

**BOARD AGENDA ITEMS FOR STAFF  
INSTRUCTIONS FOR SUBMITTING MATERIALS  
2018-19**

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 **2018-19 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).

<b>BOARD MEETING DATES</b>	<b>DEADLINE FOR MATERIALS</b>
<b>2018 – Tuesday 6:30 pm</b>	<b>2018 - Tuesday 4:00 pm</b>
September 25, 2018	September 18, 2018
October 9, 2018	October 2, 2018
October 23, 2018	October 16, 2018
November 13, 2018	November 6, 2018
November 27, 2018	November 20, 2018
December 18, 2018	December 11, 2018
<b>2019 – Tuesday 6:30 pm</b>	<b>2019 - Tuesday 4:00 pm</b>
January 8, 2019	January 2, 2019
January 22, 2019	January 15, 2019
February 12, 2019	February 5, 2019
February 26, 2019	February 19, 2019
March 12, 2019	March 5, 2019
March 26, 2019	March 19, 2019
April 9, 2019	April 2, 2019
April 23, 2019	April 16, 2019
May 14, 2019	May 7, 2019
May 28, 2019	May 21, 2019
June 11, 2019	June 4, 2019
June 25, 2019	June 18, 2019
July 23, 2019	July 16, 2019
August 27, 2019	August 20, 2019

BOARD AGENDA ITEMS  
Instructions For Submitting Material  
2018-2019

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 sided copies only, no staples**.
- Contact Tamara Wheeler, Executive Assistant to the Superintendent, to determine if a representative from your school/department needs to attend the board meeting to present or answer questions for the Board of Directors.
- For student overnight or out-of-state field trips, submit an Extended Field Trip Application (2320F-4) to Tamara Wheeler at least 45 days prior to travel (sports teams traveling out-of-state or overnight for sanctioned league competition do not need prior Board approval.) Applications must be fully **COMPLETED** and **SIGNED**. *See District Policy and Procedure 2320 via the District website on BoardDocs.*
- For employee travel requests, submit an Employee Travel Authorization Form (6213F-1) to Tamara Wheeler at least 45 days prior to travel. Authorization forms must be **COMPLETED** and **SIGNED** by the appropriate administrator. *See District Policy and Procedure 6213 via the District website on BoardDocs.*
- Please contact Tamara Wheeler with any questions.

**TAHOMA SCHOOL DISTRICT NO. 409**  
Maple Valley, Washington

sample

MEMORANDUM

September 1, 2018

TO: Tony Giurado, Superintendent  
FROM: Cindy Darcy, Purchasing  
THROUGH: Mary Nowak, Food Service Supervisor  
RE: Dairy Bid 2017-2018 School year

Action: Recommend the awarding bid go to Springbrook in the amount of \$140,810 for the 2018-2019 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
Puft n Stuff	No Bid

Background: Springbrook Farms was awarded the bid last year. Our annual cost year-to-date for the 2018-2019 school year \$72,872.

\*\*See attached documents for itemized breakdown from Springbrook.