	x	Completed
Track house adjustments - 2025 verify permits and life/safety	x		Completed
Music Room Acoustics - Hold for evaluation	x		Master Plan Approval Needed
CTE science, art, other spaces -	x	x	Ed Specs Underway with Design
Outdoor Learning & Recreation - Long Range Plan outcome	x	x	Master Plan Approval Needed
HS Cooling/AC - Long Range Plan outcome	x		Master Plan Approval Needed
Preschool concrete pad cover - North	x	x	On-hold for Trike Path
Portable walkway covers	x	x	On-hold
Athletic Storage - Large TuffShed	x	x	Completed
MS Library repurposing			Master Plan Approval Needed
ES/MS bike safety painting	x		Summer 2026
Stage improvements	x		Master Plan Approval Needed
Athletic Field Improvements	x	x	Master Plan Approval Needed

GENERAL DISTRICT PREVENTIVE MAINTENANCE

Elementary/MS Exterior Paint 2025	x	x	Bid Received
Wood shop power and improvements	x	x	Completed
Art room improvements	x	x	Ed Spec Completion Needed
Lab Space Improvements	x		Master Plan Approval Needed
Track/Tennis courts resurfacing 2025	x		Completed
Tennis court Bleacher concrete pad and ADA compliance			Completed
MS Parking lot resurface - may be part of LR Plannning	x	x	Included in Master Plan
Maintenance storage and repair building			Included in Master Plan
ES/MS Gym Repainting, and repairs		x	Completed
ES/MS Updating	x		Master Plan Approval Needed
MS Lockerroom improvements	x		Master Plan Approval Needed

CAPTIAL PROJECTS: 2025 LEVY PROJECTED WORK 2025-2028



GENERAL DISTRICT PREVENTIVE MAINTENANCE (cont.)

	FACULTY COMMITTEE RECOMMENDATION	23-25 LEVY PROMISE	PROGRESS
High School Modernization	x		Master Plan Approval Needed
ADA Improvements- New access doors, new card swipe doors, handrails and sidewalk access	x	x	On-going; Many Completed
HS Boiler	x		Master Plan Approval Needed
HS and DO generator	x		Master Plan Approval Needed
Totem Pole HS			Master Plan Approval Needed
Tech house improvements- Boys and Girls	x		Underway
Student furniture replacement:			
Preschool-Kinder			Completed
Grades 1-5			Completed
Grades 6-8 Middle school			Master Plan Approval Needed
High school			Master Plan Approval Needed
Staff chair and desk			Planning Underway

Coversheet

Resolution 25.11.1- Intent to Construct

Section:	VI. ACTION ITEMS
Item:	A. Resolution 25.11.1- Intent to Construct
Purpose:	
Submitted by:	
Related Material:	Resolution Intent to Construct.pdf

RESOLUTION OF INTENT TO CONSTRUCT PROJECT
CLE ELUM-ROSLYN SCHOOL DISTRICT NO. 404

RESOLUTION 25-11-1

**A RESOLUTION OF THE BOARD OF DIRECTORS CERTIFYING THE DISTRICT'S INTENT
TO CONSTRUCT THE ELEMENTARY/MIDDLE SCHOOL COOLING IMPROVEMENT PROJECT**

WHEREAS, the Cle Elum-Roslyn School District No. 404 (the "District") recognizes the need to provide safe, healthy, and comfortable learning environments for all students and staff; and

WHEREAS, the District has determined that the installation of air conditioning systems at the Cle Elum-Roslyn Elementary and Middle School facilities is necessary to maintain appropriate indoor air quality, temperature control, and occupant comfort during periods of high heat; and

WHEREAS, the Board of Directors wishes to formally declare its intent to move forward with the planning, design, and construction of this Project utilizing available district capital funds and other eligible resources; and

WHEREAS, the District intends to undertake the *Elementary/Middle School Cooling Improvement Project* (the "Project") to install or upgrade mechanical systems to provide reliable cooling to instructional and support spaces; and

WHEREAS, the taxpayers of the school district have approved a school Capital Projects Levy to provide funding for the Cooling Improvement Project; and

THEREFORE, BE IS RESOLVED, that the Cle Elum-Roslyn School District Board of Directors does hereby certify that the construction of the Cooling Improvement Project will be completed for the purposes for which funding is being provided.

ADOPTED by the Board of Directors of the Cle Elum-Roslyn School District No. 404, Kittitas County, Washington, at a regular meeting held this 10th day of November, 2025

CLE ELUM-ROSLYN SCHOOL DISTRICT NO. 404
Board of Directors

Attest

Secretary to the Board

Coversheet

Resolution 25.11.2- Recommending Bid Award

Section: VI. ACTION ITEMS
Item: B. Resolution 25.11.2- Recommending Bid Award
Purpose:
Submitted by:
Related Material: Resolution recommending bid award.pdf

RESOLUTION RECOMMENDING BID AWARD
CLE ELUM-ROSLYN SCHOOL DISTRICT NO. 404

RESOLUTION 25-11-2

**A RESOLUTION OF THE BOARD OF DIRECTORS RECOMMENDING AWARD OF BID
FOR THE ELEMENTARY/MIDDLE SCHOOL COOLING IMPROVEMENT PROJECT**

WHEREAS, the Cle Elum-Roslyn School District No. 404 (the “District”) has identified the need to provide reliable air conditioning systems at the Cle Elum-Roslyn Elementary and Middle School to improve comfort and indoor air quality for students and staff; and

WHEREAS, the District initiated the *Elementary/Middle School Cooling Improvement Project* and publicly solicited bids in accordance with applicable laws and district policy; and

WHEREAS, bids were opened and reviewed for responsiveness and compliance with bid specifications, and Bruce Mechanical, Inc. was determined to be the lowest responsible bidder meeting all requirements; and

WHEREAS, the total base bid submitted by Bruce Mechanical, Inc. is **Nine Hundred Thirty-Six Thousand Nine Hundred Dollars (\$936,900)**; and

WHEREAS, the District’s project consultant and administration have reviewed the bid documents and recommend award of contract to Bruce Mechanical, Inc. for completion of the *Elementary/Middle School Cooling Improvement Project*;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cle Elum-Roslyn School District No. 404 hereby awards the bid for the *Elementary/Middle School Cooling Improvement Project* to **Bruce Mechanical, Inc.** in the amount of **\$936,900**, and authorizes the Superintendent or designee to execute all necessary contract documents and take such actions as are required to proceed with the project.

ADOPTED by the Board of Directors of the Cle Elum-Roslyn School District No. 404, Kittitas County, Washington, at a regular meeting held this 10th day of November, 2025

CLE ELUM-ROSLYN SCHOOL DISTRICT NO. 404
Board of Director

Attest

Secretary to the Board

Coversheet

2nd Read Policies

Section:	VIII. NEW BOARD BUSINESS
Item:	A. 2nd Read Policies
Purpose:	
Submitted by:	
Related Material:	3245-Students and Telecommunication Devices (7).pdf 3122-Excused and Unexcused Absences (3).pdf

Policy Console - WSSDA

Policy: 3245
Section: 3000 - Students

Students and Telecommunication Devices

Students in possession of **any** telecommunications devices, including, but not limited to, pagers, beepers, and cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Telecommunication devices will be ~~turned on and~~ operated only before and after the regular school day ~~and during the student's lunch break~~, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device;
Specific variances by school will be outlined in Procedure 3245P.
- B. **Students will not use telecommunication** devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others;
- C. **Students will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct, as defined in [RCW 9.68A.011](#), in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district;**
- D. **When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;**
- E. **By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;**
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored events;
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. **Students who violate this policy will be subject to disciplinary action.**

Cross References:

4310 - District Relationships with Law Enforcement and other Government Agencies
3241 - Student Discipline
3207 - Prohibition of Harassment, Intimidation, and Bullying of Students
2022 - Electronic Resources and Internet Safety

Management Resources:

2019 - October Policy Issue
2010 - October Issue
2010 - June Issue
Policy News, February 2004 Evolution of Cell Phone Use

Last Revised: **October 01, 2019**

Classification: **Important**

Prior Revised Dates: **2.04; 06.10; 10.10; 12.11**

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Policy Console - WSSDA

Policy: 3122
Section: 3000 - Students

Excused and Unexcused Absences

Definition of Absence

Absence from in-person learning

WAC 392-401-015 states the definition of an absence:

1. A student is absent from in-person instruction when they are:
 - a. Not physically present on school grounds; and
 - b. Not participating in the following activities at an approved location:
 - i. Instruction; or
 - ii. Any instruction-related activity; or
 - iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

Definition of absence from synchronous and asynchronous instruction

A student is absent from synchronous online instruction when the student does not log in to the synchronous meeting/class. (2) A student is absent from asynchronous instruction when there is no evidence that the student accessed the planned asynchronous activity. (3) Evidence of student participation in asynchronous activities must occur daily, within a twenty-four-hour time frame of when the participation is planned or expected.

Minimum Time for Being Considered Present

The District has authority to establish minimum thresholds similar to in-person attendance for the time in which a student must be logged in to be considered present. The Superintendent will develop a consistent and equitable approach that is documented in the student handbook and communicated clearly to all students and families. Determining a threshold for when a student is present or absent should not be left to individual teachers.

Presence vs. Participation

Participation, such as turning video on and participating in discussion or chat, are not to be considered when determining if a student is present or not. These are examples of participation and should be considered distinct from attendance.

Absence from Asynchronous Instruction

Similar to local determinations on what constitutes presence for synchronous online instruction, the Superintendent will develop a consistent and equitable approach that establishes what constitutes "evidence of participation." This approach will be documented in the student handbook and communicated clearly to all students and families. Determining what constitutes "evidence of participation" should not be left to individual teachers.

Tardies

The District has the flexibility to determine what constitutes a tardy in synchronous online settings. The District differentiates a tardy from an absence (where the student does not attend at all) and will exclude tardies from any reports that tally absences for the purposes of filing a truancy petition.

Daily attendance taking

The District will take daily attendance for all enrolled students whether the instructional modality is in-person, synchronous, or asynchronous. When instruction is synchronous online or asynchronous, secondary schools will take attendance daily in each course with planned instruction and elementary schools will take attendance at least twice a day.

Excused and Unexcused Absences

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities; except when there are necessary reasons for students to be absent. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be absent from class or not able to participate remotely. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

- A. Absences due to the following reasons are excused:
 1. Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health);
 2. Family emergency including, but not limited to, a death or illness in the family;
 3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 4. Court, judicial proceeding, court-ordered activity, or jury service;
 5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
 7. Absence directly related to the student's homeless or foster care/dependency status;
 8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
 9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
 10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
 11. Absences due to a student's migrant status;
 12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth; and
 13. Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.
- B. In the event of emergency school facility closure due to ~~COVID-19, other~~ a public health or community emergency, disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction, absences due to the following reasons are excused:
 1. Absences related to the student's illness, health condition, or medical appointments due to ~~COVID-19 or other~~ a public health or community emergency, communicable disease;
 2. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to ~~COVID-19, other~~ a public health or community emergency, communicable disease, or other emergency health condition related to school facility closures;

3. Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and
4. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.

The District may define additional categories or criteria for excused absences. A school principal or designee has the authority to determine if an absence meets this policy according to the above criteria for an excused absence.

1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed.
2. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.
3. Except as provided in subsection (2) of this section, in the event that a child in elementary school is required to attend school under RCW 28A.225.010 or 28A.225.015(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the school district shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. To satisfy the requirements of this section, the conference must include at least one school district employee such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education program or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required.

This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.

Unexcused Absences

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above or in administrative procedure for an excused absence.
2. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent and that absence is not excused.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.
4. The school will hold a conference with the parent or guardian after three unexcused absences within any month during the current school year. The conference will analyze the causes of the student's absences and develop a plan that identifies student, school, and family commitments to reduce the student's absences from school. If the parent does not attend the conference, the school official may still hold the conference with the student. However, the school will notify the parent of the steps the district has decided to take to eliminate or reduce the student's absences.
5. Between the student's second and seventh unexcused absence, the school must take the following data-informed steps:
 - I. Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment.

- II. These steps must include, where appropriate, providing an available approved best practice or research-based intervention, or both, consistent with the WARNS profile or other assessment, if an assessment was applied, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the child to a community truancy board, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.
- III. For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.

Not later than the student's seventh unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community engagement board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

6. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no earlier than the seventh unexcused absence within any month during the current school year and not later than the fifteenth unexcused absence during the current school year.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Tardies and Disciplinary Actions

1. Students shall not be absent if:
 - a. They have been suspended, expelled, or emergency removed pursuant to chapter 392-400 WAC;
 - b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
 - c. The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107. Course of study activities do not include sending homework packets home.
2. A full day absence is when a student is absent for fifty percent or more of their scheduled day.
3. A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

A student shall be considered absent if they are on school grounds but not in their assigned setting.

Tiered response system for student absences

WAC 392-401A-045 requires:

School districts to implement minimum requirements of a multitiered system of support for attendance to address barriers to student attendance, provide timely interventions and best practices to reduce chronic absenteeism and truancy. Multitiered systems of support include:

- (a) Monitoring daily attendance data for all students who are absent, whether the absence is excused or unexcused;
- (b) A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent's home language;
- (c) Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence, including school and district attendance or engagement teams, connecting to community resources, and community engagement boards; and

(d) A process for outreach and reengagement for students who have been withdrawn due to nonattendance and there is no evidence that the student is enrolled elsewhere. This outreach and reengagement process must include:

- (i) A school and/or district point person/people to maintain the list, keep it updated, and coordinate the outreach;
- (ii) School or district staff assigned to conduct the outreach and attempts at reengagement in coordination with community partners or other programs;
- (iii) Multiple methods of communication and outreach in a language or mode of communication that the parent understands including phone calls, texts, letters, and home visits;
- (iv) Referral to community-based organizations;
- (v) Documentation of the attempts to reach student and family; and
- (vi) Follow the required steps to address unexcused absences in chapter 28A.225 RCW, including early communication to parents, holding parent conferences and administering a truancy screener to understand the underlying reasons for the absences, and providing evidence-based or best practice interventions, even if the student has been withdrawn due to nonattendance.

Students dependent pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Migrant Students

The district, parent/guardian and student are encouraged to work to create an Extended Absence Agreement with the school to decrease the risk of an adverse effect on the student's educational progress.

Cross References:

3120 - Enrollment
3230 - Searches of Students and Student Privacy
3241 - Student Discipline
4218 - Language Access

Legal References:

Chapter 28A.225 Compulsory school attendance and admission
RCW 13.34.300 Relevance of failure to cause juvenile to attend school to neglect petition
Chapter 392-401 WAC Statewide definition of absence for the 2020-21 school year

Management Resources:

2022 - June June
2020 - September Alert
2018 - August 2018 - August Policy Issue
2017 - July Policy Issue
2016 - July Issue
2015 - June Issue
2012 - December Issue
2011 - December Issue
Policy News, June 2001 More Tweaking of Becca Petitions

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Coversheet

On Deck Policies

Section:	VIII. NEW BOARD BUSINESS
Item:	B. On Deck Policies
Purpose:	
Submitted by:	
Related Material:	6959-Acceptance of Completed Project (1).pdf 6220-Bid or Request for Proposal Requirements (2).pdf

Policy Console - WSSDA

Policy: 6959

Section: 6000 - Management Support

Acceptance of Completed Project

The district will follow all laws pertaining to liens and retainage relating to all public works projects. Those projects that are completed by the district are excluded from laws for liens and retainage.

For any contracted public works project, the district will not release final payment until the following items have been received (if applicable to the project):

- A. Completion of building commissioning;
- B. The architect's letter of inspection indicating that the work has been completed;
- C. Certification by the superintendent or designee that no liens have been filed on the project, or if liens have been filed, a certified list of the liens and their respective order of priority.

Public works contracts are not considered complete until the board has taken action to accept the project as complete.

The district will follow its procedures and applicable state laws following acceptance of the project as complete to issue final payment to the contractor. This will be done no earlier than sixty (60) days following acceptance by the board, or receipt of all releases, whichever comes later.

For projects receiving state funding assistance, the district will follow all rules and regulations issued by the Office of the Superintendent of Public Instruction (OSPI). The district may elect to have OSPI act as its agent for the handling of retainage.

Legal References:	Chapter 60.28 RCWLien for labor, materials, taxes on public works
	WAC 392-343-080Value engineering studies, constructability reviews, and building commissioning □□□ Requirements and definition
	WAC 392-344-067Building commissioning contracts
	WAC 392-344-075Contracts □□□ Filing
	WAC 392-344-147Retained percentage law related requirements

Last Revised: **July 24, 2023**

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Prior Revised Dates: **02.00; 06.07; 12/01/2011**

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Policy Console - WSSDA**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.
 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 \$10,000 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 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 \$10,000 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 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 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 \$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.

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 [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.

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
2 CFR 200.321 Contracting with small and minority businesses, women□□□s business enterprises, and labor surplus area firms.
2 CFR 200.325 Federal awarding agency or pass-through entity review.

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

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