

**BOARD AGENDA ITEMS FOR STAFF
INSTRUCTIONS FOR SUBMITTING MATERIALS
2017-18**

The Board meets each **second** and **fourth Tuesday** of every month of the school year, with the exception of July, August, September, November and December.

Listed below are the regularly scheduled board meetings for the **2017-18 school year** and the deadline dates to submit items for the board agenda.

Items for the agenda shall be received by the Superintendent's office **no later than the Tuesday one week before a board meeting**. Items not listed on the agenda shall not be considered for official action at that meeting (Policy 1420).

BOARD MEETING DATES	DEADLINE FOR MATERIALS
2017 – Tuesday 6:30 pm	2017 - Tuesday 4:00 pm
September 26, 2017	September 19, 2017
October 10, 2017	October 3, 2017
October 24, 2017	October 17, 2017
November 14, 2017	November 7, 2017
November 28, 2017	November 21, 2017
December 19, 2017	December 12, 2017
2018 – Tuesday 6:30 pm	2018 - Tuesday 4:00 pm
January 9, 2018	January 2, 2018
January 23, 2018	January 16, 2018
February 13, 2018	February 6, 2018
February 27, 2018	February 20, 2018
March 13, 2018	March 6, 2018
March 27, 2018	March 20, 2018
April 10, 2018	April 3, 2018
April 24, 2018	April 17, 2018
May 8, 2018	May 1, 2018
May 22, 2018	May 15, 2018
June 12, 2018	June 5, 2018
June 26, 2018	June 19, 2018
July 24, 2018	July 17, 2018
August 28, 2018	August 21, 2018

BOARD AGENDA ITEMS
Instructions For Submitting Material
2017-2018

To submit a board agenda item:

- Include a cover letter for each agenda item (see attached sample).
- Submit electronically via email or on 8 1/2" x 11" white paper, **single side copy only**, with no staples. (BoardDocs admins submit directly to BoardDocs)
- Contact the Superintendent's Executive Assistant at extension 3403 to determine whether or not a representative from your school/department needs to attend the board meeting to present or answer board questions.
- 45 days prior to travel, submit a request for Student Overnight or Out-of-State Field Travel. It must include the field trip information packet COMPLETED and SIGNED.
- 45 days prior to travel, submit an Out-of-State Staff Travel Request. Please complete and have signed by appropriate administrator.

If you have any questions, please call me at 425-413-3403.

Thank you,

Tamara Wheeler

TAHOMA SCHOOL DISTRICT NO. 409
Maple Valley, Washington

sample

MEMORANDUM

September 1, 2016

TO: Rob Morrow, Superintendent
FROM: Cindy Darcy, Purchasing
THROUGH: Mary Nowak, Food Service Supervisor
RE: Dairy Bid 2016-2017 School year

Action: Recommend the awarding bid go to Springbrook in the amount of \$140,810.97 for the 2016-2017 school year. Due to the rising cost of dairy this bid is on an escalating/de-escalating price scale of up to 13% instead of the firm pricing we have been given in the past.

Budget Impact: The dairy item bid will be purchased out of Foodservices budget. Three vendors were solicited, bids as follows:

<u>Vendor</u>	<u>Amount</u>
Smith Brothers Farm	No Bid
Springbrook Farms	140,810.97
Puft n Stuff	No Bid

Background: Springbrook Farms was awarded the bid last year. Our annual cost year-to-date for the 2016-2017 school year \$72,872.49.

**See attached documents for itemized breakdown from Springbrook.