Regular Meeting
Tuesday, October 13, 2026 5:00 PM Pacific

District Board Room
1380 W 5th St
Newport, WA 99156

I.	Call to Order
II.	Adoption of the Agenda (including the consent agenda) (m):
III.	Approval of Minutes

NEWPORT SCHOOL DISTRICT
REGULAR MEETING – in person and via Zoom
BOARD OF DIRECTORS

September 8, 2026

1. **Call to Order:** 5:01 PM
   Verbal roll call: Director Owen, Director Hughes, Director Moore, Director Price, and Director Sauer.

   Dave Smith, Superintendent, and Belynda Best, Business Manager, were present.

2. **Adoption of the Agenda (including the consent agenda) (m):**
   Motion to approve the agenda. This motion, made by Connie Moore and seconded by Larry Sauer, Passed.
   April Owen: Yea, Larry Sauer: Yea, Connie Moore: Yea, Trevor Price: Yea, Rick Hughes: Yea
   Yea: 5, Nay: 0

3. **Approval of Minutes:** will stand as read.

4. **Consent Agenda:**
   A. New Hire(s):
   Patricia Carrier | Afterschool Paraeducator
   Diane Ast |Speech Paraeducator
   Mary Smith | 8th Grade Math Teacher
   Alexis Shaw | P-12 Paraeducator, assigned at Stratton
   Janice Addington | P-12 Paraeducator, assigned at Stratton
   Alexis Curtis | Preschool Paraeducator
   Kendall Hinchliff | NHS C Squad Volleyball Coach
   David Locke | SHMS Football Coach

   B. Resignation(s):
   Kai Bowman | Special Education Teacher, SHMS

5. **Individuals or Groups Wishing to Address the Board:**

6. **Financial Report**
   The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment.

   - 7.15.26 AP Warrant Numbers 235987 through 236011, totaling $79,295.14
     General Fund (10) $76,961.29 | Private Purpose Trust Fund (80) $0 | ASB Fund (40) $2,333.85 | Capital Projects (40) $0

   - 8.31.26 AP PR Warrant Numbers 236119 through 236131, totaling $282,437.37
     General Fund (10) $ 282,437.37| Private Purpose Trust Fund (80) $0 | ASB Fund (40) $0| Capital Projects (40) $0

   - 8.31.26 PR in the total amount of $1,285,025.82

   - 8.31.26 Warrant Numbers 236132 through 236164, totaling $86,164.93
     General Fund (10) $76,961.29 | Private Purpose Trust Fund (80) $0 | ASB Fund (40) $2,333.85 | Capital Projects (40) $0

   Motion to approve the warrants as listed. This motion, made by Connie Moore and seconded by Trevor Price, Passed.
   April Owen: Yea, Larry Sauer: Yea, Connie Moore: Yea, Trevor Price: Yea, Rick Hughes: Yea
   Yea: 5, Nay: 0

7. **Old Business:**

8. **New Business:**
   a) Principal Updates
   Each of the building principals gave a verbal update.

   b) 2026-27 NAT Contract (m)

   Motion to approve as seen in the online packet. This motion, made by Larry Sauer and seconded by Rick Hughes, Passed.
   April Owen: Yea, Larry Sauer: Yea, Connie Moore: Yea, Trevor Price: Yea, Rick Hughes: Yea
   Yea: 5, Nay: 0

   c) NSD Resolution No 01. 2026-2027 Public Access to Records (m)

   Motion to approve as seen in the online packet. This motion, made by Connie Moore and seconded by Larry Sauer, Passed.
   April Owen: Yea, Larry Sauer: Yea, Connie Moore: Yea, Trevor Price: Yea, Rick Hughes: Yea
   Yea: 5, Nay: 0

   d) Copier RFP (m)

   Motion to approve as seen in the online packet. This motion, made by Connie Moore and seconded by Trevor Price, Passed.
   April Owen: Yea, Larry Sauer: Yea, Connie Moore: Yea, Trevor Price: Yea, Rick Hughes: Yea
   Yea: 5, Nay: 0

9. **Policies (m):**
   Second Reading:
   Policy 6220 Bid or Request for Proposal Requirements

   Second Reading was tabled.

10. **Superintendent Update:**

    Superintendent Smith provided a verbal briefing on districtwide past and upcoming events, adding that the board would be touring the school buildings on September 25.

11. **Agenda Item** (s) for the next Board Meeting, October 13, 2026, at 5:00 PM.
    a. Warrants

12. Hearing no objections, Director Owen adjourned the Regular Board Meeting at 5:31 PM. Adjournment.

_____ _____
Chair/Vice Chair of the Board Secretary of the Board

_____
Date

IV. Consent Agenda:

A. *New Hire(s):*

V. Jacob Beloit | SpEd Paraeducator, Stratton

Newport School District
Consent Agenda:

Tuesday, October 13, 2026

A. *New Hire(s):*
Jacob Beloit | SpEd Paraeducator, Stratton

B. *Resignation(s):*
C. *Retirement(s):*
D. *Long Term Leave (s):*
E. *Short-term Leave of Absence(s):*
F. *Termination (s):*

Newport SCHOOL DISTRICT

Cheryl Bradbury <bradburycheryl@newportgriz.com>

Personnel Selection Recommendation Form

1 message

Principal or Supervisor <buttreydebra@newportgriz.com> Fri, Oct 2, 2026 at 10:31 AM
Reply-To: buttreydebra@newportgriz.com
To: buttreydebra@newportgriz.com, bradburycheryl@newportgriz.com, bestbelynda@newportgriz.com, piercemichelle@newportgriz.com

Your form has a new entry. Here are the results.

Email address	ericksonjennifer@newportgriz.com
Recommended Candidate	Jacob Beloit
Type of position	Classified
Title of Position	P-12 Para Educator: Special Education
Who does this person replace?	Shelly Kearny (moved back to Intervention)
Hours Per Day	7
Position Start Time	7:45 AM
Position End Time	2:45 PM
First Day Employee Reports to Work	Oct 05, 2026
Funding Source & Percentages (i.e. Basic 25%, SPED 25%, Title I 50%, etc.	SPED
Interviewed candidates not selected were all notified by:	Jenny Erickson
Candidates Interviewed:	Rebecca Steele, Jacob Beloit
Interview Team	Jenny Erickson, Shannon Prange, Amy Bouldin, Gracee Cooper, Jessica Vigus
Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)	Favorable application and interview process

VI. Individuals or Groups Wishing to Address the Board:

VII. Financial Reports (m):
09.15.26 AP Warrant Numbers 236165 through 236233, totaling $716,368.64
09.30.2026 AP Warrant Numbers 236255 through 236334, totaling $125,495.68

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of October 13, 2026, the board, by a _____ vote, approves payments, totaling $716,368.64. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 236165 through 236233, totaling $716,368.64

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
236165	3P Learning Inc.	09/15/2026	700.00
236166	Amazon Capital Services	09/15/2026	9,308.98
236167	Amend Music Center	09/15/2026	2,018.35
236168	APS, Inc.	09/15/2026	368.33
236169	ATS Inland NW, LLC	09/15/2026	7,167.44
236170	Camas Center For Community Wel	09/15/2026	150.00
236171	Charlie's Produce	09/15/2026	1,679.80
236172	City Of Newport	09/15/2026	4,831.09
236173	City Service	09/15/2026	1,000.36
236174	ClassLink, Inc.	09/15/2026	5,336.97
236175	Community Colleges Of Spokane	09/15/2026	76,100.57
236176	CompTIA Inc	09/15/2026	888.53
236177	Concessions Supply	09/15/2026	414.37
236178	Cornerstones of Care - BIST	09/15/2026	430.83
236179	DALKENA HIGHLANDS LLC	09/15/2026	7,195.00
236180	Deere Credit, Inc.	09/15/2026	16,494.37

Check Nbr	Vendor Name	Check Date	Check Amount
236181	Demco Inc	09/15/2026	195.61
236182	E3 Diagnostics	09/15/2026	376.95
236183	ERNN	09/15/2026	495.00
236184	Excess Disposal Service	09/15/2026	3,996.39
236185	Fatbeam LLC	09/15/2026	145.39
236186	FinalForms	09/15/2026	1,632.55
236187	Fox Trailers	09/15/2026	4,395.00
236188	Furman, Tanya N	09/15/2026	200.00
236189	GOLD STAR FOODS - NORTHWEST DI	09/15/2026	7,708.94
236190	Howard Technology Solutions	09/15/2026	3,112.91
236191	Inland Northwest Therapy	09/15/2026	1,080.00
236192	Instructure	09/15/2026	8,730.16
236193	KCDA	09/15/2026	3,324.23
236194	Larion, MaKinzie Jade	09/15/2026	200.00
236195	Larsen, Karoline Ruth	09/15/2026	146.86
236196	Locke, Donita	09/15/2026	200.00
236197	MIFIBER	09/15/2026	134.95
236198	New ESD 101	09/15/2026	2,094.72
236199	Newport Alarm	09/15/2026	522.35
236200	Newport School District - Revo	09/15/2026	260.00
236201	Newport/PR Rotary	09/15/2026	300.00
236202	OSPI	09/15/2026	250.00
236203	Owen's Grocery And Deli	09/15/2026	215.40
236204	Pacific Mountain Therapy LLC	09/15/2026	1,776.74
236205	ParentSquare, Inc.	09/15/2026	6,387.15
236206	Pearsons Clinical Assessment	09/15/2026	432.98
236207	Pend Oreille County Library Di	09/15/2026	1,000.00
236208	Philipoff, Elanna	09/15/2026	116.83
236209	Public Utility District No 1	09/15/2026	11,307.88
236210	Pure Filtration Products, Inc	09/15/2026	919.08
236211	Renaissance Learning Inc	09/15/2026	8,814.49
236212	Riverside Insights	09/15/2026	463.25
236213	Roberts, Trina Leigh	09/15/2026	200.00

Check Nbr	Vendor Name	Check Date	Check Amount
236214	Royal Business Systems, Inc.	09/15/2026	598.26
236215	School Data Solutions	09/15/2026	10,925.09
236216	School Info And Research	09/15/2026	604.00
236217	Service Alternatives Training	09/15/2026	64.57
236218	Shred-It USA	09/15/2026	187.61
236219	Stott, Travis G	09/15/2026	5.00
236220	Swire Coca-Cola, USA	09/15/2026	573.83
236221	TASB, Inc.	09/15/2026	3,250.00
236222	Terry's Dairy	09/15/2026	2,029.84
236223	USIP	09/15/2026	444,470.42
236224	Walter E Nelson Co	09/15/2026	7,787.77
236225	WASA	09/15/2026	1,506.30
236226	Western State Fire Protection	09/15/2026	29,985.02
236227	Westside Pizza	09/15/2026	473.94
236228	Whitley Fuel	09/15/2026	2,666.77
236229	Ziply Fiber	09/15/2026	872.41
236230	Zorica, Julianna	09/15/2026	152.56
236231	Amazon Capital Services	09/15/2026	324.37
236232	Country Lane	09/15/2026	4,295.08
236233	University High School Wrestli	09/15/2026	375.00

69 Computer Check(s) For a Total of 716,368.64

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	69	Computer	Checks For a Total of	716,368.64
Total For	69	Manual, Wire Tran, ACH & Computer Checks		716,368.64
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	716,368.64

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of October 13, 2026, the board, by a _____ vote, approves payments, totaling $125,495.68. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 236255 through 236334, totaling $125,495.68

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
236255	Adaptivemall.com LLC	09/30/2026	969.31
236256	Airgas Inc	09/30/2026	1,536.68
236257	Albeni Falls Bldg Supply	09/30/2026	4,408.35
236258	AM Hardware Co Inc	09/30/2026	1,377.76
236259	Amazon Capital Services	09/30/2026	18,464.21
236260	Barton, Carlyn Alison	09/30/2026	200.00
236261	Blanchet, Vickie Ellen	09/30/2026	5.00
236262	Blick Art Materials	09/30/2026	1,075.87
236263	Bradbury, David	09/30/2026	15.45
236264	CDW Government Inc	09/30/2026	1,217.01
236265	Clark Electric	09/30/2026	306.41
236266	CompTIA Inc	09/30/2026	248.79
236267	Ednetics	09/30/2026	2,937.97
236268	FNBO 6477	09/30/2026	1,486.35
236269	FNBO0460	09/30/2026	132.53
236270	FNBO1245	09/30/2026	675.62

Check Nbr	Vendor Name	Check Date	Check Amount
236271	FNBO2324	09/30/2026	4,816.75
236272	FNBO2853	09/30/2026	3,031.30
236273	FNBO3029	09/30/2026	44.67
236274	FNBO3527	09/30/2026	453.79
236275	FNBO3849	09/30/2026	7,591.14
236276	FNBO3887	09/30/2026	367.24
236277	FNBO4084	09/30/2026	618.26
236278	FNBO4101	09/30/2026	34.96
236279	FNBO4779	09/30/2026	195.06
236280	FNBO5870	09/30/2026	829.15
236281	FNBO5918	09/30/2026	70.72
236282	FNBO6151	09/30/2026	2,060.25
236283	FNBO6543	09/30/2026	930.14
236284	FNBO6553	09/30/2026	524.18
236285	FNBO 8149	09/30/2026	248.06
236286	FNBO8300	09/30/2026	191.84
236287	FNBO8684	09/30/2026	559.58
236288	FNBO9401	09/30/2026	1,419.67
236289	Game One	09/30/2026	400.00
236290	Henshaw, Kati Lee	09/30/2026	338.00
236291	Hortons Enterprises	09/30/2026	440.00
236292	Intouch Receipting	09/30/2026	15.08
236293	KCDA	09/30/2026	6.45
236294	LETSGOLEARN, INC	09/30/2026	597.00
236295	Maintenance Solutions Inc	09/30/2026	1,131.11
236296	Moser, Katlin R	09/30/2026	15.45
236297	Newport Alarm	09/30/2026	3,432.50
236298	Newport School District - Revo	09/30/2026	401.92
236299	OSPI	09/30/2026	1,300.00
236300	Petroglyph Printing & Signs	09/30/2026	128.16
236301	Pierce, Saraya Hope	09/30/2026	52.00
236302	Project Lead The Way, Inc	09/30/2026	1,036.34
236303	Rainbow Resource Center	09/30/2026	11,724.61

Check Nbr	Vendor Name	Check Date	Check Amount
236304	Riverside Insights	09/30/2026	885.33
236305	Rosetta Stone	09/30/2026	450.00
236306	Royal Business Systems, Inc.	09/30/2026	1,621.13
236307	Selkirk Supply Inc	09/30/2026	2,859.28
236308	Simplify Learning LLC	09/30/2026	798.06
236309	Smith JR, David Eugene	09/30/2026	300.00
236310	Smith, Melissa	09/30/2026	5.00
236311	Spokane House of Hose	09/30/2026	3,757.98
236312	Stukent, Inc	09/30/2026	2,594.40
236313	Swire Coca-Cola, USA	09/30/2026	645.55
236314	Tellessen, Christina L	09/30/2026	5.00
236315	The Part Works	09/30/2026	977.45
236316	Trafera Holdings, LLC	09/30/2026	1,712.43
236317	Us Bank Equipment Finance	09/30/2026	1,665.25
236318	USIP	09/30/2026	261.91
236319	Verizon Wireless - Bellevue	09/30/2026	774.03
236320	WASHINGTON OFFICIALS ASSOCIATI	09/30/2026	9,676.00
236321	WCP Solutions	09/30/2026	982.22
236322	Western State Fire Protection	09/30/2026	6,046.00
236323	Westside Pizza	09/30/2026	99.32
236324	WSIPC	09/30/2026	2,847.89
236325	Amazon Capital Services	09/30/2026	872.62
236326	Colville High School	09/30/2026	162.00
236327	FNBO3029	09/30/2026	520.00
236328	FNBO4101	09/30/2026	178.55
236329	FNBO6151	09/30/2026	20.57
236330	FNBO6553	09/30/2026	125.11
236331	FNBO8684	09/30/2026	87.55
236332	Game One	09/30/2026	677.36
236333	Lakeside (9 Mile) High School	09/30/2026	100.00
236334	WIAA	09/30/2026	3,725.00

Check Nbr	Vendor	Name	Check Date	Check Amount
	80	Computer	Check(s) For a Total of	125,495.68

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	80	Computer	Checks For a Total of	125,495.68
Total For	80	Manual, Wire Tran, ACH & Computer Checks		125,495.68
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	125,495.68

VII.a. October Enrollment & Sept 30 Treasurer Report

Newport School District
Monthly Enrollment Recap

Enrollment as of 10/7/2026

	Preschool	Kindergarten	First	Second	Third	Fourth	Total
Stratton Elementary School	0	17 17 18 18	19 18 18 18	19 19 18 18	20 19 19 19	19 19 19 18	
	0	**70**	**73**	**74**	**77**	**75**	**369**
FTE Count	**0.00**	**70.00**	**73.00**	**74.00**	**77.00**	**75.00**	**369.00**
Budgeted FTE		**62.00**	**69.00**	**66.00**	**68.00**	**78.00**	**343.00**

	Fifth	Sixth	Seventh	Eighth	Total
Sadie Halstead Middle School	**77**	**74**	**80**	**66**	**297**
FTE Count	**77.00**	**73.20**	**80.00**	**65.99**	**296.19**
Budgeted FTE	**73.00**	**78.00**	**72.00**	**65.00**	**288.00**

	Total Enrollment*	1174.00
	Basic Ed. Enrollment	922.00
	Basic Ed FTE**	921.88
	BASIC FTE Budgeted**	863.00

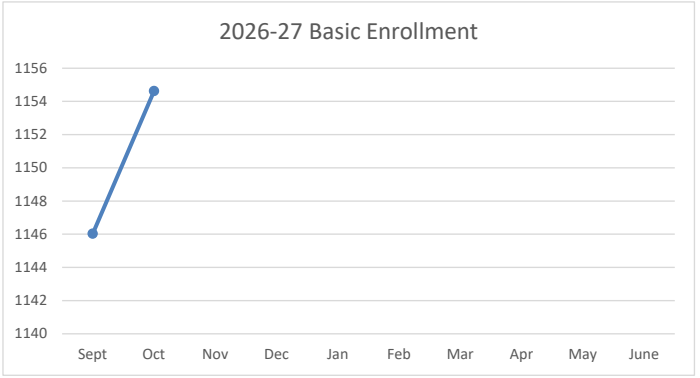
**** Does not include Running Start***

*****Less ALE, Running Start & Preschool***

	Ninth	Tenth	Eleventh	Twelfth	Total	Running Start
Newport High School	**81**	**68**	**55**	**52**	**256**	
FTE Count	**81.97**	**68.47**	**54.31**	**51.94**	**256.69**	**15.00**
Budgeted FTE	**72.00**	**60.00**	**62.00**	**38.00**	**232.00**	**15.00**

	K	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth	Eleventh	Twelfth	Total
Pend Oreille River School										**1**	**10**	**14**	**16**	**41**
Home Link	**11**	**15**	**16**	**9**	**11**	**18**	**16**	**22**	**17**	**14**	**14**	**22**	**26**	**211**
														252
FTE Count	11.00	15.00	16.00	9.00	11.00	18.00	16.00	22.00	16.80	14.24	23.03	26.97	33.70	232.74
Budgeted FTE														230.00

FTE Counts	**Oct**	**Budgeted**	**Current / Budgeted**
Stratton	369.00	343.00	26.00
Sadie	296.19	288.00	8.19
NHS	256.69	232.00	24.69
PORS	41.00	40.00	1.00
Homelink	191.74	190.00	1.74
	1,155	1,093	62



General Fund Expenditures by Program
9/30/2026

		Adopted Budget	Amended Budget	YTD Expended	% Used	S/B %	(Over) Under
0000	Transfers Out	$ 56,110.00	$ 56,110.00		0.00%	8.33%	8.33%
0100	Basic Ed	$ 7,882,398.00	$ 7,882,398.00	$ 794,128.97	10.07%	8.33%	-1.74%
0126	ESD Funded - SNC		$ 28,182.00	$ 1,920.13	6.81%	8.33%	1.52%
0164	Building PD		$ 47,765.29		0.00%	8.33%	8.33%
0174	Highly Capable (Levy)	$ 31,584.00	$ 31,584.00	$ 2,655.23	8.41%	8.33%	-0.07%
0190	Gen Fund Misc Grants	$ 13,878.00	$ 397,853.60	$ 5,349.54	1.34%	8.33%	6.99%
0200	ALE Program - PORS	$ 293,808.00	$ 293,808.00	$ 28,782.14	9.80%	8.33%	-1.46%
0201	ALE Program - Homelink	$ 929,104.00	$ 929,104.00	$ 101,178.22	10.89%	8.33%	-2.56%
2100	State SPED	$ 2,612,763.00	$ 2,612,763.00	$ 214,027.01	8.19%	8.33%	0.14%
2400	Federal SPED - IDEA	$ 298,525.00	$ 298,525.00	$ 14,637.74	4.90%	8.33%	3.43%
2401	Federal SPED - Preschool	$ 32,244.00	$ 32,244.00	$ 2,530.20	7.85%	8.33%	0.49%
3151	CTE - HS	$ 861,580.00	$ 861,580.00	$ 86,898.19	10.09%	8.33%	-1.75%
3400	CTE - MS	$ 342,673.00	$ 342,673.00	$ 29,888.91	8.72%	8.33%	-0.39%
5100	Title I	$ 555,877.00	$ 555,877.00	$ 52,283.19	9.41%	8.33%	-1.07%
5200	Title II	$ 56,741.00	$ 56,741.00	$ 603.08	1.06%	8.33%	7.27%
5202	Title IV	$ 44,541.00	$ 44,541.00	$ 289.84	0.65%	8.33%	7.68%
5203	21 Century	$ 431,776.00	$ 431,776.00	$ 36,847.91	8.53%	8.33%	-0.20%
5500	LAP	$ 887,170.00	$ 887,170.00	$ 71,380.46	8.05%	8.33%	0.29%
7400	Highly Capable	$ 36,301.00	$ 36,301.00	$ 2,917.28	8.04%	8.33%	0.30%
7900	Budget Capacity	$ 2,000,000.00	$ 1,540,077.11		0.00%	8.33%	8.33%
9700	Dictrict Wide	$ 3,404,240.00	$ 3,404,240.00	$ 323,124.40	9.49%	8.33%	-1.16%
9800	Food Services	$ 857,735.00	$ 857,735.00	$ 60,560.67	7.06%	8.33%	1.27%
9900	Transportation	$ 1,163,122.00	$ 1,163,122.00	$ 2,801.48	0.24%	8.33%	8.09%
		$ 22,792,170.00	$ 22,792,170.00				

VIII. Old Business:

IX. New Business:

IX.a. National Honors Society student presentation

For October 26th - 29th

PROJECT PROPOSAL

NHS^2 Fall Service Project

Presented by Aidan Kramer, Abby Martin,
& Markus Will

OBJECTIVES

This year’s Fall Service Project aims to raise awareness of the dangers of social media and peer pressure. The National Honor Society has also decided to collaborate with Ms. Daylan for Red Ribbon Week, teaching students about the dangers of drugs and how to promote healthy lifestyles.

PROJECT TIMELINE

- Monday, Oct. 26th - Kahoot in advisory to build awareness with a prize for the winner!
- Tuesday, Oct. 27th - Dress-up day; the advisory that wears the most red will win a prize, plus interactive games for students to learn more about the dangers of substance abuse and peer pressure!
- Thursday, Oct. 29th - Guest Speaker and 3 Corners Game

THE DETAILS

Monday & Tuesday

- More tailored to Red Ribbon Week, Info/Games during nutrition

Thursday

- 1 Hour Advisory Schedule
- Two 30-min. sessions (two groups)
- Judea Stigall Guest Speaker (start with Jr. and Sr.)
- 3 Corners Game (start with Fr. and So.)

For October 26th - 29th

THANK YOU

Presented by Aidan Kramer, Abby Martin,
& Markus Will

IX.b. ALE Annual Reports (m)

B. Pend Oreille River School

C. Home Link

IX.c. Home Link Curriculum (m)

Pend Oreille River School
ALE ANNUAL REPORT TO THE SCHOOL BOARD 2026-2027 School Year
October 13, 2026

The core objectives of the Pend Oreille River School are to actively retain at-risk students, help them recover credits, provide them with personalized learning and real-world and career readiness, while offering smaller class sizes and integrating social and emotional support.

The certified teacher supports students through weekly contacts and monthly planning meetings. She writes yearly learning plans for each student. The goal is to help each student reach their weekly, monthly, and trimester progress goals so that all students can graduate with their River School diploma.

Currently serving 41 students in over 65 different courses. All students are enrolled in SchoolsPLP for their courses, but we plan to incorporate other entities in the future.

- 1 Full-Time Certified Teacher
- 2 Paraeducators
- 1 Part-time Registar/Secretary

We have 3 different "sections" of students:

- Morning Session, Monday - Thursday, 8-11:30 am - 21 students
- Afternoon Session, Monday - Thursday, 12-2:30 pm - 6 students
    - 3 have 1-1 support due to IEP or court-ordered requirements
- 100% Online - 14 students

Campus is open to all students and families five days a week for:

- Conferences
- Counseling
- Food
- Quiet study space
- Tutoring
- Academic track classes for graduation credit
    - Examples of Academic classes (Tri 1) offered Monday - Thursday
        - Algebra
        - CWP
        - Art

Intervention Techniques for UNSAT students:

- 1-1 Support
- Solitary space to limit distractions
- Daily Check-ins
- Classroom changes
- Changes in weekly goals

Field Trips/Community Service

- Second Harvest Food Drive
- Hidden Acres Pumpkin Patch - sponsored by Maws & Paws Booster Club
    - Picked 150 pumpkins and then created a “traveling pumpkin patch” for preschoolers and Kinders (see photos)

Newport Home Link
ALE ANNUAL REPORT TO THE SCHOOL BOARD 2026-2027 School Year
October 13, 2026

The Parent Partnership Program brings together parents of home-based learners and mentor teachers from the Newport School District to define the educational goals and materials parents and students use at home.

Certified teachers support families through weekly contacts and monthly planning meetings. They write yearly learning plans for each student. The goal is to help each student reach their monthly progress goals.

Currently serving 214 students (40 Choice In), 1,157 courses

6 full-time certified teachers
1 part-time certified teacher
10 enrichment teachers

We have 4 types of students.

- Academic students in grades 5-12 come on campus on Monday and Wednesday and work from home three days a week.
    - Kindergarten: Kaitlyn Johnson
    - 1st: Molly Johnson
- Dual enrollment (meaning enrolled in Home Link and one of the other Newport schools): 23 academics, 50 students playing sports, band, and CTSOs.
- Remote learning students, where parents are the primary educators
- Running Start 19

Students can come on campus five days a week for

- Family meetings
- Classroom access to study
- Tutoring
- Academic track classes for graduation credit
    - Examples of Academic classes (Tri 1)
        - Algebra 1 & 2, Geometry
        - English 5-12
        - Science 5-8
        - Environmental Science
        - Spanish
        - Social Studies 5-8
        - Strength and Conditioning

- Enrichment Classes. Support learning at home and help students apply the skills they learn.

        - On Tuesdays and Thursdays, we offer 124 enrichment classes and Outdoor School.
        - Examples of enrichment classes K-12
            - Spanish
            - Drama
            - Art: Watercolor, Print
            - Friendship, Manners Matter
            - Math and Reading K-2
            - Baking, Food Preservation, Barista
            - Dance: Tap, Ballet
            - Highly Capable
            - STEAM, Med Quest, K- 2 Transportation & Community
            - History Detectives, Geography
            - Sewing
            - Coding, 3D Printing, Digital Music, Photoshop
            - Author Studies, Creative Writing, Journalism
            - Piano, Guitar
            - Tumbling, Weeble Wobble (OTPT), Plyometrics

- Outdoor School (Partnering with Camp Cowles)
    - Science, Art, PE
    - 16 students,
    - Curtis Rowsey, Kelly Corning
- Intervention: individualized instruction
- Field Trip, 1 month (family educational enrichment)
- YEARLY GOAL: Writing, Math
    - Parent instruction nights (Interim Testing SBA)
        - Success in 25-26 so we will continue

New Curriculum

- From Zero
- McCarthy Math
- Reading.com
- Beast Academy
- Crash Courses
- ABZilly
- Delta Math
- MiaPrep/Academy
- CTE
- Curiosity Chronicles
- Iqusicook
- Ventris Learning

- Night Zoo Keeper
- Exploration Education
- Clear Water Press

IX.d. Directors Update

IX.e. SHMS Consolidated school improvement plan (m)

SHMS School Improvement Plan 2026-27

We Believe & You Belong

We aim to encourage self-worth for positive experiences through a sense of belonging, educate individuals based on their strengths, and empower each other's voices by believing in one another.

Leadership Team Members and Parent-Community Partners	
Kim Marsh, Dean of Students	Rose Low, Parent/Community Partner
Charmaine VanBuskirk, ELA & 6th Grade Teacher	Honey Smith, School Nurse & Parent/Community Partner
Deborah VanDyke, Highly Capable Teacher	Tony Moser, Principal

Needs Assessment Summary

1) Our students who identify as Hispanic/Latino of any race(s) have state test scores which underperform compared to the same student group average performance across the state.

2) Poor testing/performance culture: we have considerable growth when it comes to establishing norms and an exciting environment around academic performance, specifically with the state test.

3) Identifying students from Hispanic/Latino ethnicity: we will be specifically identifying our students within the Hispanic/Latino student group because statistically they've been underserved based on state test scores.

SMARTIE Goal #1: Increase all students' performance on the SBA annual Math and ELA assessments by PLCs implementing common formative assessments and two (2) SBA interim assessments throughout the year.				
Activities	Measures	Timeframe	Lead	Resources
Structured and effective PLCs	*SBA Interim, Summative, and common formative Assessments.*	*Yearlong, see "PD Summary & Plan Doc"*	Instructional and Admin Staff.	PLC collaborative time during summer/after school
Data Analysis for Academics, Discipline, Attendance, and Social Emotional Learning	*Skyward discipline reports, common formative assessments, SEL for student voice*	*Yearlong, see "District Improvement Document"*	Principal & Building Leadership Team.	Leadership Team Time after school

SMARTIE Goal #2: Increase students' from Hispanic/Latino ethnicity performance on the SBA annual ELA assessments from 52.9% to 58.8% proficient.				
Activities	Measures	Timeframe	Lead	Resources
Monitoring students who are from this student group to learn more about their needs, background, families, and academic histories.	Academic: SBA interims, remediation strategies, progress monitoring assessments,	Every Tuesday (except the 1st of the month) in our SST team and also through MDT team weekly meetings	MDT team	SST Team Time after school

SMARTIE Goal #3: Increase students' from Hispanic/Latino ethnicity performance on the SBA annual Math assessments from 35.2% to 47% proficient.				
Activities	Measures	Timeframe	Lead	Resources
Monitoring students who are from this student group to learn more about their needs, background, families, and academic histories.	Academic: SBA interims, remediation strategies, progress monitoring assessments,	Every two weeks through our SST team and also through MDT team weekly meetings	MDT team	SST Team Time after school

IX.f. SHMS Athletic Eligibility Handbook Proposal (m)

SHMS Athletic Eligibility Proposal Pilot, 2026-27

Summary of Progress:

1) A coach/community member approached SHMS AD/Admin staff with an idea to increase student-athlete participation in sports while at the same time increasing accountability for academic performance.

2) A group of 10 people comprising parents, community members, coaches, teachers and ADs/admin met four times in September/October 2026 for an hour each to discuss, ask questions, and propose ideas.

3) **This Group is requesting school board approval to use the 2026-27 school year to pilot a modification to the Sadie Halstead Middle School Athletic/Activities Handbook**

    a) For many years, 6th-12th grade student-athletes have been required to be passing all classes (D grade or higher) with No Failing (F) grades in order to be academically eligible to participate in athletic competitions.

    b) WIAA allows students to have one (1) Failing (F) grade and maintain eligibility

    c) **We are proposing to pilot a modification where students may maintain eligibility status while having one (1) Failing (F) grade as long as they participate in a plan developed by school staff to make academic progress involving additional study time during the student's free time (i.e. lunch, immediately after school, etc.).** *You can see draft language on page 3 of this document.*

4) We began with a broad array of opinions and perspectives from our first meeting in September, to where now our group and the teaching staff at SHMS are considering a school-wide approach for all students, schoolwide, to monitor their grades and communicate with parents.

5) Upon School Board approval, we will continue solidifying the plan/policy (see point 6 below). Following the pilot year, we will reevaluate the modification to refine the process for adopting this proposal for years to come at SHMS, as well as assess our athletic handbook districtwide.

6) Work Remaining:
    a) Refining the proposed language: trimester end grades, grade check procedure
    b) Solidifying Progress Report Plan template
    c) Identifying communication methods, timelines, and staff responsible
    d) Structuring how this process looks for student athletes, possibly all students
    e) Determining which school staff would be involved in the study hall (and when)

Invitation to 10 people: parents, coaches, teachers, and ADs/administrators

Good Morning,

This spring, a community member and coach brought forward a concern that we were losing many student athletes due to failing grades while not having a system in place where coaches were collaborating with staff to help students remediate these grades and retain athletic eligibility.

Currently, our athletic handbook is more stringent than the WIAA requirements related to grades and student eligibility. However, our handbook does not have any requirements for students to engage in remedial and supportive efforts which students need to do in order to be eligible if they are failing. SHMS student athletes must have all passing grades (no Fs) in order to be eligible. WIAA requires students to be passing 4 of their 5 classes to be eligible.

The proposed change, which we are considering piloting for this year, would follow WIAA requirements and allow SHMS student-athletes to be eligible with 4 passing classes (and one F grade) **IF** student athletes participated in a study session, 3 times per week on their own time.

The motive behind making this change came from years of observation seeing student athletes either quit the sport entirely upon their ineligibility status, or not return to the sport when they could be participating in practices etc. Many students have positive connections with school and engage in school because of their motivation for sports, and this proposed change aligns with the philosophy that extracurricular activities support the curricular goals of our school district.

I am reaching out to you to see if you would be interested in participating in a discussion with coaches, teachers, and parents around first,the concept of piloting a transitioning to the WIAA requirements this year, and how we would then, create as system for supporting our student athletes and sorting through logistics such as *how* and *when* study sessions might occur, and *who* would be responsible for supporting these students' academic studies.

With that I would like to convene this group between September 1 - 3 as we would need to draft a proposal (by September 3rd) for me to present at the September 8th school board meeting. We would love for you to be a part of this discussion so if you are interested please let me know as soon as possible.

Before our meeting, please reach out to me if you have any clarifying questions so that we can dive into the discussion as efficiently as possible when we meet, sometime between September 1-3.

Thank you!

-Tony

After four 1 hour meetings in person, the following concepts are drafted:

Draft Language - updated 10/7/2026:

SECTION V - ELIGIBILITY - MIDDLE SCHOOL PILOT 2026-27

- **Grade Check Policy**
  a. **Eligibility Status Terminology**:
    i. **CLEAR** - all grades higher than a C
    ii. **ON WATCH** - at least one grade at or below a D - student is allowed to participate in practices and competitions and is notified that their grade is at risk of becoming ineligible.
    iii. **PROBATION** - one grade at or below an F - student MAY NOT be allowed to participate in practices and competitions UNLESS school staff have determined they may be eligible to establish an agreed upon Progress Report Plan (PRP). If the student follows the PRP as designed by school staff, they MAY be eligible for practices and competitions for the week in which they have one (1) failing (F) grade.
      1. **PROGRESS REPORT PLAN (PRP)** - The PRP is developed and agreed upon by school staff (Teacher(s), Admin/AD, and Coach) to encourage the student to take self-responsibility and ownership in their academic and behavioral performance related to passing grades and in-class effort and attitude. The PRP involves study sessions during student free time (i.e. lunch, immediately after school, or during other non-academic class times).
    iv. **INELIGIBLE** - one or more grade(s) at or below an F - AND the student WILL NOT be allowed to participate in competitions, but may be allowed to participate in practices if the above PRP process is followed. If the student follows the PRP as designed by school staff, they MAY be eligible for practices (NOT competitions) for the week in which they have one or more failing grades.
  b. Grade Check Procedure:
    i. Official grade check reports will be generated every Wednesday. Any student who is failing a class will be placed on academic PROBATION the following week, unless their grade is passing by that Friday of the same week.
      1. The first three (3) grade checks of each trimester will not count against a student's eligibility.
      2. Beginning on the fourth Wednesday of any trimester, grade checks will be used to determine a student's eligibility status for the following week (Monday through Sunday).
        a. On Wednesday, students with a D grade or below will be notified of their current grade and the process herein.
        b. The Athletic Director (or designee) will contact the student's family, the student's teacher, and the student's coach as to their current grade and the eligibility status
      3. Students will have until 3:00pm on Friday (following Wednesday's check) to indicate any improvement in grades as relates to their eligibility status.
      4. Friday at 3:00pm, students eligibility status for the following week is established.

Potential Email Templates for communication with families

Parent, Student, Teacher, Coach, and Admin/AD ***Wednesday*** Email:

Hello,
_ (student name) currently has a grade of _ (letter) at _ (%) in _ (class name) during _ (4th period) as reflected in our weekly skyward student-athlete report. Unless this grade is brought up to above a D (an A, B, or C) _ could be at risk of being ineligible for practices and/or competitions. *This sentence can provide more context to the situation… for example, "In speaking to _, Canvas actually lists his/her grade as a 66%, which is a D. While a D grade would be on-watch, we discussed the importance of improving grades as much as possible."*

We will be sending an email Friday afternoon after 3pm confirming _'s eligibility status for next week. Please reach out to us with any questions. You can see the eligibility language below.

Grade Check Policy

- **Eligibility Terminology**: a student-athlete's eligibility status indicates as follows:
    a. **CLEAR** - all grades higher than a C
    b. **ON WATCH** - at least one grade at or below a D - student is allowed to participate in practices and competitions and is notified that their grade is at risk of becoming ineligible.
    c. **PROBATION** - one grade at or below an F - student MAY NOT be allowed to participate in practices and competitions UNLESS school staff have determined they may be eligible to establish an agreed upon Progress Report Plan (PRP).
        i. **PROGRESS REPORT PLAN (PRP)** - The PRP is developed and agreed upon by school staff (Teacher(s), Admin/AD, and Coach) to encourage the student to take self-responsibility and ownership in their academic and behavioral performance related to passing grades and in-class effort and attitude. The PRP involves study sessions during student free time (i.e. lunch, immediately after school, or during other non-academic class times). If the student follows the PRP as designed by school staff, they MAY be eligible for practices and competitions for the week in which they have one (1) failing (F) grade.
    d. **INELIGIBLE** - at least one grade at or below an F - AND the student WILL NOT be allowed to participate in competitions, but may be allowed to participate in practices if the above PRP process is followed.

CLEAR - Parent, Student, Teacher, Coach, and Admin/AD ***Friday*** Email:

Hello,
This is an update from Wednesday's email as to _'s (student name) eligibility status as a student-athlete. _ (student name) is currently CLEAR for next week, meaning they have made progress and improved their grade so they are eligible to participate in all practices and competitions next week! Please contact us with any questions.
SHMS Athletics
mcdanielbrandon@newportgriz.com
(509) 447-2426

On-Watch - Parent, Student, Teacher, Coach, and Admin/AD ***Friday*** Email:

Hello,
This is an update from Wednesday's email as to _'s (student name) eligibility status as a student-athlete. _ (student name) is currently ON-WATCH for next week, meaning they still have one or more D grades. While their grade is at risk of failing if they fall below 60%, _ (student name) IS eligible to participate in all practices and competitions next week! Please contact us with any questions.
SHMS Athletics
mcdanielbrandon@newportgriz.com
(509) 447-2426

Probation - Parent, Student, Teacher, Coach, and Admin/AD ***Friday*** Email:
Hello,
This is an update from Wednesday's email as to _'s (student name) eligibility status as a student-athlete. _ (student name) is currently on PROBATION for next week, meaning they have one or more failing grades but may be eligible for practices and competitions if they can successfully complete and participate in a Progress Report Plan as outlined in our student-athlete handbook. Please contact us with any questions.
SHMS Athletics
mcdanielbrandon@newportgriz.com
(509) 447-2426

Ineligible - Parent, Student, Teacher, Coach, and Admin/AD ***Friday*** Email:
Hello,
This is an update from Wednesday's email as to _'s (student name) eligibility status as a student-athlete. _ (student name) is currently INELIGIBLE for next week, meaning they have one or more failing grades but may be eligible for practices (not competitions) if they can successfully complete and participate in a Progress Report Plan as outlined in our student-athlete handbook. Please contact us with any questions.
SHMS Athletics
mcdanielbrandon@newportgriz.com
(509) 447-2426

NEWPORT SCHOOL DISTRICT

STUDENT ACTIVITY HANDBOOK

MISSION STATEMENT

The primary purpose of our extracurricular programs is to promote student growth and character development in self-discipline, personal responsibility, and leadership through teamwork.

INTRODUCTION

The opportunity to participate in interscholastic and associated student body activities is a privilege granted to all students in the Newport School District. Because participation in the program is considered a privilege, the students, coaches, and parents accept the training rules, regulations, and responsibilities unique to the individual activity in which he/she participates.

SECTION I - RULES AND REGULATIONS

(The rules and regulations in this handbook shall take precedence over WIAA Guidelines)

The coaches and administration of the Newport Schools believe there is a positive correlation between student performance and a student's adherence to specific training practices. Following are rules and regulations concerning interscholastic activities for ALL students in the Newport School District as defined by the Washington Interscholastic Activities Association (WIAA) unless otherwise specified. Training rules go into effect the first practice for any given season. The school principal shall have final authority as to the student's participation in the interscholastic program.

SECTION II – EXTRACURRICULAR ACTIVITIES POLICY

1. This policy and all its sections shall be in effect from the day the participant signs until the end of that academic year, whether the individual is currently participating or out of season.
    a. Any penalty occurred during an out-of-season time shall be enforced in the next applicable season.
2. Each student participant shall be in attendance at school for the entire school day.
    a. Failure to attend the entire school day will result in being declared ineligible for that day's practice or event.
    b. The following absences, preferably pre-arranged, will be considered excused:
        i. Medical Appt.: A doctor's note is required upon return to school
        ii. Dentist Appt.: A doctor's note is required upon return to school
        iii. Family Emergency: Will need to be approved on return to school
        iv. School Sponsored Activity
3. Flagrant use of profane or obscene language and/or acts of vulgarity may be grounds for suspension or possible expulsion from the team/activity.
4. Each participant representing Newport School District is expected to exemplify the highest standards of good sportsmanship. Sportsmanship consists of these qualities: courteousness, fairness, and respectfulness to officials, teammates, opponents, coaches, and all others associated with the activity. Failure to comply may result in suspension or possible expulsion from the team/activity.
5. Participants will follow the school dress code. Participants will also dress as directed by the coach/advisor on the day of the event. Failure to comply may result in suspension or possible expulsion from the team/activity.
6. Participants are expected to follow all school rules and policies, as defined in their student handbook, as if they are, in fact, in the usual school building and setting. **A student on in-school or out-of-school suspension from the regular school program <u>will not</u> be allowed to participate in the athletic practices or contests during the suspension period**.
7. Absences: Practices are considered of utmost importance for effective team learning and team commitment. An unexcused absence from practice will result in disciplinary action by the coach/advisor as per policy.

SECTION III: ALCOHOL, DRUGS, LEGEND DRUGS, & TOBACCO

Policies: Alcohol, Drugs, Legend Drugs, & Tobacco

1. A participant shall not use, consume, possess, transmit, or sell alcoholic beverages, drugs, legend drugs, controlled substances, e-cigarettes or vapor pens, or other mood-altering chemicals.
2. A participant shall not knowingly, or with reason to know, attend any gathering of students where alcoholic beverages, drugs, legend drugs, controlled substances, e-cigarettes or vapor pens, or other mood-altering drugs will be present.
3. **SELF-REPORT POLICY**
    a. **If a participant is at a gathering where any of the above is present, he/she must:**
        i. **LEAVE IMMEDIATELY and SAFELY**
        ii. **Report the violation to your Coach, Advisor, or Administrator within 24 hours.**
    b. **If participants do not report within 24 hours, the Alcohol, Drugs, Legend Drugs, and Tobacco penalties will be applied.**
4. It is not a violation of this provision for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. The coach/advisor shall be notified by the participant of any prescribed medication.

Penalties: Alcohol, Tobacco, Drugs, Legend Drug Violations

Penalties shall be cumulative for the participant's academic career beginning with and throughout the student's participation in extracurricular activities.

1. Use of, possession of, or being present at a gathering where alcoholic beverages, drugs, legend drugs, controlled substances, e-cigarettes or vapor pens, or other mood-altering chemicals are present will result in the following:
    a. **Alcohol & Tobacco:**
        i. FIRST OFFENSE:
            1. The student will be IMMEDIATELY ineligible and will be suspended from competitions/events for thirty percent (30%) of that activity's competitions/events.
                a. The student will be <u>required</u> to attend all practice sessions, but will be ineligible to participate in contests/events until the suspension has been completed.
                b. For those activities without a predetermined number of events, the administration and advisor will determine an appropriate number of events the student will miss.
                c. If applicable, the percentage of competitions/events missed will carry over into the next season of the student's participation.
                d. To be eligible for reinstatement, the student must attend a district-approved educational intervention program, or an agreed upon alternative, at parents' expense.
        ii. SECOND OFFENSE:
            1. The student will be ineligible for participation in all identified activities for a period of one (1) calendar year from the date of the second violation.
        iii. THIRD OFFENSE:
            1. The student will be ineligible for the remainder of his/her high school career unless the student:
                a. has more than one year of eligibility left and
                b. has not violated the *alcohol, tobacco, legend drugs and controlled substances policy* for a time period of one year and
                c. has not violated WIAA rule 18.26.2 (Legend drugs and controlled substances)
            2. The Athletic Eligibility Committee will have the authority and final say to reinstate or deny Athletic Eligibility. If the student wishes to be reinstated, has more than one year of eligibility

left, has not violated the alcohol, tobacco, legend drugs and controlled substances policy for a time period of one year, and has not violated WIAA rule 18.26.2 (Legend drugs and controlled substances), the student

a. must appeal to the Athletic Eligibility Committee to reinstate athletic eligibility,
b. must submit a letter to the Athletic Director explaining their desire to appeal and why they feel they should be allowed to participate,
c. will be required to pass an initial urinalysis,
d. will be subject to random urinalysis testing for one calendar year at parent's/guardian's expense,
e. may be required to attend ongoing substance abuse treatment.

b. Legend Drugs and Controlled Substances:

i. FIRST OFFENSE:

1. The participant shall be immediately ineligible for interscholastic competition in the current sports program for the remainder of the season. Ineligibility shall continue until the next sport season in which the participant wishes to participate unless the student accesses the assistant program outlined in 1.b. (below). A student who is found to be in violation of the legend drugs and controlled substances rule shall have two options:

a. The student will be ineligible for participation in contests for the remainder of that interscholastic sports season and must meet the school's requirements in order to be eligible to compete in the next interscholastic sports season.

b. The athlete may choose to seek and receive help for a problem with use of legend drugs or controlled substances. Successful utilization of school and/or community assistance programs may allow him/her to have eligibility reinstated in that athletic season, pending recommendation by the school.

ii. SECOND OFFENSE:

1. The student will be ineligible for participation in all identified activities for a period of one (1) calendar year from the date of the second violation.

iii. THIRD OFFENSE:

1. The student will be ineligible for the remainder of his/her high school career.

2. For Reinstatement to Competition:

a. At the end of the suspension, the student and parent(s)/guardian(s) shall meet with the Athletic Eligibility Board to request approval to participate.
   i. The Eligibility Board will consist of two coaches, two parents, and one administrator.
   ii. The Eligibility Board will recommend to the Administration the appropriate action to be taken.
   iii. The Building Administration shall have the final authority as to the student's participation in future activities.

b. Student must address the team/group regarding their suspension. The coach/advisor will verify completion of this requirement.

SECTION IV – GRIEVANCE AND APPEAL PROCESS

Each student of the Newport School District has the right of grievance for all extracurricular disciplinary actions. A student who believes that she/he was unfairly removed from an extracurricular activity covered by this code is entitled to the following grievance process:

1. The coach/advisor is to notify the parents/guardian when the student has been disciplined.
2. Notification shall be made by telephone or in person, followed by a letter of explanation.
3. Students and parents shall be informed that the due process steps, in order, are:

a. Resolve the problem with the coach/advisor involved. If unsuccessful:
b. Resolve the problem with the Athletic Director. If unsuccessful:
c. Give the Athletic Director a written request asking for a hearing before the Extracurricular Appeals Committee (ECAC) within five (5) days after the student has been disciplined.

4. The ECAC shall convene within seven (7) days of the day the Athletic Director receives the request.
5. The student may not participate in the activity until a decision has been made by the ECAC.
6. The ECAC shall be comprised of three (3) coaches/advisors and two (2) non-school members of the community.
7. The Athletic Director/Assistant Principal or Principal shall represent the handbook policy. A Newport School District Administrator from a different building will be selected to moderate the appeals hearing.
8. The student may appeal to the Superintendent of Newport Schools within three (3) school days of the appeals decision. The Superintendent of Newport Schools, after hearing the case in detail, shall render a decision within ten (10) school days of the hearing.
9. The student may appeal the Superintendent's decision to the Board of Directors within three (3) school days.

SECTION V - ELIGIBILITY

1. Students must be passing all classes to be eligible to participate in an extracurricular activity. All students will be subject to weekly grade checks to determine if they are eligible to participate in extracurricular activities.
    a. A student who has failed a class at the end of a trimester will be ineligible to participate in extracurricular activities as determined by the WIAA Academic Probation/Suspension Period (18.8.6).

2. GRADE CHECK POLICY

a. Official Grade Check reports will be generated every Wednesday. Any student who is failing a class will be academically ineligible the following week (Monday to Sunday).
    i. The first three (3) grade checks of each trimester will not count against a student's eligibility.
    ii. Beginning on the fourth Wednesday of any trimester, grade checks will be used to determine a students' eligibility for the following week (Monday through Sunday).
    iii. Students will have until 3:00pm on Friday (following Wednesday's check) to prove they are passing in order to be eligible the following week.
    iv. The student will be responsible for bringing a printed progress report, signed by the teacher, to the Athletic Director to remove them from the academically ineligible list.
    v. Weekly grade checks will continue throughout the year.

3. Middle School Pilot 2026-27 - Grade Check Policy

a. **Eligibility Status Terminology**:
    i. **CLEAR** - all grades higher than a C
    ii. **ON WATCH** - at least one grade at or below a D - student is allowed to participate in practices and competitions and is notified that their grade is at risk of becoming ineligible.
    iii. **PROBATION** - one grade at or below an F - student MAY NOT be allowed to participate in practices and competitions UNLESS school staff have determined they may be eligible to establish an agreed upon Progress Report Plan (PRP). If the student follows the PRP as designed by school staff, they MAY be eligible for practices and competitions for the week in which they have one (1) failing (F) grade.
        1. **PROGRESS REPORT PLAN (PRP)** - The PRP is developed and agreed upon by school staff (Teacher(s), Admin/AD, and Coach) to encourage the student to take self-responsibility and ownership in their academic and behavioral

performance related to passing grades and in-class effort and attitude. The PRP involves study sessions during student free time (i.e. lunch, immediately after school, or during other non-academic class times).

iv. **INELIGIBLE** - one or more grade(s) at or below an F - AND the student WILL NOT be allowed to participate in competitions, but may be allowed to participate in practices if the above PRP process is followed. If the student follows the PRP as designed by school staff, they MAY be eligible for practices (NOT competitions) for the week in which they have one or more failing grades.

b. Grade Check Policy:

i. Official grade check reports will be generated every Wednesday. Any student who is failing a class will be placed on academic PROBATION the following week, unless their grade is passing by that Friday of the same week.

1. The first three (3) grade checks of each trimester will not count against a student's eligibility.
2. Beginning on the fourth Wednesday of any trimester, grade checks will be used to determine a student's eligibility status for the following week (Monday through Sunday).
    a. On Wednesday, students with a D grade or below will be notified of their current grade and the process herein.
    b. The Athletic Director (or designee) will contact the student's family, the student's teacher, and the student's coach as to their current grade and the eligibility status
3. Students will have until 3:00pm on Friday (following Wednesday's check) to indicate any improvement in grades as relates to their eligibility status.
4. Friday at 3:00pm, students eligibility status for the following week is established.

SECTION VI - PARTICIPATION

1. Prior to a student participating on any team or being issued any equipment, he/she is responsible for having on file with school officials a record of the following:
    a. Up-to-date physical examinations (valid for two (2) calendar years).
    b. Completed Online Athletic Registration - Signature of the parents and participants signifying they have read and accepted handbook regulations, sport safety guidelines, sudden cardiac arrest, concussion information, medical emergency authorization, etc.
    c. Purchase of school insurance or parent signature on insurance waiver stating that the student is adequately covered by medical insurance other than school insurance.
    d. ALL PARTICIPANTS ARE REQUIRED to purchase an ASB Card, pay a PARTICIPATION FEE and any past and current fines and fees in order to participate in any extracurricular program. ASB Card purchases play an important role in the financial support of the interscholastic program.
2. A student may participate in only ONE SPORT per sport season.
3. No participant disqualified from any team for disciplinary reasons will be allowed to join another school team during the same season.

4. Participants who are "cut" from a team by the coach/advisor following team tryouts are allowed to participate in another sport/activity during the same season, regardless of the number of team practice sessions which may have accrued.
5. **NO-QUIT PROVISION**
    a. **Within the first ten (10) practice days of a new sport/activity season, a participant may quit and join another team/activity, on his/her own volition.**
    b. **The following will apply for participants who quit after ten (10) practice sessions without coach/advisor consent:**
        i. **Participants will be ineligible for thirty percent (30%) of their next season's contests/events.**
        ii. **Ineligibility resulting from a violation of the Alcohol, Drug, Legend Drug, Tobacco Policy AND penalties from the No-Quit Provision will be compounded.**
        iii. **May be ineligible to receive Varsity letter for a sport if the coach makes the decision that the athlete did not complete the sport during the entire season.**
6. Athletes, who quit a particular sport on a physician's orders, may participate in another sport during the same sport season with the same physician approval in writing.
7. Athletes held out from participation in practice or a contest, by physician's orders may resume such activities only after he/she has been released in writing by a physician.

SECTION VII – EQUIPMENT AND FACILITIES

1. School equipment checked out by the student is his/her responsibility. He/she is expected to keep it clean and in good condition.
2. Loss of issued equipment or damage to issued equipment except during participation will be the student's financial obligation.
3. Issued equipment is to be worn only while participating with the team in practice, during scheduled contests, or for spirit purposes on contest day. Warm-up jackets, sweats, etc., are not to be worn as personal clothing.
4. The WIAA prohibits the use of school uniforms while participating in any event outside the yearly school program or activities not sponsored by the WIAA.
5. Misuse of dressing room facilities, lockers, towels, benches, gymnasiums or field facilities, whether at home or at a visitor's facility, will not be permitted. Failure to comply with this regulation may result in denial of their use, some form of disciplinary action and/or payment for damage.

SECTION VIII - TRAVEL:

1. Travel to and from contests will be provided by the Newport School District. All students must travel to and from contests with the team and in transportation provided for this purpose. Only upon personal request by the parent/guardian to the COACH/ADVISOR, will this be waived to allow the student to travel with his/her parents/guardians.
2. Each team member will remain with the team under the supervision of the coaching staff/advisor when attending away games. Team members will not leave the building or the field when at away events.
3. Each member, while traveling to and from athletic contests, will obey all school bus regulations.
4. Students wishing to return from a contest with someone other than their parent must meet the following requirements:
    a. Have a signed permission slip from their parent(s), in the office of the Athletic Director no later than 9:00 a.m. on the morning of the contest, or have personal verbal approval between the coach and the parent at the site of the contest.
    b. Transportation may be refused if it is being furnished by someone under the age of twenty-one (21).
5. Buses involved in athletic trips will make no stops going to or from their destination to pick up or drop off students with only one exception. The exception will be Food Mart at Diamond Lake.
   Students wishing to load or unload at these areas must understand the following:

a. In order for a student to be dismissed from the bus at this area, an authorized adult or adults, visible to the coach, must be waiting to pick up students.
b. If an authorized adult is not visible, the bus will proceed to the appropriate school building in Newport.

SECTION IX - THE COACH/ADVISOR AND TEAM MEMBERS

The most important relationship that exists in an extracurricular program is that between the coach and his/her team members. It is the goal of the program, and should be the expectation of the participants, that this relationship be a positive one. As a participant, you should expect your coach/advisor to deal with you in an honest and impartial manner. Expect constructive, not demeaning, criticism for areas of performance, but also expect encouragement and compliments for a good job or an excellent effort. Expect your coach/advisor to serve as a role model in his/her actions and words in dealing with participants, players, coaches, and officials.

We hope the relationship with your coach will develop into one of mutual respect and one that will extend beyond extracurricular activities and your years in the Newport School District. In order to promote this relationship, we request that the following protocol be followed when there are concerns:

1. Student participant addresses concern(s) with coach/advisor.
    a. In some cases, students are reluctant to approach their coach/advisor. In this case, the Athletic Director can help facilitate a meeting.
2. If a satisfactory solution is not found, the student participant should address the issue with the Athletic Director.
    a. At this time, a meeting with the student participant, coach/advisor, and Athletic Director may be appropriate.
    b. In some cases, another appropriate solution as determined by all parties may be agreed upon.
3. After the student has exhausted the avenues for resolution above, it is then appropriate for parent or guardian to contact the coach/advisor and/or the Athletic Director.

Adopted by: Newport School District Board of Directors
July 1985
Revision: Dec. 2023

X. Policies (m):

X.a. Second Reading (m) Policy 6220 Bid or Request for Proposal Requirements

Bid or Request for Proposal Requirements

The board ~~of directors of the Newport School District~~ 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. Procedure and Public Works Using ~~State~~Non-Federal Funds

A. Furniture, Supplies, or Equipment

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

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

Summary:

Projects < $75,000 (District department may perform work)

Projects > $75,000 and < $100,000 (outside contractor required, no formal bidding requirement)

Projects > $100,000 (small works roster or formal bidding required)

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

~~A. 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

~~The board reserves the right to~~ In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into ~~inter-local~~ 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 ~~purchases~~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.
~~1.~~4. Any cooperative agreement for public works ~~with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter~~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.

~~39.34 RCW.~~

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.

~~B. 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 competitive.~~

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~~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, ~~distribute~~ purchases must be distributed equitably among suppliers.
- Purchases between $~~10~~15,000 and $75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of $75,000 or more must be publicly solicited using ~~sealed bids or requests for proposals~~its formal bidding procedure.

Self-Certification

If ~~a~~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 ~~it could~~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, ~~distribute~~ purchases must be distributed equitably among suppliers.
- Purchases between $40,000 and $75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of $75,000 or more must be publicly solicited using ~~sealed bids or requests for proposals.]~~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~~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, ~~distribute~~ purchases should be distributed equitably among suppliers.
- Purchases between $~~10~~15,000 and $~~250~~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 $~~250~~350,000 or more must be publicly solicited using sealed bids or requests for proposals.

~~[~~If ~~a~~the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies ~~as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate,~~for Self-Certification and ~~manage financial risks, then it could use the following thresholds instead of the ones described~~wants to go above~~:~~

- ~~Purchases of~~ the $40,000 or $50,000 ~~or less do not require quotes. However, the district must consider the price to be reasonable, and, to~~ Self-Certification limits, the ~~extend practical, distribute purchases equitably among suppliers.~~

~~Purchases between $50,000 and $250,000 must be procured using price or rate quotations~~district reserves the right to seek approval for higher limits from ~~a reasonable number of qualified sources.~~OSPI.

- ~~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 five circumstances applies:

- Acquiring property or services that do not exceed $~~10~~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.

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

Adoption Date:
01/26/09 School
District Name:
Newport

Classification: Essential

- Revised: 04-25-11, 03.21.16, 3.20.17, 05.03.21, 07.25
-

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.

Summary:

Projects ≤ $75,000 (District department may perform work)

Projects ≥ $75,000 and < $100,000 (outside contractor required, no formal bidding requirement)

Projects ≥ $100,000 (small works roster or formal bidding required)

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.

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

Adoption Date:
01/26/09 School
District Name:
Newport

Classification: Essential

- Revised: 04-25-11, 03.21.16, 3.20.17, 05.03.21, 10.26

XI. Superintendent Update:

XII. Agenda Item (s) for next Board Meeting, November 17, 2026 at 5:00 pm

D. Warrants

E. Enrollment

XIII. Adjournment of Regular Board Meeting