

**BOARD AGENDA ITEMS FOR STAFF  
INSTRUCTIONS FOR SUBMITTING MATERIALS  
2020-21**

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 **2020-21 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>2020 – Tuesday 6:30 pm</b>	<b>2020 - Tuesday 4:00 pm</b>
September 22, 2020	September 15, 2020
October 13, 2020	October 6, 2020
October 27, 2020	October 20, 2020
November 10, 2020	November 6, 2020
November 24, 2020	November 17, 2020
December 15, 2020	December 8, 2020
<b>2021 – Tuesday 6:30 pm</b>	<b>2021 - Tuesday 4:00 pm</b>
January 12, 2021	January 5, 2021
January 26, 2021	January 19, 2021
February 9, 2021	February 2, 2021
February 23, 2021	February 16, 2021
March 9, 2021	March 2, 2021
March 23, 2021	March 16, 2021
April 13, 2021	April 6, 2021
April 27, 2021	April 20, 2021
May 11, 2021	May 4, 2021
May 25, 2021	May 18, 2021
June 8, 2021	June 1, 2021
June 22, 2021	June 15, 2021
July 27, 2021	July 20, 2021
August 24, 2021	August 17, 2021

BOARD AGENDA ITEMS  
Instructions For Submitting Material  
2020-2021

To submit a board agenda item:

- Include a cover letter for each agenda item (see attached sample).
- Submit a PDF 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, 2020

TO: Mike Hanson, Superintendent  
FROM: Cindy Darcy, Purchasing  
THROUGH: Mary Nowak, Food Service Supervisor  
RE: Dairy Bid 2020-2021 School year

Action: Recommend the awarding bid go to Springbrook in the amount of \$140,810 for the 2020-2021 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 2020-2021 school year \$72,872.

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