

Policy	Policy Name	CAC Notes for Board	CAC Notes for Final Adoption
6000	Preparation, Adoption and	Rename and adopt model policy	No changes since 1st reading
6020	System of Funds and Acco	Rename and adopt model policy	No changes since 1st reading
6021	Interfund Loans	Update references	No changes since 1st reading
6022	Minimum Fund Balance	language added to tie minimum fund balance	No changes since 1st reading
6030	Financial Reports	transparency; is this the correct place and	No changes since 1st reading
6100	State and Federal	policy. Some updated language in section	impact aid in OSD policy
6101	Financial Management	New policy WSSDA model policy	No changes since 1st reading
6102	Activities	Adopt model policy	No changes since 1st reading
6106	Federal Programs	policy.	No changes since 1st reading
6112	Real Property	policy.	\$40,000.
6114	Gifts, Donations, or Grants	language added to address inequity between	language to include grants and
6120	Investment of Funds	Adopt model policy	No changes since 1st reading
6150	Bonds	recommends keeping	Keep policy per staff request
6212	Charge Cards	for clarity. Procedure needs to be updated.	No changes since 1st reading
6213	Expenses	Rename and adopt model policy	No changes since 1st reading
6215	Certification and Approval	Rename and adopt model policy.	language to allow smaller weekly
6216	Goods and Services:	policy.	No changes since 1st reading
6217	Electronic Funds Transfer	with audit standards; WSSDA model with	No changes since 1st reading.
6220	Proposal Requirements	39.04.155 expires July 2024; will need review	Adopt model policy updated 7/2024
6225	Electronic Signatures	New policy	No changes since 1st reading
6230	Relations with Vendors	New policy	No changes since 1st reading
6240	Consumption	New policy	No changes since 1st reading
6250	Cellular Telephones	Adopt model policy	No changes since 1st reading.
6505	Video Surveillance	partially align with WSSDA and will need	No changes since 1st reading.
6510	Safety	covered in 6800	No changes since 1st reading.
6511	Staff Safety	Recommend adopt model policy	No changes since 1st reading.
6513	Prevention	Recommend adopt model policy	No changes since 1st reading.
6530	Insurance	Recommend adopt model policy	No changes since 1st reading.
6535	Student Insurance	Rename and adopt model policy	No changes since 1st reading.
6540	Responsibility for Privately	repercussions of this policy, particularly item	No changes since 1st reading.
6550	for Leases and	specifics for OSD)	No changes since 1st reading.
6570	Management	New policy	No changes since 1st reading.

6600	Transportation	considering lowering the walking route	decrease walking route radius.
6605	Biking, and Riding Buses	added item E and language to work with	No changes since 1st reading.
6625	Transportation	delete district-only language	No changes since 1st reading.
6640	District Owned Vehicles	name	No changes since 1st reading.
6700	Nutrition	moved to new essential policy 6702 -	Deleted wellness paragraph.
6701	Activity	Adopt new essential policy	No changes since 1st reading.
6702	Wellness	Adopt new essential policy	No changes since 1st reading.
6800	Maintenance of School	Rename and adopt WSSDA model	No changes since 1st reading.
6801	Sensitive Assets	Rename and adopt WSSDA model	No changes since 1st reading.
6810	Management	likely WSSDA update due to passage of the	No changes since 1st reading.
6881	Equipment and/or	Rename and adopt WSSDA model	No changes since 1st reading.
6882	Sale of Real Property	Adopt WSSDA model	No changes since 1st reading.
6883	Closure of Facilities	Update to RCW	and facilities, Impacts on student
6890	Policy Act Compliance	Rename and adopt WSSDA model	No changes since 1st reading.
6895	Posting and Record	Rename and adopt WSSDA model	No changes since 1st reading.
6900	Facilities Planning	Adopt WSSDA model	changed appropriateness to suitability
6902	Small Works Roster	set to expire at the end of the year	dollar amount fixed.
6905	Site Acquisition	Recommend adopt new policy.	No changes since 1st reading.
6920	Construction Design	inclusion	approve schematic design prepared by
6922	Equitable Access	programs other than athletics	No changes since 1st reading.
6925	Services	New policy	No changes since 1st reading.
6950	Surety Bonds, Insurance	New policy	No changes since 1st reading.
6955	Records	Rename and adopt WSSDA model	No changes since 1st reading.
6959	Projects	New policy	No changes since 1st reading.
6970	Facilities	placeholder - needs review	No changes since 1st reading.
6210	Purchase of Real Property	and 6905	500K. update 1st sentence 2nd

Program Planning, Budget Preparation, Adoption and Implementation

A district's annual budget is tangible evidence of the board's commitment toward fulfilling the aims and objectives of the instructional program and providing for the efficient and effective operation of the district. The budget expresses in specific terms the services to be provided, consistent with immediate and long-range goals and resources available and establishes priorities within broad program areas such as basic education, other separately funded programs, and support services. Each year a budget will be prepared for the ensuing fiscal year. The budget will set forth the complete financial plan of the district for the ensuing fiscal year.

Prior to presentation of the proposed budget for adoption, the superintendent or designee will prepare for the board's study and consideration appropriate documentation supporting their recommendations, which will be designed to meet the needs of students within the limits of anticipated revenues consistent with reasonable management practices. Program planning and budget development will provide for staff participation and the sharing of information with community members prior to action by the board.

Fiscal Year

The district fiscal year will begin September 1 each year and will continue through August 31 of the succeeding calendar year.

Budget Preparation, Notice, and Submission to ESD and OSPI

On or before the tenth day of July in each year, the district shall prepare the budget for the ensuing fiscal year. The annual budget development process shall include the development or update of a four-year budget plan that includes a four-year enrollment projection. The four-year budget plan must include an estimate of funding necessary to maintain the continuing costs of program and service levels and any existing supplemental contract obligations.

The completed budget must include a summary of the four-year budget plan and set forth the complete financial plan of the district for the ensuing fiscal year.

Upon completion of the budget, the district will electronically publish a notice stating that the district has completed the budget, posted it electronically, placed it on file in the district administration office, and that a copy of the budget and a summary of the four-year budget plan will be furnished to any person who calls upon the district for it.

By July 10th, the district will submit a copy of the budget and four-year budget plan to its educational service district and to the office of the superintendent of public instruction for review and comment, unless the superintendent of public instruction has delayed the date because the state operating budget was not adopted by June 1st.

Budget Notice, Hearing, Adoption, and Filing

The board of directors will meet to fix and adopt the budget for the ensuing fiscal year. The district will provide notice of the meeting. The notice will designate the date, time, and place of the meeting. The notice will also state that any person may appear at the meeting and be heard for or against any part of the budget, the four-year budget plan, or any proposed changes to uses of enrichment funding. The district will publish the notice electronically and will publish it at least once each week for two consecutive weeks in a newspaper of general circulation in the district (or if there is none in the district,

in a newspaper of general circulation in the county or counties in which the district is a part). The last notice will be published no later than seven days before the meeting.

On the day given in the notice, the board of directors will meet at the time and place designated. At the meeting, the board of directors will fix and determine the appropriation from each fund contained in the budget separately; will by resolution adopt the budget, the four-year budget plan summary, and the four-year enrollment projection; and will record its action in the official minutes. (First Class District Provision: Copies of the budget as adopted will be filed with the education service district for review.) (Second Class District Provision: Copies of the budget as adopted will be filed with the educational service district for review, alteration, and approval by the budget review committee.) Copies of the budget will be filed with the superintendent of public instruction.

The dates for adoption and filing are as follows:

Budget adopted by 8.31
Budget filed with ESD by 9.3
Budget filed with OSPI by 9.10

Budget Implementation

The board places responsibility with the superintendent or designee for administering the operating budget, once adopted. All actions of the superintendent or designee in executing the programs and/or activities as set forth in the adopted operating budget are authorized subject to the following provisions:

- A. Expenditure of funds for the employment and assignment of staff meet the legal requirements of the state of Washington and adopted board policies;
- B. Funds held in reserve accounts (General fund #810-890) for self-insurance and other such contingencies may not be expended unless approved for purposes designated by the board;
- C. Complete listing of expenditures for supplies, materials and services is presented for board approval and/or ratification;
- D. Purchases are made according to the legal requirements of the state of Washington and adopted board policy;
- E. Funds may be transferred from one budget classification to another subject to such restrictions as may be imposed by the board;
- F. The superintendent or designee will be responsible for establishing procedures to authorize and control the payroll operations of the district; and
- G. Financial reports are submitted to the board each month.

Cross References: 6213 - Reimbursement for Travel Expenses
 5005 - Employment: Disclosures, Certification Requirements,
 Assurances and Approval

Legal References: RCW 28A.300.060 Studies and adoption of classifications for
 school district budgets — Publication
 RCW 28A.320.010 Corporate powers
 RCW 28A.320.020 Liability for debts and judgments
 RCW 28A.320.090 Preparing & distributing information on
 district's instructional program, operation and maintenance —
 Limitation

RCW 28A.330.100 Additional powers of the board
RCW 28A.400.300 Hiring and discharging employees —
Written leave policies — Seniority and leave benefits of
employees transferring between school districts and other
educational employers.
RCW 28A.505.040 Budget — Notice of completion — Copies
— Review by ESD
RCW 28A.505.050 Budget — Notice of meeting to adopt
RCW 28A.505.060 Budget — Hearing and adoption of —
Copies filed with ESDs
RCW 28A.505.080 Budget — Disposition of copies
RCW 28A.505.150 Budgeted expenditures as appropriations
— Interim expenditures — Transfer between budget classes
— Liability for nonbudgeted expenditures
Chapter 28A.510 RCW Apportionment to District — District
Accounting
WAC 392-123-054 Time Schedule for Budget
RCW 28A.400.240 Deferred compensation plan for school
district or educational service district employees—Limitations.
RCW 28A.400.250 Tax deferred annuities—Regulated
company stock
RCW 28A.400.280 Employee benefits—Employer
contributions—Optional benefits—Annual report
RCW 28A.405.400 Payroll deductions authorized for
employees
RCW 28A.405.410 Payroll deductions authorized for
certificated employees—Savings
RCW 41.04.020 Public employees—Payroll deductions
authorized
RCW 41.04.035 Salary and wage deductions for contributions
to charitable agencies—United Fund defined—Includes
Washington state combined fund drive
RCW 41.04.036 Salary and wage deductions for contributions
to charitable agencies—Deduction and payment to United
Fund or Washington state combined fund drive—Rules,
procedures
RCW 41.04.230 Payroll deductions authorized
RCW 41.04.233 Payroll deductions for capitation payment to
health maintenance organizations
RCW 41.04.245 Payroll deductions to a bank, savings bank,
credit union, or savings and loan association

2018 - June Policy
Alert

Adoption Date: 11.14.11
Olympia School District
Classification: Priority
Revised Dates:

System of Funds and Accounts

Funds

The district will maintain a system of funds with the county treasurer in accordance with state law and the accounting manual approved by the State Superintendent of Public Instruction. The funds are:

General Fund

The General Fund (GF) is financed primarily from local taxes, state support funds, federal grants, and local receipts. These revenues are used specifically for financing the ordinary and legally authorized operations of the district for all grades. The GF includes money that has been segregated for the purpose of carrying on specific activities including, but not limited to, the basic and special education programs. The GF is managed in accordance with special regulations, restrictions, and limitations. The GF constitutes an independent fiscal and accounting entity.

As a part of its GF, the district has a local revenue subfund to account for the district's operations that are paid for with local revenues.

The following local revenues will be deposited in the district's local revenue subfund:

- Enrichment levies and transportation levies collected under RCW 82.52.053;
- Local assistance funding received under chapter RCW 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, and state and federal payment in lieu of taxes, or local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

The district will track expenditures from the subfund to account for the expenditures based on each of the streams of revenue described above.

Capital Projects Fund

The Capital Projects Fund (CPF) contains:

- Proceeds from the sale of voted bonds (unlimited tax general obligation bonds) and non-voted bonds (limited general obligation bonds);
- State of Washington financing assistance (state matching money);
- Transfers from the district's basic education allotment;
- The proceeds of special levies earmarked for building purposes;
- Earnings from capital projects fund investments, growth management impact fees, state environmental protection act mitigation payments; and
- Rental or lease proceeds and proceeds from the sale of property.

The district may use proceeds from the sale of voted bonds, including the interest earnings thereof, for capital purposes including, but not limited to, the following purposes:

- Funding outstanding indebtedness or bonds already issued;
- Purchasing sites for buildings, playgrounds, physical education, and athletic facilities;
- Erecting buildings and furnishing those buildings with the necessary furniture, apparatuses, and equipment;
- Improving the energy efficiency of the district's buildings and/or installing systems and components to utilize renewable and/or inexhaustible energy resources;
- Making major or minor structural changes and structural additions to buildings, structures, facilities, and sites necessary or proper to carry out the functions of the district; and

- Paying for an installment purchase contract for school plant facilities or a financing lease, the term of which is ten years or longer and that contains an option by the district to purchase the leased property for nominal consideration, but only to the extent such payment constitutes a capital expenditure.

All other money deposited into the CPF may be used for the purposes described above and the following purposes:

- Making major renovations to and replacing facilities and systems where periodical repairs are no longer economical or to extend the useful life of the facility or system beyond its original planned useful life, including but not limited to replacing or refurbishing roofs, exterior walls, windows, heating and ventilating systems, floor covering in classrooms and public common areas, and electrical and plumbing systems;
- Renovating and rehabilitating playfields, athletic fields, and other district real property;
- Conducting preliminary energy audits and energy audits of district buildings and making energy capital improvements that are identified as being cost-effective in the audits;
- Purchasing or installing additional major items of equipment and furniture;
- Paying the costs associated with implementing technology systems, facilities, and projects—including acquiring hardware licenses, licensing software, and online applications—and paying the costs associated with training related to the installation of such systems, facilities, and projects;
- Paying the costs associated with the application and modernization of technology systems for operations and instruction—including, but not limited to, the ongoing fees for online applications, subscriptions, or software licenses, including upgrades and incidental services—and paying for ongoing training related to the installation and integration of such products and services (to the extent funds are used for this purpose, the district will transfer the portion of the capital project funds used to the district's GF); and
- Repairing major equipment, painting facilities, and performing other preventative maintenance (to the extent funds are used for this purpose, the district will transfer the portion of the capital project funds used to the district's GF).

After holding a public hearing, the board may determine by resolution to use any money from the sale of voted bonds and investment earnings thereon remaining after the authorized capital improvements have been completed to acquire, construct, install, equip and make other capital improvements to the district's facilities or to retire and/or defease a portion of voted bonds.

Investment earnings derived from other sources in the CPF should be retained in the CPF and used for statutorily authorized purposes. The district may transfer investment earnings in the CPF, which have not been derived from voted bond proceeds, to a different fund; provided that, such investment earnings may only be expended for instructional supplies, equipment or capital outlay purposes. The superintendent should consult the board and appropriate district staff prior to altering the use of voted bond proceeds and transferring investment earnings out of the CPF.

Debt Service Fund

The Debt Service Fund (DSF) is for the payment of principal of and interest on outstanding voted and non-voted bonds. Disbursements are made by the county treasurer by means of treasurer's checks. Provision will be made annually for the making of a levy sufficient to meet the annual payments of principal and semiannual payments of interest. The district may transfer surplus investment earnings from the DSF to any other school district fund; provided that, such investment earnings are spent only for instructional supplies, equipment or capital outlay purposes. The district may transfer such investment earnings to other school district funds unless the resolution authorizing the voted bonds requires investment earnings to remain in the DSF to secure payment of voted bonds, thereby reducing future tax collections and the corresponding tax levy rate. The superintendent should consult with the board and appropriate staff prior to transferring interest earnings out of the DSF.

Non-voted bonds are required to be repaid from the school district's DSF, rather than the fund that actually received the non-voted bond proceeds. As a result, to pay principal of and interest on the non-voted bond, an operating transfer must be used from the CPF (or other fund) to the DSF. The school district should create a separate account within the DSF to repay the non-voted bond. The district should internally

segregate the money pledged to repay the non-voted bond from any excess property taxes deposited in the DSF for the repayment of voted bonds.

Prior to the issuance of a non-voted bond the superintendent or a designee will review the repayment process with the board and the county treasurer. The proceeds from the sale of real property may be placed in the DSF or CPF, except for the amount required to be expended for the costs associated with the sale of such property.

Associated Student Body Program Fund

The board is responsible for the protection and control of student body financial resources just as it is for other public funds placed in its custody. The financial resources of the Associated Student Body Program Fund (ASB Fund) are for the benefit of students. Student involvement in the decision-making processes related to the use of this money is an integral part of the associated student body, except that the board may delegate the authority to a staff member to act as the associated student body for any school which contains no grade higher than grade six.

Money in the ASB Fund is public money and may not be used to support or oppose any political candidate or ballot measure. Money raised by students through recognized student body organizations will be deposited in and disbursed from the fund which is maintained by the county treasurer. The ASB Fund is subject to management and accounting procedures which are similar to those required for all other district moneys. ASB constitutions will provide for participation by ASB representatives in the decisions to budget for and disburse ASB Fund money. Private non-associated student body fund moneys raised for scholarships, student exchanges and charitable purposes will be held in trust by the district.

Transportation Vehicle Fund

The transportation vehicle fund (TVF) includes:

- the proceeds from the sale of transportation vehicles;
- lease, rental, or occasional use of surplus buses;
- depreciation reimbursement for district-owned buses;
- proceeds of TVF levies;
- optional transfers from the GF;
- and investment funds coming from the TVF.

The TVF may be used to purchase school buses; to pay for major repairs to school buses; to complete a feasibility plan to transition from gas or diesel school buses to electric or zero emission school buses; to purchase, install, and repair electric school bus charging stations and other zero emission school bus fueling stations and for other costs necessary for station installation; and to convert or repower existing gas or diesel school buses to electric or zero emission school buses. Money may be transferred from the TVF to the DSF exclusively for the payment of debt and interest associated with purchase agreements for school buses, including lease purchase agreements.

Bank Accounts

The district will maintain a system of bank accounts as follows:

- A district depository and/or transmittal bank account;
- An associated student body imprest bank account for each school having an associated student body organization approved by the board; and
- Petty cash accounts in such numbers as are necessary to meet the petty cash needs of the schools and divisions of the district.

The board may authorize the establishment of such accounts. Each petty cash account will be approved by the board. A custodian will be appointed for these accounts who will be independent of invoice processing, check signing, general accounting and cash receipts functions. If this separation of functions is not feasible, another employee who is independent of those functions will be responsible for reviewing the management of each account.

Cross References:

6030 - Financial Reports
3510 - Associated Student Bodies

Legal References:

WAC 392-142-260 Allowable use of the transportation vehicle fund
WAC 392-142-255 Deposit of payments in the transportation vehicle fund
RCW 28A.245.100 Minor repair and maintenance capital accounts
RCW 28A.160.130 Transportation vehicle fund Deposits in Use Rules for establishment and use

RCW 28A.320.320 Investment of funds of district—Service fee
RCW 28A.320.330 School funds enumerated — Deposits — Uses
RCW 28A.325.010 Fees for optional noncredit extracurricular events — Disposition
RCW 28A.325.020 Associated student bodies — Powers and responsibilities affecting
RCW 28A.325.030 Associated student body program fund — Fund raising activities — Nonassociated student body program fund moneys
RCW 28A.335.060 Surplus school property — Rental, lease, or use of — Disposition of moneys received from
RCW 28A.505.140 Rules for budgetary procedures — Review by superintendent — Notice of irregularity — Budget revisions
RCW 28A.530.010 Directors may borrow money, issue bonds
RCW 28A.530.020 Bond issuance — Election — Resolution to specify purposes
RCW 28A.530.080 Additional authority to contract indebtedness--Notice
RCW 42.17A.555 Use of public office or agency facilities in campaigns — Prohibition — Exceptions
RCW 43.09.200 Local government accounting — Uniform system of accounting
RCW 43.09.210 Local government accounting — Separate accounts for each fund or activity — Exemption for agency surplus personal property
RCW 84.52.053 Levies by school districts authorized — When — Procedure

RCW 84.52.056 Excess levies for capital
purposes authorized
WAC 392-123 Finance — School District
Budgeting
WAC 392-138 Finance — Associated Student
Body Moneys
State Auditor Bulletin #301, III(E), Petty
Cash, (PT 3, Ch 3, Pg 8)

Management Resources: 2017 – July Issue
2019 - March
Policy Issue

Adoption Date: 11.14.62
Renumbered: 05.12.03
Olympia School District
Classification: Priority
Revised Dates: 08.14.85; 11.14.11

Interfund Loans

Interfund loans between the general fund, the transportation vehicle fund, the capital projects fund or the debt service fund may be used to alleviate a temporary cash deficiency.

Such loans will not be used to balance the budget of the borrowing fund, nor will they deter any function or project for which the fund was established.

The board must adopt a resolution before any interfund loan transaction takes place. The resolution will contain the exact amount of the loan, the funds involved, the specific source of funds for repayment, the schedule for repayment and the interest rate involved.

Legal References: RCW 28A.505.150 Budgeted expenditures as appropriations
 — Interim expenditures — Transfer between budget classes
 — Liability for non-budgeted expenditures
 WAC 392-123-135 Interfund loans—Definition

Adoption Date: 11.14.11
Olympia School District
Classification: Discretionary
Revised Dates:
Reviewed Dates:

Minimum Fund Balance

The district recognizes the importance of maintaining a prudent fund balance in the general fund to ensure operational cash flow needs are met, to set aside resources for known obligations and to help protect against unforeseen circumstances. Accordingly, the district adopts this policy in regards to those portions of fund balance that are in spendable form but are not legally restricted as to their use from outside sources. The Board of Directors recognizes the value of a sufficient funds balance to address issues such as positive cash flow, program improvements, interest revenue generation, and bond rating. Furthermore, the Board acknowledges and supports the value of allowing schools and departments to carry forward funds from one budget year to the next.

Beginning in school year 2025-26 and annually thereafter, the superintendent or designee will present a general fund budget that includes a commitment towards a minimum ending fund balance of at least 3% and no more than 7% of the prior year's general fund budgeted expenditures. If the projected Ending Fund Balance is expected to end below three percent or above seven percent of the current fiscal year budget, the Superintendent will notify the Board of Directors. It is the district's desire to maintain resource levels sufficient to fund an average of at least one month's payroll expenditures.

Cross References: 6040 - Expenditures in Excess of Budget
 6020 - System of Funds and Accounts

Legal References: RCW 28A.320.070 School district as self-insurer - Authority
 RCW 28A.505 School Districts' Budgets
 28A.505.130 Budget - Requirements for balancing estimated
 expenditures

Adoption Date:
Olympia School District
Classification: Discretionary
Revised Dates:

Financial Reports

Monthly Report

The business office will prepare a monthly budget status report of the following funds:

- A. General Fund (GF);
- B. Capital Projects Fund (CPF);
- C. Debt Service Fund (DSF);
- D. Associated Student Body Fund (ASB Fund); and
- E. Transportation Vehicle Fund (TVF).

A "statement of financial condition" will be submitted to the board each month. The superintendent or designee will reconcile ending net cash and investments, revenues and expenditures reported by the county treasurer with the district records for all funds. As part of the budget status report, the superintendent or designee will provide each director with a brief written explanation of any significant deviation in revenue and/or expenditure projections that may affect the financial status of the district.

Annual Financial and Statistical Report

At the close of each fiscal year, the superintendent, as board secretary, will submit to the board an annual financial statistical report. The report will include at least a summary of financial operations for the year.

Public Records Transparency Report

The board recognizes that responding to public record requests pursuant to Chapter 42.56, RCW is one of the district's unique and core essential functions, and that full access to information concerning the conduct of government of every level must be assured as a fundamental and necessary precondition to the sound governance of a free society. Therefore, annually, the superintendent or designee will submit to the board a Public Records Transparency Report that includes a list of all public records requests received by the district. At its discretion and in an effort to achieve the fullest transparency as to the public records requests it receives and to which it provides responses, the board or superintendent may post the report on its website.

Cross References: 6020 - System of Funds and Accounts

Legal References: RCW 28A.150.230 Basic Education Act — District school directors responsibilities
RCW 28A.400.030(3) Superintendent's duties
WAC 392-123-110 Monthly financial statements and reports prepared by school district administrator
WAC 392-123-115 Monthly budget status reports
WAC 392-123-120 Statement of financial condition — Financial position of the school district
WAC 392-123-125 Personnel budget status report

WAC 392-123-132 Reconciliation of monthly county
treasurers' statement to district records

Management Resources: 2013 - April Issue
Public Records Transparency Report Form

Adoption Date: 11.14.11
Olympia School District
Classification: Discretionary
Revised Dates:

Revenues From Local, State and Federal Sources

All local revenues will be used only for documented and demonstrated enrichment of the state's program of basic education.

Local revenues include the following:

- Enrichment levies collected under RCW 84.52.053;
- Local effort assistance funding received under chapter 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, state and federal payments in lieu of taxes, or any local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

Enrichment of the state's program of basic education includes supplementing the following:

- The minimum instructional offerings of RCW 28A.150.220 or 28A.150.260;
- The staffing ratios or program components of RCW 28A.150.260, including providing additional staff for class size reduction beyond class sizes allocated in the prototypical school model and additional staff beyond the staffing ratios allocated in the prototypical school formula;
- The program components of RCW 28A.150.200, 28A.150.220, or 28A.150.260; or
- The program of professional learning as defined by RCW 28A.415.430 beyond that allocated pursuant to RCW 28A.150.415.

The district can pay for the following with local revenues:

- Extracurricular activities;
- Extended school days;
- An extended school year;
- Additional course offerings beyond the minimum instructional program established in the state's statutory program of basic education;
- Activities associated with early learning programs;
- Any additional salary costs attributable to the provision or administration of permitted enrichment activities; and
- Additional activities or enhancements that the office of the superintendent of public instruction determines to be documented and demonstrated enrichment and for which the superintendent approves proposed expenditures during the pre ballot approval process required by RCW 84.52.053 and 28A.505.240.

Enrichment Levies

As necessary, the district will consider requesting voter approval of an enrichment levy. Such a levy will be for an amount permitted by law. The board

will solicit advice from staff and community members prior to establishing the amount and purposes of the levy. The levy will be presented by program and expenditure in the district's annual descriptive guide for community members as required by law. OSPI must approve the district's expenditure plan for the enrichment levy before the district can submit the levy to the voters.

Response to Audit Findings on the Use of Local Revenues

As part of the state auditor's regular financial audit, it will review the district's expenditures to ensure they are in compliance with RCW 28A.150.276, the statute that limits the district's use of local revenues to supplementing the state's basic education program.

Within 30 days of receiving the auditor's findings, the board will hold a public hearing to review the findings.

Revenues from State Resources

The responsibility for financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the district must depend upon state and federal special purpose funding programs and grants or enrichment levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities, and for such other programs as it deems appropriate to assist schools.

If the superintendent or designee identifies an optional state grant and determines that the benefits of accepting the grant outweigh the costs, he or she may provide a report to the board describing the benefits and the costs associated with accepting the grant. After reviewing the report, the board may formally authorize accepting the grant.

Revenues from the Federal Government

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board will receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs, and new obligations that the program may require. Before authorizing participation in such a program, the board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The board agrees to comply with all applicable federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

- Maintenance of fiscal records that show the receipt and disposition of federal funds;

- Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs that are supported by federal funds;
- Provision for testing to identify target students as well as to measure program results; and
- Provision for staff and parent involvement, program planning, budget development, and program evaluation.

The district agrees to comply with Title I requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures. The following controls are established for the Title I program:

- All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to carry out the objectives of the current program effectively, and for the benefit of eligible participants;
- Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or that benefit only eligible Title I participants;
- Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title I program responsibilities and duties; and
- Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.

The district further assures that a district-wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material will also be distributed equitably among all schools. The board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

Federal Impact and Title VI Funds (Native American)

Federal impact and Title VI funds are provided to the district as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the district. The district gives assurance that local tribal officials and parents of Native children will be afforded the opportunity to make recommendations regarding the needs of their children and will be involved in the planning and development of the basic education program including those educational programs and services to be provided with funds. Native students will have the equal opportunity to participate in the district's program with other students.

Recognizing that the board is the ultimate authority in defining the educational program of the district, the superintendent will establish procedures to assure the involvement of local tribal officials and parents of Native students in the development of the basic education program including the education services to

be provided with Federal Impact and Title VI funds and the participation of Native children in the program on an equal basis.

The superintendent will provide opportunities for local tribal officials and parents of Native children to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Native students.

Legal References

RCW 28A.150.230 District school directors' responsibilities

RCW 28A.150.250 Annual basic education allocation — Full funding — Withholding of funds for noncompliance

RCW 28A.300.070 Receipt of federal funds for school purposes — Superintendent of public instruction to administer

RCW 84.52.0531 Levies by school districts — Maximum dollar amount for maintenance and operation support — Restrictions — Maximum levy percentage — Levy reduction funds — Rules.

Chapter 180-16 WAC State Support of Public Schools

Public Law 81-874 Impact Aid

Cross References

6020 - System of Funds and Accounts

Management Resources

2019 - July Policy Issue

2019 - March 2019 - March Policy Issue

2018 - June 2018 - June Policy Alert

2017 - July Issue

Federal Cash and Financial Management

The Olympia School District's financial management system and records will be sufficient for preparing required reports and for tracing expenditures to a level that establishes funds have been used according to federal statutes, regulations, and the terms and conditions of the federal award. This is in addition to maintaining a system of funds and accounts in accordance with state law and the accounting manual (Policy 6020).

The district's financial management system will:

- Identify all federal awards received and expended, including specific information pertaining to the award: federal program name; CFDA title and number; identification number and year; and name of federal and any pass-through agency.
- Provide for accurate, current, and complete disclosure of the results of each federal award in accordance with reporting requirements.
- Include records and supporting documentation that identify the source and application of funds for federally funded activities, including authorizations, obligations, unobligated balances, expenditures, assets, income and interest.
- Enable the district to maintain effective internal controls to ensure accountability and proper safeguarding and use of all funds, property and other assets (for example, adequate segregation of duties).
- Provide a comparison of expenditures with budget amounts for each federal award.

In order for the district to comply with federal regulations for grant recipients, the superintendent will implement written procedures for 1) cash management; and 2) determining the allowability of costs in accordance with Cost Principles and the federal award terms and conditions.

Legal References

Code of Federal Regulations (CFR), Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Sections

§200.302 and

§200.305

Cash Management Improvement Act of 1990

Cross References

6020 - System of Funds and Accounts

6100 - Revenues From Local, State and Federal Sources

Management Resources

2015 - October Policy Issue

District Fundraising Activities

The district recognizes that it needs a balance of state, federal, local, and nongovernmental funds to achieve its goals. The district further recognizes that dwindling state and federal funds present challenges for the district. Increasingly, the district is seeking local and nongovernmental funding sources in order to preserve, establish and enhance important district programs and educational opportunities. The district's ability to offer diverse, quality educational programs and experiences for our students depends in part on our ability to secure reliable alternative sources of funding.

To preserve and to establish district programs and educational opportunities the board authorizes fundraising activities where such programs: (1) Promote public education; (2) Provide educational experiences for students, and/or (3) Address local funding obligations that support the educational mission of the district; (4) and/or promote the effective, efficient, or safe management and operation of the district.

District fundraising activities may include: (1) Soliciting gifts and donations that are reasonably related to the pursuit of the district's objectives; (2) Entering into interlocal agreements with other governments which generate additional funds for school district activities; and/or (3) Operating various revenue generating enterprises consisting of the sale of goods or services that are produced by, or that are linked to, the district's educational program. Fundraising programs, including enterprise activities, will be in the best interests of the district and will not interfere with the operation of the district's programs and functions. District fundraising programs will not conflict with any applicable law and or state or federal constitutional provisions, including the separation of church and state.

This policy governs the establishment and administration of district fundraising for the general fund and for particular programs in the district. It does not address fundraising programs conducted by Parent Teacher Organizations, other non-profit or citizens' organizations, or the Associated Student Body. Fundraising by the Associated Student Body is addressed by [RCW 28A.325.030](#) and [Policy 3510](#).

The superintendent or designee will establish procedures for the administration of district fundraising programs to ensure compliance with all applicable laws.

Cross References: 3530 - Fundraising Activities Involving Students
 3510 - Associated Student Bodies

Legal References: RCW 28A.320.015 School Boards of Directors – Powers –
 Notice of adoption of policy
 RCW 28A.320.030 Gifts, conveyances, etc., for scholarship
 and student aid purposes, receipt and administration
 AGO 2003 No. 1 Attorney General's Opinion

Management Resources: Policy News, December 2003 District Fundraising Activities

Adoption Date: 11.14.11

Olympia School District
Classification: Discretionary
Revised Dates:

Allowable Costs for Federal Programs

Expenditures under federal programs are governed by the Federal Cost Principles contained in [2 CFR Part 200 Subpart E – Cost Principles](#). The district is committed to ensuring that costs claimed under Federal awards follow these cost principles as well as any special terms and conditions contained in the award. Additionally, as a grantee, the district is required to follow the more restrictive of the federal, state, and district policies.

When applying these cost principles, the district will:

- Maintain responsibility for the efficient and effective administration of the Federal award through the application of sound management practices;
- Assume responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives and the terms and conditions of the federal award; and
- Apply accounting practices that are consistent with the cost principles, support the accumulation of costs as required by the principles, and provide for adequate documentation to support costs charged to the federal award.

The district will maintain a system of internal controls over federal expenditures to provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the above referenced cost principles. Those controls will meet the following general criteria:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the district;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles;
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period; and
- Be adequately documented.

In extraordinary circumstances, such as those caused by emergencies, the district may continue to pay the compensation of employees who are paid with Federal grant funds using the Federal funds, despite the employees' inability to work due to the extraordinary circumstances, consistent with the districts' use of all funding sources to pay its employees.

Legal References
2 CFR Part 200, Subpart E

Cross References

- 1610 - Conflicts of Interest
- 6101 - Federal Cash and Financial Management
- 6210 - Purchasing: Authorization and Control
- 6220 - Bid or Request for Proposal Requirements
- 6801 - Capital Assets/Theft-Sensitive Assets

Management Resources

- 2015 - December Issue
- 2020 - May May Issue

Rental or Lease of District Real Property

When Olympia School District real property is not needed, the board has the authority to call for bids to rent or lease any surplus real property. A notice of the intent to rent or lease property will be published in a newspaper of general circulation in the district at least 45 days before the rental or lease takes effect, if the value of the rental or lease is \$40,000.00 or more. The district may establish a minimum acceptable bid based upon the fair market value, provided that such minimum bid is non-discriminatory within classes of users.

Such property will be rented or leased for lawful purposes. The rental or lease will be in the best interests of the district and not interfere with the conduct of the district's educational program and related activities. The lease or rental agreement shall permit the recapture of the leased or rented surplus property should such property be needed for school purposes in the future unless proximity to an international airport precludes the possible or appropriate use of the property for a school, or the property is leased or rented for affordable housing purposes.

Proceeds from rental or lease of district property which are in excess of the operational costs incurred for such rental or lease will be deposited in the capital projects fund or debt service fund.

At the option of the board of directors, after evaluating the sufficiency of the school district's capital projects fund for purposes of meeting demands for new construction and improvements, moneys derived from the lease or rental of real property may be deposited into the district's general fund to be used exclusively for nonrecurring costs related to operating school facilities, including but not limited to, expenses for maintenance.

It is a violation of district policy for any person, including a renter or leaser to knowingly carry a firearm or dangerous weapon on district premises. "Premises" includes district property, including rental property, used exclusively for school district activities and does not extend to a property rented or leased as a personal domicile.

Legal References

[RCW28A.335.040 Surplus school property, rental, lease or use of — Authorized — Limitations](#)

[RCW28A.335.050 Surplus school property, rental, lease or use of — Joint use— Compensation—Conditions generally](#)

[RCW28A.335.060 Surplus school property, rental lease or use of — Disposition of moneys received from](#)

RCW28A.335.070 Surplus school property, rental, lease or use of — Existing contracts not impaired

RCW28A.335.080 Surplus school property, rental, lease or use of — Community use not impaired

RCW28A.335.090 Conveyance and acquisition of property — Management— Appraisal

RCW28A.335.130 Real property — Sale — Use of proceeds

Cross References

4210 - Regulation of Dangerous Weapons on School Premises

Management Resources

2022 - June June

2020 - August Issue

Gifts, Donations, or Grants

The board recognizes that individuals and organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program. Any gift or donation to the district of real property can be accepted only by board approval. Additionally, any gift or donation to the district or to an individual school or department of money, materials or equipment having a value of \$1,000 or greater will be subject to board approval.

The board, in its commitment to equity, will not authorize acceptance of gifts or donations which result in disparity between schools, teams, or genders regardless of whether they are solicited or unsolicited.

The board will not authorize acceptance of gifts that are inappropriate, which carry with them unsuitable conditions, which will obligate the district to future expenditures from the general fund, or which are out of proportion to the value of the gift. All gifts will become district property and will be accepted without obligation relative to use and/or disposal.

The superintendent or designee will establish criteria in procedure to be met in the acceptance of all gifts or donations to the district and application for grants, regardless of whether they are solicited or unsolicited.

Unsolicited Gifts or Donations to the District

Money or additional supplies and equipment donated by booster clubs or other groups or patrons to support specific teams or extra-curricular activities are not to result in unacceptable levels of disparity of allocation favoring one school, team or gender.

Solicited Gifts or Donations to the District

Certificated staff seeking donations for their classroom must obtain prior approval from the building principal. Other staff or administrators seeking donations, including grants, to benefit an entire school or the district as a whole must obtain prior approval from the superintendent or designee. In no event will any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the board's authorization.

Gifts to Staff

The board recognizes that students and/or parents may wish to express their appreciation to school staff by giving gifts. In recognition of the fact that not all families can afford to show their appreciation with gifts, the board encourages the giving of letters of appreciation instead.

Cross References: 3515 - Student Incentives
 6100 - Revenues From Local, State and Federal Sources

Legal References: RCW 28A.320.030 Gifts, conveyances, etc., for scholarship
 and student aid purposes, receipt and administration
 WAC 392-190-025 Recreational and athletic activities

Management Resources: 2015 - June Policy Issue

Adoption Date: 11.14.62
Olympia School District
Classification: Discretionary
Renumbered: 05.12.03
Revised Dates: 03.25.85; 08.14.95; 11.14.11

Investment of Funds

The superintendent or designee is authorized to direct and authorize the county or state treasurer to invest district moneys which are not needed for current obligations in any district fund. Such investments will be made with the objective of producing the greatest return, consistent with prudent practice.

Legal References:

RCW 28A.320.300 Investment of funds, including funds received by ESD — Authority — Procedure
RCW 28A.320.320 Investment of funds of district — Service fee
RCW 36.29.020 Custodian of moneys — Investment of funds not required or immediate expenditures— service fee
Chapter 43.250 RCW Investment of local government funds
Chapter 210-01 WAC Local Government Investment Pool

Adoption Date: 11.14.11
Olympia School District
Classification: Priority
Revised Dates:

Purchasing: Authorization and Control

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of goods, services, and capital outlay items is required when the aggregate total of a requisition exceeds \$500,000 except that the superintendent will have the authority to make purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students.

The superintendent will establish requisition and purchase order procedures along with measures of control as a means of monitoring the expenditure of funds. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Adoption Date:
Olympia School District
Classification: Encouraged
Revised Dates:

Reimbursement for Travel Expenses

The actual and necessary expenses of a director, administrator, staff member or designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expenses include amounts paid for use of personal automobiles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging and related items that are necessary while in the conduct of official business of the district. A staff member or district officer may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for services such as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Reimbursement for travel expenses will be made pursuant to the federal internal revenue code and Internal Revenue Service regulations.

Legal References: RCW 28A.320.050 Reimbursement of expenses of directors,
 other school representatives, and superintendent candidates
 — Advancing anticipated expenses
 RCW 42.24.090 Municipal corporations and political
 subdivisions — Reimbursement claims by officers and
 employees
 Ch. 3, Sec. 4, Page 1 School Accounting Manual

Management Resources: Policy News, April 2005 Credit Card Policy Updated
 Policy News, December 1999 IRS rules impact travel
 reimbursement

Adoption Date: 04.30.74
Renumbered: 05.12.03
Readopted: 02.12.96
Olympia School District
Classification: Priority
Revised Dates: 01.13.86; 11.14.11

Expense Claim Certification and Approval

The board shall approve all disbursements except those for amounts owing under contracts previously approved by the board, those for which by prompt payment the district shall receive a discount or other advantage, and those made from the imprest funds and the trust fund by the superintendent or designee.

As operating procedure, the board shall receive at least monthly from the superintendent lists of bills for payment from district funds, which lists shall be supported by invoices and vouchers properly certified and approved with respect to materials or services received or expenses incurred. The president and the secretary of the board shall sign each listing. All warrants issued shall be recorded with the County Auditor's office and County Treasurer's office showing date, payee and amount.

The board may authorize the district to issue warrants before the board approves disbursements. The board shall review and approve all such advance payments at its next regularly scheduled public meeting. In the event the claim is disapproved, the auditing officer and superintendent will cause the claims to be recognized as receivables and pursue collection diligently until the funds are collected or until the board approves the payment of those claims.

The auditing officer and the superintendent will each furnish an official bond, for not less than \$50,000 for the faithful discharge of such duties. The school district will purchase and pay for the surety bonds.

Cross References: 6500 - Risk Management

Legal References: RCW 28A.330.080 Payment of claims—Signing of warrants
RCW 28A.330.090 Auditing committee and expenditures
RCW 42.24.080 Municipal corporations and political subdivisions — Claims against for contractual purposes — Auditing and payment — Forms— Authentication and certification
RCW 42.24.180 Taxing District — Issuance of warrants or checks before approval by legislative body — Conditions

Adoption Date: 11.14.62
Re-adopted: 08.14.95
Renumbered: 05.12.03
Olympia School District
Classification: Essential
Revised Dates: 08.30.65; 03.25.85; 11.14.11

Reimbursement for Goods and Services: Warrants

A majority of the members of the Olympia School Board will approve the issuance of all warrants, except that advance payments may be made on vouchers when authorized by the board.

Expenditures of district moneys will be made on approved vouchers by a warrant signed by the secretary of the board or, in his/her absence, the board *chair/president*.

Warrants to be issued will first be recorded with the county auditor's office and the county treasurer's office showing date, payee, and amount.

Unclaimed or Reissued Warrants

Warrants which have not been redeemed within a period of twelve (12) months or longer will be canceled by the authority of the board. Such action will take place on or before the end of each calendar year. In the event that a warrant has been lost, a replacement warrant may be issued following acknowledgement of a "stop payment" with the district's depository. A replacement warrant may also be issued to the estate of a deceased staff member upon notice from the court. A replacement warrant may also be issued to a claimant whose warrant has been canceled because of the time limitation imposed by this policy.

Legal References

[RCW 28A.330.080 Payment of Claims—Signing of warrants](#)

[RCW 28A.330.090 Auditing Committee and Expenditures](#)

[RCW 28A.330.230 Drawing and issuance of warrants](#)

[RCW 39.56.040 Cancellation of Municipal Warrants](#)

[Chapter 63.29 RCW Uniform Unclaimed Property Act](#)

Cross References

6215 - Expense Claim Certification and Approval

Electronic Funds Transfer

Reimbursement for Goods and Services: Electronic Payments

The board authorizes the use of Electronic Funds Transfer (EFT) or Automated Clearing House transfer (ACH) transactions for payments to employees or vendors.

The district will prepare electronic payments and record them in a format similar to warrants for the board of directors. Prior to submission to the board of directors, all electronic payments shall be reviewed by the district's auditing officer in accordance with the district's procedure for electronic payments.

The district will develop and maintain procedures for electronic payments to safeguard district assets and to minimize fraud. The district will ensure that its procedures and practices are in line with guidelines published by the National Automated Clearinghouse Association (NACHA). Any requirements from the district's bank or county treasurer regarding file submission or formatting shall also be followed.

The district will implement this policy according to the accompanying procedures.

Legal References

[RCW 28A.330.080 Payment of claims Signing of warrants](#)

[RCW 28A.330.090 Auditing committee and expenditures](#)

[RCW 42.24.080 Municipal corporations and political subdivisions](#)

[Claims against for contractual purposes Auditing and payment Forms Authentication and certification](#)

[RCW 42.24.180 Taxing District Issuance of warrants or checks before approval by legislative body Conditions](#)

Cross Reference

[6500 - Risk Management](#)

Adoption Date:

Olympia School District

Classification: Encouraged

Revised Dates:

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.

C. Construction-related services

The board, when contracting for construction-related professional and personal services, shall include in bid documents language that encourages participation by minority or women-owned business enterprises. The services covered by this section include, but are not limited to, construction management services, value engineering services, and building commissioning services.

D. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

The board may also waive bid requirements for making improvements to district property if it contracts with an eligible local organization, such as a chamber of commerce, service organization, or other community, youth, or athletic association. Such organizations may utilize non-paid volunteers for completing the projects. The total value of such contracts may not exceed the lesser of \$75,000 or \$2 per resident of the district in a calendar year.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

E. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

F. Interlocal Cooperation Act

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
 - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
 - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
2. The contract contains language that it is open for use by other entities and is not expired.
3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

G. Crimes Against Children

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

H. Women and Minority Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids.

II. Procurement Using Federal Funds

A. Goods

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. When the district uses federal funds for procurement of goods, including furniture, supplies, and equipment:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using its formal bidding procedure.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using the district's formal bidding procedure.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

B. Services

When the district uses federal funds for procurement of services:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using the district's formal bidding procedure.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.
- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following five circumstances applies:

- Acquiring property or services that do not exceed \$10,000 [or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000];
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Cost/Price Analysis

The district will perform a cost or price analysis in connection with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work

performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

E. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

F. Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

G. Interlocal Cooperation Act

In coordination with the Interlocal Cooperation Act, Chapter 39.34 RCW, the district may enter into cooperative purchasing agreements with other governmental entities or groups of governmental entities. These agreements may allow the district to purchase items using an existing agreement without going through the standard procurement bid requirements.

Prior to enactment of any agreement under this authority, the district will review the work of the governmental entity to ensure the following requirements are met:

1. The governmental entity conducted its own procurement process relating to the contract under consideration.
 - a. The awarding entity must maintain adequate documentation on the procurement process for the contract under consideration.
 - b. The awarding entity must have posted the bid notice on a website maintained by a public agency, purchasing cooperative, or other service provider, or posted a link on the state's web portal.
 - c. The contracting agency must ensure that it met any procurement requirements laid out in 2 CFR §200.317 – 200.327.
2. The contract contains language that it is open for use by other entities and is not expired.

3. The specifications laid out in the contract match the specifications identified by the district. Any options that are agreed to in the contract are available to the district; any options that are not agreed to in the contract are not allowed.
4. Any cooperative agreement for public works projects contains the same specifications and that the scope of the work is essentially the same for the district as for the contract's signatory district.
5. Ensure the cost is reasonable based on a cost/price analysis.
6. The district must verify that the awarding entity is neither suspended nor debarred from participating in federal assistance programs.
7. The district must also verify that the contract contains all contract provisions described in 2 CFR §200.327 and Appendix II to Part 200.

Once the district has completed these steps, it may enter into an agreement with the other entity to utilize their contract. The contract must be signed by both parties prior to any procurement taking place on the part of the district.

H. Women and Minority-Owned Businesses

The district will ensure that it is providing every opportunity for businesses owned by women or minorities to submit bids on any contract. The district will maintain documentation of efforts to collect bids from women or minority-owned businesses as a part of the bidding process. The district will also ensure that any small works roster or similar list is open and available to participation by women or minority-owned businesses, and that such businesses on its small works roster are treated fairly and equally when requesting bids. The district will also include language requiring any prime contractor that employs subcontractors to show proof that it provides equal opportunity for bidding to women or minority-owned businesses.

I. Federal Agency or Pass-Through Entity Review

The district will maintain records of all purchases made using Federal funds and shall provide any and all documentation to the Federal awarding agency or the state pass-through entity for compliance with all rules and regulations.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Legal References:

RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies
 RCW 28A.400.330 Crimes against children — Contractor employees — Termination of contract

RCW 39.04.155 Small works roster contract procedures — Limited public works process Definition
RCW 39.04.280 Competitive bidding requirements — Exemptions
RCW 39.26.160 Bid Awards - Considerations - Requirements and criteria to be set forth - Negotiations - Use of enterprise vendor registrations and bid notification system
RCW 39.30.060 Bids on public works — Identification, substitution of contractors
Chapter. 39.34 RCW Interlocal Cooperation Act
2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2 CFR 200.67 Micro-purchase
2 CFR 200.88 Simplified Acquisition Threshold
2 CFR 200.318 General Procurement Standards
2 CFR 200.320 Methods of Procurement to be Followed
2 CFR 3485 Nonprocurement Debarment and Suspension
2 CFR 200.520 Criteria for a low-risk auditee
2 CFR 200.324 Contract Cost and Price
2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.
2 CFR 200.325 Federal awarding agency or pass-through entity review.

Management Resources:

2021 - December Issue
2020 - December Issue
2019 - January 2019 - January Policy Alert
2018 - August Issue
2017 - July Issue
2016 - March Issue
2015 - October Policy Issue
2015 - June Policy Issue
2013 - June Issue
2012 - April Issue
2011 - February Issue
Policy News, October 2005 Competitive Bid Process Changes
Policy News, June 2001 Legislation Further Simplifies Bid Compliance

Adoption Date:
Olympia School District
Classification: Essential
Revised Dates:

Electronic Signatures

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made created when a person physically marks a document with the intent to sign the record.

The District authorizes the use of electronic signature platforms to affix electronic signatures to District records.

The District Superintendent or designee is authorized to use the electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to District records including the following: minutes of school board meetings, Resolutions adopted by the School Board (Board), claim vouchers approved by the Board, and any and all contracts and agreements to which the District is a party.

The Board may modify, rescind, or replace this policy at any time.

Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Superintendent or designee shall use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Legal References

[15 U.S.C. Ch. 96 Electronic Signatures in Global and National Commerce Act](#)

Adoption Date:

Olympia School District
Classification: Discretionary
Revised Dates:

Relations with Vendors

Conflicts of Interest

Financial and business transactions of the district will conform to the law and be consistent with sound and ethical business practices. The district will make purchasing decisions based on objectivity and will not be influenced by friendships or other personal relationships. Neither board members, administrators, nor staff will solicit or accept a gift or favor from vendors, prospective vendors, other firms, or individuals who have had or hope to have transactions with the district. Board members, administrators, and staff are prohibited from financial interests in any district purchase, sale, or other transaction.

Third-Party Receipting for Online Fundraising and/or Ticket Sales

If the district contracts with a vendor, firm, individual, or other entity for third-party receipting, the district will include in its contract appropriate provisions establishing the details of the payment remittance process in accordance with the Washington State Auditor's Guidance for Third Party Receipting.

Legal References	<u>2 CFR 200.318(c)(1)</u> <u>RCW 42.23.030Interest in contract prohibited — Exceptions</u> <u>RCW 42.23.040Remote interests</u>
Cross References	<u>5251 - Conflicts of Interest</u> <u>1610 - Conflicts of Interest (Districts with 2,000 or more students)</u> <u>1611 - Conflicts of Interest (Districts with fewer than 2,000 students)</u>

Adoption Date:
Olympia School District
Classification: Discretionary
Revised Dates:
Reviewed Dates:

Food and Beverage Consumption

The board recognizes that staff members and others associated with the district are expected to pay for their own food and beverages. However, under certain circumstances when the district is deriving benefit, the district may expend funds for food and non-alcoholic beverages consumed by staff and others while in the conduct of the business of the district.

The superintendent or designee shall develop procedures to implement this policy.

Adoption Date:
Olympia School District
Classification:
Revised Dates:
Reviewed Dates:

Cellular Telephones

The board authorizes the issuance of cellular telephones to staff designated by the superintendent for business telephone calls at those times when designated staff do not have regular telephone service readily available. At the time a designated employee accepts a district cellular telephone, they will provide written assurance of financial responsibility for any personal or non-business calls made on the cellular telephone. Within ten days of the district receiving the cellular telephone bill, each designated employee will review their statement of calls and reimburse the district for any personal or non-business calls. Any staff member who has been issued a cellular telephone will not use the telephone if any personal or non-business call charges are outstanding.

Adoption Date: 11.14.62
Re-adopted: 01.13.68
Renumbered: 05.12.03
Olympia School District
Classification: Priority
Revised Dates: 02.12.03; 11.14.11

Staff Safety

The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents will be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents will be reported to the district office.

The district will have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training or equivalent training provided by a district nurse. Each school and work site will have first aid supplies readily accessible and if the work site has more than fifty employees a first-aid station will be established.

The superintendent will develop necessary safety and health standards to comply with Department of Labor requirements.

Cross References: 6512 - Infection Control Program

Legal References: Chapter 49.17 RCW Washington Industrial Safety and Health Act

Adoption Date: 11.28.11
Olympia School District
Classification: Essential
Revised Dates:

Workplace Violence Prevention

The district does not tolerate violence in the workplace and will work to prevent violent incidents from occurring by implementing a workplace violence prevention program. All employees of the district are responsible for implementing and maintaining the violence prevention program. The workplace violence prevention program establishes and requires adherence to work practices that are designed to make the workplace more secure. It also reinforces the ban on verbal threats or physical actions by employees that create a security hazard for others.

Additionally, the district does not tolerate domestic violence, including harassment of any employee or other person while in the district's buildings or vehicles, while on district property, or while engaged in school or work-related activities. The district is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employees will be penalized or disciplined solely for being a victim of domestic violence. The district will provide appropriate support and assistance to employees who are victims of domestic violence. Any employee who threatens, harasses, or abuses someone in the district or from their workplace using district resources such as work time, district telephones, fax machines, mail, or e-mail will be subject to disciplinary action up to and including discharge. Corrective action or discharge may also be taken against employees who are arrested, convicted, or permanently enjoined as a result of domestic violence when such action is directly related to their position with the district.

Under state law, an employee who is a survivor of domestic violence, sexual assault, sexual abuse, stalking, or harassment may submit documentation to the district allowing the district to exempt their name and other personally identifying information from public disclosure under the Public Records Act, chapter 42.56. RCW.

All violent incidents will be reported and investigated, whether or not a physical injury has occurred. There will be no discrimination against victims of workplace violence. Copies of this policy and support materials will be made readily available to all employees. The superintendent or designee is directed to adopt procedures to implement this policy, including creation of the workplace violence prevention group which will: assess the district's vulnerability to workplace violence, recommend preventive actions and employee training programs, and review the program annually for possible adjustments.

Cross References: 6511 - Staff Safety
 5281 - Disciplinary Action and Discharge
 4210 - Regulation of Dangerous Weapons on School Premises

Legal References: RCW 42.56.250 Employment and licensing

Adoption Date: 11.28.11
Olympia School District
Classification: Discretionary
Revised Dates:

Insurance

All insurance programs of the district will be managed as part of the district's risk management program.

A. Liability Insurance

The district will maintain sufficient liability insurance to protect it against claims for the negligent or wrongful acts of its staff or agents. The amount and terms of such insurance protection will be reviewed annually as part of the district's risk management program.

The board will hold individual board members, administrators, staff or agents of the district harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time of the act or omission complained of, the individual so indemnified was acting within the scope of their responsibilities or employment and in compliance with the policies and procedures of the district.

The district will provide its staff with insurance protection while they are engaged in the maintenance of order and discipline and in the protection of students, other staff and property. Such insurance protection must include liability insurance covering injury to persons and property and insurance protecting staff from loss or damage of their personal property incurred while so engaged.

A member of the board of directors or the superintendent is immune from civil liability for damages for any discretionary decision or failure to make a discretionary decision within his or her official capacity, but liability will remain on the district for the tortious conduct of the board members and superintendent. The superintendent will obtain errors and omissions insurance in the amounts deemed necessary by the board.

B. Property Damage Insurance

The district will maintain a comprehensive insurance program which will provide adequate coverage, as determined by the board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles.

C. Staff Insurance

The district will develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, industrial accident and/or injury insurance, liability and medical insurance.

The district may make available medical, dental, vision, liability, life, accident, disability, and salary protection or insurance, direct agreements as defined in chapter 48.150 RCW, or any one of, or a combination of these types of insurance and may contribute all or part of the cost of such insurance to the extent permitted by law.

D. Unemployment Insurance

The district will participate in the program lawfully available for fulfilling its unemployment insurance obligation that is most financially and administratively efficient. The unemployment compensation program will be reviewed annually by the board.

Staff eligible under the terms of the unemployment compensation pool agreement with the educational service district will be provided with the unemployment benefits to which they are entitled. The district will maintain the records required by the state employment security department and retain them for not less than four years.

E. Workers' Compensation

The District is self-insured through Educational Service District 113 (ESD 113) for the purpose of providing industrial insurance benefits to employees who sustain job-related injuries or occupational diseases. This trust has been approved by Washington State Department of Labor and Industries to administer industrial insurance benefits. Employees of a self-insured business have the same rights and responsibilities as other workers insured through the state of Washington. Employees are protected in two ways:

1. Medical costs resulting from job-related injuries or diseases are paid under the claim; and
2. Injured employees are paid a partial wage replacement while off work due to a job-related injury or disease under the claim when certified off work by their doctor.

When an employee is injured on the job and is unable to perform his or her duties as a result of an on-the-job injury or occupational disease and certified off work by a doctor, the employee may elect to use leave as follows (provided the employer does not elect to keep the employee on full salary through means other than use of accrued leave):

1. Choose unpaid leave, thus receiving only his or her entitled temporary total disability (TTD) benefits, or
2. Elect to use a full day of accumulated leave (sick, annual or other similar benefit) in addition to their entitled TTD benefits, or
3. Elect to use a proportionate share of accumulated leave to make up the difference between the workers' compensation payments and the employee's regular pay at the time of injury.

The superintendent or designee will develop procedures to assure the legal administration of workers' compensation benefits.

F. Medical Insurance

Per state law, the district will offer eligible employees all benefits offered by the School Employees Benefits Board (SEBB), administered by the Washington State Health Care Authority (HCA). The district will pay the employer contributions to the HCA for SEBB insurance coverage for all eligible employees and their dependents as mandated by state laws and the rules promulgated by the HCA. When a staff member is on leave and the staff member's accumulated paid leave has been exhausted, the district will notify the staff member that the medical insurance benefits are exhausted and the premium is due. The district will accept the premium from the staff member and remit it to the carrier each month during the term of an approved leave of absence. In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the district will offer continuing health care coverage on a self-pay basis to staff members and their dependents following termination (for reasons other than gross misconduct), a reduction in hours, retirement, death, or loss of coverage eligibility to the dependent. These health benefits will be identical to the coverages offered to full-time staff members. For terminated or reduced-hour staff members, the coverage may last up to 18 months or until they become eligible for other health insurance, whichever is earlier. In the event of the staff member's retirement, divorce, separation or death, or loss of dependent eligibility the coverage may last up to 36 months for the staff member and/or qualified beneficiary. The full policy premium plus a 2% administration fee will be paid by the staff member or the beneficiary to the district.

Cross References:

6540 - School District's Responsibility for Privately-Owned Property

6535 - Student Insurance

5401 - Sick Leave

2151 - Interscholastic Activities

Legal References:

RCW 4.24.470 Liability of officials and members of governing body of public agency — Definitions
RCW 4.96.010 Tortious conduct of local government entities — Liability for damages
RCW 28A.320.060 Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
RCW 28A.320.100 Actions against officers, employees or agents of school districts and educational service districts — Defense, costs, fees — Payment of obligation
RCW 28A.335.010 School buildings, maintenance, furnishing and insuring
RCW 28A.400.350 Liability, life, health, health care, accident, disability and salary insurance authorized — when required — Premiums
RCW 28A.400.370 Mandatory insurance protection for employees
RCW 41.50.160 Restoration of withdrawn contributions
RCW 50.20.050 Disqualification for leaving work voluntarily without good cause
RCW 50.44.030(3) Political subdivisions, instrumentalities of this state and other state
RCW 50.44.050 Benefits payable, terms and conditions — “Academic year” defined
RCW 51.32.090 Temporary total disability — Partial restoration of earning power — Return to available work — When employer continues wages — Limitations
29 U.S.C. 1161-1168 Consolidated Omnibus Budget Reconciliation Act
Chapter 296-15 WAC Worker's compensation self-insurance rules and regulations
Chapter 51.14 RCW Self-Insurers
Chapter 182-30 WAC Procedures
Chapter 182-31 WAC Eligible school employees

Management Resources:

2018 - August Policy Issue
2010 - June Issue

Adoption Date: 11.14.62
Renumbered: 05.12.13
Readopted: 08.14.95

Olympia School District
Classification: Priority
Revised Dates: 12.13.76; 11.28.11

Student Insurance

The district may offer student insurance coverage. The superintendent/designee is authorized to receive quotations from insurance providers and to recommend for board consideration the source or sources of student insurance. Upon approval by the board, the district will distribute student insurance application forms. The District may supply claims information (time of accident, location of accident) when requested by a student or their parent/guardian.

To be eligible for consideration, insurance providers must provide knowledgeable representatives to process claims, answer questions concerning coverage and procedures, and expedite communication among claimants, doctors, medical providers, and the claims office. All insurance providers must be licensed to do business in the state of Washington.

Cross References: 2151 - Interscholastic Activities

Legal References: RCW 28A.400.350 Liability, life, health, health care, accident, disability and salary insurance authorized — When required — Premiums

Management Resources: 2018 - February Policy Issue

Adoption Date: 11.14.62

Renumbered: 05.12.03

Olympia School District

Classification: Priority

Revised Dates: 05.19.86; 03.27.95; 11.28.11

School District's Responsibility for Privately-Owned Property

The district will not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration.

The district will not reimburse for loss or damage to a staff member's personal equipment or material brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program. Evidence of loss or damage must show that the loss was not due to any negligence or fault of the staff member. The following guidelines will apply:

- A. Leaving items of obvious value at the school over a weekend or vacation period should be avoided;
- B. The district will not reimburse for loss of money or personal effects;
- C. The use of personal equipment for instructional purposes must have the prior approval of the principal or supervisor;
- D. The staff member must verify that no personal insurance coverage is applicable to the loss or damage;
- E. Claims for loss must be filed within 5 days after the damage or loss; and
- F. Proper documentation will accompany the requisition for reimbursement.

Adoption Date: 11.28.11
Olympia School District
Classification: Discretionary
Revised Dates:
Reviewed Dates:

Capitalization Threshold for Leases and Subscription Based Information Technology Arrangements (SBITAs)

The Olympia School Board acknowledges that the Governmental Accounting Standards Board (GASB) has issued Statements 87 and 96, covering Leases and Subscription-Based Information Technology Arrangements (SBITAs). Within the guidelines of these Statements, the district may establish a liability threshold for reporting either a lease or a SBITA that are considered to be *de minimis* when compared to the district's financial capacity. These leases or SBITAs must have a maximum possible term of greater than one year to be included.

For the purpose of this policy, the following definitions are used, in accordance with the Statements referenced above:

1. A *lease* is a contract which conveys control of the right to use another entity's nonfinancial asset for the time specified in the contract for an exchange or exchange-like transaction.
2. A *subscription-based information technology arrangement (SBITA)* is a contract that conveys the right to use another entity's software, alone or in combination with tangible capital assets, for the time specified in the contract for an exchange or exchange-like transaction.

The value of leases or SBITAs under this policy will be determined using the methodology outlined in the original Statements and current accepted industry practice.

For capitalization purposes, those leases or SBITAs with total payments that equal or exceed \$40,000 and have a maximum possible term in excess of one year will be capitalized and recorded as a liability on the district's Schedule of Long-Term Liabilities in accordance with the Accounting Manual for School Districts in the State of Washington. Any lease or SBITA that does not meet this threshold, or which has a maximum term of less than one year, will not be reported on the district's Schedule of Long-Term Liabilities.

Legal References

[GASB Statement No. 87, Leases, Issued 06/17](#)

[GASB Statement No. 96, Subscription-Based Information Technology Arrangements, Issued 05/20](#)

Adoption Date:
Olympia School District
Classification: Encouraged
Revised Dates:

Property and Data Management

Data Management

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative (WSIPC) to purchase a student information system, equipment, networking and software to expand the current K-12 education statewide network.

Property Records

Property records and inventory records will be maintained on all land, buildings and personal property under the control of the district.

Property purchased in whole or in part with federal funds will be inventoried at least every two years. The inventory will include the serial number of the item, its cost and the percentage of federal funds used to purchase it.

Small attractive items (e.g. computers, printers, projectors, tools, or other electronic devices) will be inventoried annually and will be signed out to staff. Sign-out records will also be maintained.

At the end of each school year, district staff will inventory the property items in classrooms. A randomly selected ten percent of those inventories will be double-checked by an employee of the technology or business office.

For purposes of this policy, "equipment" will mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. Property records of facilities will be maintained on an ongoing basis.

No equipment will be removed for personal or nonschool use. Property records will show, as appropriate to each item recorded, the following:

- A. Description of the property;
- B. A serial number or other identification number (equipment may be identified with a permanent tag that provides appropriate district and equipment identification.);
- C. Source of property;
- D. Who holds title;

- E. Manufacturer;
- F. Year of purchase;
- G. Initial cost;
- H. Percentage of federal participation in the cost of the property;
- I. Location;
- J. Condition and depreciation;
- K. Current valuation in conformity with insurance requirements; and
- L. Disposition data including date of disposal and sale price of the property.

Legal References

RCW 40.14.010 Definition and classification of public records

RCW 42.56.070-080 Public Records Act – Documents and indexes to be made public;
Facilities for copying – Availability of public records

34 C.F.R. § 80.32 Uniform administrative requirements for grants and cooperative
agreements to state and local governments – Equipment

School Districts and Educational Service Districts Records Retention Schedule

Cross References

6955 - Maintenance of Facilities Records

6801 - Capital Assets Theft-Sensitive Assets

4040 - Public Access to District Records

3231 - Student Records

Management Resources

2010 - February Issue

Policy News, April 2006 Fixed Assets

Policy News, April 2005 Records Retention Schedule Updated

Adoption Date:

Olympia School District

Classification: Encouraged

Revised Dates:

Transportation

The district may provide transportation to and from school for a student:

- A. Whose residence is beyond the one mile walking route from the school to which the student is assigned;
- B. Whose walking route to school is hazardous;
- C. Where disability prevents them from walking safely; or
- D. Who has another compelling and legally sufficient reason to receive transportation services. The parent or guardian of a student whose assigned bus stop is beyond the maximum walking distance may receive reimbursement for private transportation at the state mileage reimbursement rate.

At the request of an eligible student, the district may allow the student to transport their infant on a school bus or other student transportation vehicle provided by the district. The infant must be transported in a rear-facing child restraint system as defined in the federal motor vehicle safety standards found in 49 C.F.R. § 572.213. If the district denies the student's request to transport their infant by school bus, the district must authorize other arrangements for individual transportation in accordance with RCW 28A.160.030. For purposes of this paragraph, "eligible student" means any student served by the transportation program of the district or compensated for individual transportation arrangements authorized by RCW 28A.160.030 whose route stop is outside the walk area for a student's school, except if the student to be transported is disabled under RCW 28A.155.020 and is either not ambulatory or not capable of protecting their own welfare while traveling to or from the school or agency where special education services are provided, in which case no mileage distance restriction applies.

Each year the superintendent will present to the board the number of students who live within the minimum distance of their schools and for whom there appears sufficient justification for the district to provide transportation. In this report, the superintendent will also provide the reasons why each of these students is transported.

The district's transportation program will comply in all ways with state law and regulation. Transportation services of the district may include approved bus routes, district-approved field trips, school activities (participants only) and extracurricular activities (rooters). The superintendent is authorized to permit a parent of a student enrolled in school to ride a bus when excess seating is available and private or other public transportation is not reasonably available.

The board of directors may authorize children attending an approved private school to ride a school bus provided that the bus route and stops are not altered, space is available, and a fee to cover the per seat cost for such transportation is collected.

Routes and Schedules

The superintendent or designee will be responsible for scheduling bus transportation, including the determination of routes and bus stops as well as overseeing the transportation program.

The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses insofar as this is consistent with rendering safe and reasonably equal service to all students entitled to such service. The board may authorize the use of a district-owned passenger car in lieu of a bus for transporting students to and from school.

In order to operate the transportation system as safely and efficiently as possible, the following factors will be considered in establishing bus routes:

- A. Where an alternate route may be considered without sacrifice of efficiency or economy, preference will be given to that route more directly serving the largest number of students;
- B. Location of bus stops may be determined by such factors as student safety, economy and efficiency. Students may be required to walk up to one mile from their home to their bus stop provided that the walking route is safe; and
- C. School schedules will be adjusted to allow maximum utilization of each bus in the system by alternating elementary and secondary trips.

The district will apply for state transportation apportionment funds and will maintain the records required to obtain such funding.

Emergency Routes and Schedules

The district will develop emergency bus routes and schedules to be used when weather conditions make the usual routes impassable or, in the superintendent's judgment, too hazardous. At the beginning of the school year, copies of emergency routes and schedules will be distributed to parents with instructions on how to obtain emergency information.

If roads are closed to buses, but not to private vehicles, the district may continue to operate the instructional programs of the schools without providing bus transportation until the roads are again open to buses.

Legal References:	RCW 28A.160.020 Authorization for private school students to ride buses — Conditions
	RCW 28A.160.030 Authorizing individual transportation or other arrangements
	Chapter 392-141 WAC Transportation — State allocation for operations
	Chapter 392-172A-02095 WAC Transportation (Special Education)
	RCW 28A.160.160 Student transportation allocations— Definitions
	RCW 28A.160.240 Transportation of infants

Adoption Date: 11.28.11
Olympia School District
Classification: Priority
Revised Dates:

Student Safety: Walking, Biking and Riding Buses

The district will adopt a comprehensive school trip safety program that addresses bus safety, walking and biking route plans, vehicle access to the school, circulation and parking at the school, pedestrian circulation on and around the school campus and safety education and enforcement.

A. Bus Safety

The superintendent or designee will develop written rules establishing the procedures for bus safety and emergency exit drills and for student conduct while riding on buses. The procedures for bus safety will include rules restricting bus access to students and those persons authorized by the superintendent and/or their designee(s) to ride the bus to and from any school activity.

The bus driver is responsible for the safety of their passengers, particularly for those who cross a roadway after leaving the bus. No bus driver will order or allow a student to disembark at other than their customary boarding or alighting place unless so authorized by the superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment. Bus drivers are expressly prohibited from allowing anyone to board the bus who is not a student or a person authorized to ride the bus by the superintendent and/or their designee(s).

B. Emergencies

In the event of an accident or other emergency, the bus driver will follow the emergency procedures in accordance with the School Bus Driver Handbook (SPI). A copy of the emergency procedures will be located in each bus. To ensure the success of such emergency procedures, each bus driver will conduct an emergency evacuation drill within the first six weeks of each school semester. The district will conduct such other drills and procedures as may be necessary.

C. Student Conduct on Buses

The superintendent or designee will establish written rules of conduct for students riding school buses. Such rules will include as a minimum the requirements of [WAC 392-145-021](#) and will be reviewed annually by the superintendent and revised if necessary. If the rules are substantially revised, they will be submitted to the board for approval.

At the beginning of each school year, a copy of the rules of conduct for students riding buses will be provided to each student and their parent/guardian who is scheduled to ride a school bus. The classroom teacher and/or bus driver will review the rules with the students at or near the beginning of each school year. A copy of the rules will be available upon request at the district office.

D. Safe Routes To School Plan

Pursuant to [WAC 392-151-025](#), all elementary schools that have students who walk to and from school are required to develop a suggested route plan. All schools are encouraged to have a walking/biking route plan in place. To develop the school walking/biking route plans, the superintendent will establish a Safe Routes to School committee.

The committee will conduct a walking and biking audit within a one mile radius of the school and develop a Safe Routes To School walking/biking map or plan. The plan will recommend the best routes for students walking to and from school, as well as the best routes to and from school bus stops. In developing the plan, the committee will consider, at a minimum, the following:

1. traffic patterns;
2. existing traffic controls;

3. existing school patrols;
4. limits on the number of school crossings so that students have to move through the crossings in groups;
5. allowing only one entrance-exit from each block to and from school;
6. routes that provide the greatest physical separation between walking children and traffic;
7. routes that expose students to the lowest speeds and volumes of moving vehicles; and
8. routes that include the fewest number of road or rail crossings;

The superintendent or designee will review the plan with the Safety Advisory Committee and, upon its approval, distribute the plan to all students with instructions that it be taken home and discussed with parents. The plan will be routinely updated as conditions change. The superintendent or designee will include the plan in the district's School Wellness Plan to encourage parents and students who walk and bike to school to use the recommended routes. The school district will work with municipalities to maintain and improve safe routes to schools.

E. Protection of Air Quality

In an effort to protect the quality of the air, all motor vehicles on school property are required to be turned off if the idle time is expected to be more than two minutes without moving.

Cross References: 3241 - Student Discipline
 6700 - Nutrition and Physical Fitness

Legal References: RCW 28A.600.010 Enforcement of rules of conduct — Due process guarantees — Computation of days for short-term and long-term suspensions
 RCW 46.61.385 School patrol – Appointment – Authority – Finance – Insurance.
 WAC 392-144 School Bus Driver Qualifications
 WAC 392-145-016 Rules for students riding school buses
 WAC 392-145-021 General operating requirements
 WAWC 392-151-025 Route plans.
 WAC 392-400-225 School district rules defining misconduct — Distribution of rules

Management Resources: 2014 - June Issue

Adoption Date: 03.25.74
 Renumbered: 05.12.03

Olympia School District
Classification: Priority
Revised Dates: 03.27.95; 11.28.11

Video Surveillance

The board authorizes the use of video surveillance on district property for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect district equipment and facilities. The board authorizes video surveillance in common areas on district property and further authorizes the superintendent or designee to determine exact locations for cameras. The board further authorizes the superintendent or designee to install cameras to address specific incidents or needs. However, the district will not install or use cameras in restrooms and locker rooms.

The district will notify staff and students through posted notices that video surveillance may occur on district property.

Adoption Date: 9.23.13
Re-adopted:
Renumbered:
Olympia School District
Classification: Encouraged
Revised Dates:

District-Owned Vehicles

The district may provide for the necessary transportation and expenses that are incurred in the course of performing services for the district, whether within or outside the district. All such vehicles will be properly marked with letters of contrasting color at least 1-1/4" in height in a conspicuous place on both sides of the vehicle. The district may use a distinctive insignia which will be at least six (6) inches in diameter across its narrowest dimension.

Staff members operating district owned vehicles must comply with all state and federal laws including laws relating to the use of telecommunications devices. Unless otherwise specified, all travel must be approved in advance by the staff member's immediate supervisor.

The superintendent is directed to establish procedures for the use of school-owned vehicles. At the beginning of each school year, the superintendent will provide the board with a list of staff members who are assigned a school-owned vehicle on a 24-hour basis. The district will comply with IRS regulations pertaining to the use of district-provided vehicles for personal commuting.

Cross References: 6213 - Reimbursement for Travel Expenses

Legal References: RCW 46.08.065 Publicly-owned vehicles to be marked —
Exceptions

Adoption Date:
Olympia School District
Classification: Discretionary
Revised Dates:

Nutrition

The board recognizes that a healthy school environment prepares students for college, careers, and successful futures. Students who eat well-balanced meals and engage in regular exercise are more likely to learn in the classroom. The board supports the District's increased emphasis on nutrition, health and physical education, and physical activity at all grade levels to enhance the well-being of the District's students. Therefore, it is the policy of the Board of Directors to provide students with access to nutritious food; emphasize health education and physical education; and provide students with opportunities for physical activity. The board recognizes the benefits of scheduling at least 20 minutes of seat time for lunch for every student and scheduling recess before lunch for elementary students. Consequently, to the extent appropriate and feasible, the superintendent or designee will strive to identify and remove barriers to these practices and periodically report back to the board.

Nutrition and Food Services Program

The Board of Directors supports the philosophy of the National School Lunch and School Breakfast Program and will provide wholesome and nutritious meals for children in the District's schools. The Board authorizes the Superintendent to administer the food services program, provided that any decision to enter into a contract with a food service management company will require the approval of the Board. Expenditures for food supplies shall not exceed the estimated revenues.

The Superintendent or designee is responsible for:

- distributing meal applications and determining eligibility for school meals;
- protecting the identity of students eligible for free and reduced-price meals;
- ensuring meals meet USDA meal pattern requirements;
- ensuring meal periods are in compliance with USDA regulations;
- establishing a Food Safety Plan;
- determining meal prices and submitting them to the board for approval annually;
- using the full entitlement of USDA Foods;
- maintaining a nonprofit school food service account;
- ensuring all revenues are used solely for the school meal program;
- establishing a meal charge policy;
- accommodating children with special dietary needs;
- ensuring compliance with USDA nondiscrimination policies;
- following proper procurement procedures; and
- ensuring compliance with the Smart Snacks in School standards.

Federal Programs

Participation in various federal programs related to nutrition, including the National School Lunch Program, the School Breakfast Program, and the United States Department of Agriculture (USDA Smart Snacks in School nutrition standards, require a wellness policy. The district will address and follow its comprehensive wellness policy in accordance with 6702 – Wellness.

Cross References: 3210 - Nondiscrimination

Legal References: RCW 28A.210.365 Food choice, physical activity, childhood fitness — Minimum standards — District waiver or exemption policy.

RCW 28A.235.120 Meal Programs — Establishment and Operation — Personnel — Agreements
RCW 28A.235.130 Milk for children at school expense
RCW 28A.235.140 School breakfast programs
RCW 28A. 235.145 School breakfast and lunch programs – Use of state funds
RCW 28A. 235.150 School breakfast and lunch programs – Grants to increase participation – Increased state support
RCW 28A.235.160 Requirements to implement school breakfast, lunch and summer food service programs – Exemptions
RCW 28A.235.170 Washington grown fresh fruit and vegetable grant program
RCW 28A.623.020 Nonprofit program for elderly — Authorized — Restrictions
RCW 69.04 Intrastate Commerce in Food, Drugs and Cosmetics
RCW 69.06.010 Food and beverage service worker’s permit — Filing, duration — Minimum training requirements
RCW 69.06.020 Permit exclusive and valid throughout state — Fee
RCW 69.06.030 Diseased persons — May not work — Employer may not hire
RCW 69.06.050 Permit to be secured within fourteen days from time of employment.
RCW 69.06.070 Limited duty permit
WAC 392-157-125 Time for meals
2 CFR Part 200 - Procurement
7 CFR, Parts 210 and 220
7 CFR, Part 245.5

Management Resources:

2022 - June Issue
2018 - May Policy Issue
2017 - July Issue
2017 - April Issue
Comprehensive School Physical Activity Program
2015 - June Issue
Recommendations for Waivers in High School Physical Education/Fitness Education, OSPI (September 2013)
2014 - February Issue
Wellness Policy Best Practices, OSPI (January 2013)
Policy News, February 2005 Nutrition and Physical Fitness Policy
Policy News, December 2004 Nutrition and Physical Fitness Update
Alliance for a Healthier Generation Wellness Policies

OSPI Child Nutrition School Wellness Policy Best Practices for
Policy Development, Implementation and Evaluation

Adoption Date:
Olympia School District
Classification: Essential
Revised Dates:

Recess and Physical Activity (NEW ESSENTIAL POLICY)

The board recognizes that recess is an essential part of the day for elementary school students, Young students learn through play, and recess supports the mental, physical, and emotional health of students and positively impacts their learning and behavior. Similarly, the board recognizes that students who engage in regular exercise are more likely to learn in the classroom and supports the district's increased emphasis on physical activity at all grade levels to enhance the well-being of the district's students. Therefore, it is the policy of the board to provide students with recess and opportunities for physical activity.

Recess

The district aims to make elementary school recess safe, inclusive, and high quality for all students. All district elementary schools (whether K-5 and/or K-6) will receive a minimum of 30 minutes per day of unstructured physical activity as recess. The accompanying procedure will specify how the district will meet other legal requirements.

Physical Activity

All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (e.g., brain boosters/energizers);
- Physical activity before and after school;
- Recess that aims to be safe, inclusive, and high quality;
- Family and community engagement;
- Staff wellness and health promotion;
- Opportunities for active transportation to school; and
- Access to school district facilities for physical activity, fitness, sports, and recreation programs.

Cross References:

[2161 - Special Education and Related Services for Eligible Students](#)

[2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973](#)

[3210 - Nondiscrimination](#)

[3422 - Student Sports Concussion, Head Injury and Sudden Cardiac Arrest](#)

[4260 - Use of School Facilities](#)

Management Resources: Comprehensive School Physical Activity Program

Adoption Date:
Olympia School District
Classification: Essential
Revised Dates:

Wellness

The board recognizes that a healthy school environment prepares students for college, careers, and successful futures. Students who engage in regular exercise are more likely to learn in the classroom. The board supports the district's increased emphasis on health, physical education, and physical activity at all grade levels to enhance the well-being of the district's students. Therefore, it is the policy of the board to emphasize health education and physical education and provide students with opportunities for physical activity.

Wellness Policy

The district, through a wellness committee, will develop and implement a comprehensive wellness policy in compliance with state and federal requirements for districts participating in the National School Lunch Program, the School Breakfast Program, and the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards.

All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (e.g., brain boosters/energizers);
- Physical activity before and after school;
- Recess that aims to be safe, inclusive, and high quality;
- Family and community engagement;
- Staff wellness and health promotion;
- Opportunities for active transportation to school; and
- Access to school district facilities for physical activity, fitness, sports, and recreation programs.

Cross References: 2124 - Physical Education and Health Class
 4260 - Use of School Facilities
 6700 - Nutrition

Legal References: RCW 28A.210.365 Food choice, physical activity, childhood fitness — Minimum standards — District waiver or exemption policy.
 2 CFR Part 200 - Procurement
 7 CFR, Parts 210 and 220
 7 CFR, Part 245.5

Management Resources: Comprehensive School Physical Activity Program

Adoption Date:
Olympia School District
Classification: Essential
Revised Dates:

Safety, Operations and Maintenance of School Property

A. Facilities Maintenance

The superintendent or designee will provide for a program to maintain the district physical plant and grounds by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations will be made each year to meet these needs and any such needs arising from an emergency.

B. Infrastructure Management

The Olympia School District Board of Directors also desires to maintain the infrastructure of district facilities.

In order to assure state funding, for facilities constructed new or new in lieu after 1994, the board will adopt an asset preservation program (APP). The APP will preserve the district facilities by employing a system of predictive, preventative, and proactive processes. Annually, the superintendent will report to the board on the condition of the facilities and the effectiveness of the APP. Every sixth year an independent assessment will be conducted and reported to the board and the Office of Superintendent of Public Instruction.

Additionally, the superintendent or designee will develop a process to evaluate all pre-1994 facilities for possible participation in the asset preservation program.

For initial participation in the APP, the board will submit a resolution to the Office of Superintendent of Public Instruction committing the district to implement the program.

The superintendent or designee will develop procedures for the asset preservation program.

C. Playground Equipment

The board recognizes that playground equipment is an essential part of a complete school facility. All playground equipment, whether purchased by the district or donated by a community or school-related group, should be assessed in terms of suitability and durability and for possible health or safety hazards. Consideration will also be given to potential hazards when the playground is unsupervised during non-school hours.

The superintendent or designee will develop specifications for playground equipment and related play surfaces. These specifications shall serve as criteria for the selection of playground equipment. Selection and installation of playground equipment will be based upon safety and contribution to child development.

D. Chemical and Laboratory Safety

The board recognizes the potential health and safety hazards that exist as a result of chemical storage and handling. Instruction will be emphasized in the safe and proper use of chemicals and substances and proper laboratory techniques. All students and staff are to wear safety glasses or goggles whenever they are working under potentially hazardous conditions. Laboratories should be ventilated sufficiently enough to provide a healthful, nonhazardous environment.

The superintendent or designee is directed to establish safety guidelines and procedures which will minimize the hazards inherent in the science classes and laboratories in the schools.

E. Destruction of School Property

Staff will ensure that buildings, grounds, equipment and furniture are not abused. Students or non-students who abuse school property may be disciplined and required to pay for the damage incurred.

The superintendent or designee will establish procedures for the investigation and reporting of damage or loss and will initiate action to collect for damages. A student's diploma may be withheld until restitution is made.

Cross References: 6605 – Student Safety Walking to School and Riding Buses
 6511 – Staff Safety
 3520 - Student Fees, Fines, or Charges
 2151 – Interscholastic Activities

Legal References: RCW 28A.335.300 Playground matting
 RCW 28A.635.060 Defacing or injuring school property –
 Liability of pupil, parent, or guardian – Withholding grades,
 diploma, or transcripts – Suspension and restitution –
 Voluntary work program as alternative – Rights protected
 WAC 392-347-023 State assistance in post 1993 facilities

Management Resources: 2021 - June Issue
 2011 – October Issue
 2009 - June Issue

Adoption Date: 05.08.00
Renumbered: 05.12.03
Olympia School District
Classification: Discretionary
Revised Dates: 12.12.11

Capital Assets/Theft-Sensitive Assets

Capital Assets

The District will maintain a comprehensive capital assets record-keeping system. The goal of the capital assets program is to protect the District against losses that would significantly affect the District's students, staff, property, budget or the ability of the district to continue to fulfill its stewardship responsibilities.

For purpose of this policy, "capital assets" will mean land, improvements to land, easements, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible and intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period which:

- A. Retains its shape and appearance with use;
- B. Is nonexpendable, meaning if the item is damaged or some of its parts are lost or worn out, it may be more feasible to repair it than to replace it with an entirely new item.
- C. It does not lose its identity when incorporated into a more complex unit;
- D. Is valued no less than \$5,000 unless a lesser amount is set by the district; and
- E. Has a life expectancy of at least one year.

Federal law requires a physical inventory of federally-funded assets at least once every two years. Reconciled inventory reports will be provided to the board. Such report will identify lost, damaged or stolen capital assets. Missing capital assets will be removed from district property records by a vote of the board.

No equipment will be removed for personal or non-school use.

Theft-Sensitive Assets

For purposes of this policy, "theft-sensitive" are those items identified by the District as most subject to loss . A list of theft-sensitive assets shall be maintained by the District. The District should establish procedures for internal controls and conduct an annual inventory of theft-sensitive assets.

The board will be provided a report identifying assets not accounted for in the annual inventory. These assets will be removed from the District property records through school board action annually.

The superintendent or designee will develop procedures to implement this policy, including maintenance requirements and sales procedures to ensure the highest possible return.

Cross References: 6570 - Property and Data Management

Legal References: RCW 28A.335.090 Conveyance and acquisition of property —
Management — Appraisal
7 CFR 3015, 3016 Agriculture

34 CFR 80.32 Uniform Administrative requirements for grants and cooperative agreements to state and local governments – Equipment

45 CFR 92.32 Health and Human Services

Office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, Attachment B(19)

Management Resources:

2012 – June Issue

Policy News, June 2008, Capital Assets/Theft-Sensitive Assets

Policy News, April 2006, Fixed Assets

Adoption Date: 12.12.11

Olympia School District

Classification: Essential

Revised Dates:

Disposal of Surplus Equipment and/or Materials

The board has the authority to declare equipment, supplies, furniture and other district personal property obsolete and/or surplus. The superintendent will establish procedures for their sale, trade or disposal except that the board must approve of any sales where:

- A. A single unit item has a current value in excess of \$5,000; and/or
- B. Multiple items have a total unit value in excess of \$15,000.

Surplus or obsolete books or other reading materials will be disposed of as follows:

- A. If the reading materials are estimated to have value as reading materials in excess of \$1,000, they will be sold at public auction to the person submitting the highest reasonable bid following publication of notice of the auction in a newspaper with a general circulation in the district;
- B. If no reasonable bids are submitted or if the reading materials are estimated to have value as reading materials of \$1,000 or less, the district may directly negotiate the sale of the reading materials to a public or private entity; or
- C. If the reading materials are determined to have no value as reading materials or if no purchaser is found, the reading materials may be recycled or destroyed.

Prior to disposing of any surplus texts, other books, equipment, materials or relocatable facilities, the superintendent or designee will serve written notice in a newspaper of general circulation in the school district and to any public school district or private school in Washington state annually requesting such notice. All schools on the list will be notified in writing of the materials and equipment that is available. The material or equipment will be sold to any interested public or private school at its depreciated cost or fair market value, whichever is greater. Students will have priority in the purchase of texts. Disposition of such surplus property to parties other than public or private schools may take place thirty days after written notice is served.

The preceding notice requirements do not apply to the loan, lease, sale or transfer of assistive devices for the use or benefit of children with disabilities, their parents, or any public or private nonprofit agency providing education, health or rehabilitation services to individuals with disabilities. Such devices do not need to be declared surplus. The sale or transfer of such devices will be recorded and based on the item's depreciated value. The district will establish and maintain an inventory of assistive technology devices whose value exceeds \$100, and for each device will establish a value that will be adjusted annually to reflect depreciation.

"Assistive device" means any item, piece of equipment, or product system, whether acquired commercially off-the-shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of children with disabilities.

Funds derived from the rental, sale or lease of student transportation equipment will be placed into the transportation vehicle fund. Funds derived from the sale of personal property will be placed into the general fund.

Legal References: RCW 28A.155.160 Assistive devices — Interagency cooperative agreements — Definitions

RCW 28A.335.060 Surplus school property — Rental, lease or use of — Disposition of moneys received from
RCW 28A.335.090 Conveyance and acquisition of property — Management — Appraisal
RCW 28A.335.180 Surplus texts and other educational aids, notice of availability — Student priority as to texts
RCW 28A.335.205 Assistive devices — Transfer for benefit of children with disabilities — Record, inventory
RCW 39.33.070 School districts and libraries — Disposal of obsolete or surplus reading materials — Procedures
WAC 392-143-050 Resold School Buses

Adoption Date: 02.28.11
Olympia School District
Classification: Priority
Revised Dates:
Reviewed Dates: 12.12.12

Sale of Real Property

The board has exclusive control of the acquisition and disposal of all district property. This power will be exercised only when the board determines by resolution that such property is or is not necessary for school purposes.

Once the board has considered all the factors relating to a proposed sale of real property, it will comply with all requirements of the law, including:

- A. A market value appraisal by a professionally designated real estate appraiser or by a general real estate appraiser certified under [Chapter 18.140 RCW](#), selected by the board will be secured.
- B. No sale of real property is to take place if the sale price would be less than 90 percent of the appraisal made by the appraiser unless the property has been on the market for one year, in which case it may be reappraised and sold for not less than 75 percent of the reappraisal value if the sale is approved by the unanimous consent of the board.
- C. If the appraised value exceeds \$70,000, notice that such a sale is being considered is to be published in a newspaper of general circulation within the district once a week for at least two consecutive weeks. The notice will describe the property and specify the date, time and place of a public hearing scheduled to consider the property specified for sale. Evidence concerning the proposed sale along with the advisability of selling the parcel is to be taken into account by the board at such a hearing.
- D. A charter school located within the district boundaries has a right of first refusal to purchase or lease, at fair market value, a closed district facility or property or unused portions of a district facility or property by negotiated agreement with mutual consideration. The consideration may include the provision of educational services by the charter school.
- E. Bids may be secured or a licensed real estate broker may be engaged. If the latter, the commission will not exceed 7 percent. Any appraiser selected by the board to appraise the market value of a parcel of property may not be a party to any contract with the district to sell the parcel for a period of three years after the appraisal. No bid award will be made within a forty-five day period following publication of notice of the intended sale in a newspaper of general circulation in the district.

Receipts from the sale of real property will be placed into the debt service fund or in the capital projects fund. Proceeds from the sale of the property may be used to reimburse district funds for costs associated with the sale. The reimbursements may be deposited back into the fund from which the sale-related expenditure occurred.

Legal References: Chapter 18.140 RCW Certified Real Estate Appraiser Act
RCW 28A.335.060 Surplus school property — Rental, Lease or use of — Disposition of Moneys Received From
RCW 28A.335.090 Conveyance and acquisition of property –
Management – Appraisal
RCW 28A.335.120 Real property — Sale — Notice and hearing — Appraisal — Broker or real estate appraiser services — Real estate sales contracts — limitation

RCW 28A.710.230 Facilities—State matching funds for common school construction. (E2SSB 6194 - 2016 legislative session)

RCW 39.33.010 Sale, exchange, transfer, lease of public property authorized — Section deemed alternative

Management Resources: 2016 - July Issue
2011 - June Issue
Policy News, February 2005, Surplus Property
Policy News, June 2001, Use of Real Estate Appraisers
Modified

Adoption Date: 12.12.11
Olympia School District
Classification: Priority
Revised Dates:

Closure of Facilities

Prior to the closure of a school facility for instructional purposes, the Board of Directors will have the Superintendent or designee prepare a written summary containing an analysis as to the effects of the proposed school closure.

The written analysis shall consider:

1. Impact to other district schools and facilities
2. Impact to district educational program offerings, transportation, and
3. Financial impacts of the closure
4. Impact on student services and support

The Board recognizes that the closing of any school creates waves of impact throughout the community. Collecting input from citizens before closing a school ensures that decisions are made with transparency and trust. During the ninety-day (90) period before the district's final decision on any proposed school closure, the Board will conduct one or more hearings to receive testimony on any issues related to the closure of a school, requiring separate hearings for each school which is proposed to be closed. The hearing(s) will occur no sooner than ten (10) business days after the analysis is made public. Each hearing notice will be published once each week for two consecutive weeks in a newspaper of general circulation that serves the area where the school is located, as well as the district website. The last notice will be published at least seven days prior to the hearing. The notice will contain the date, time, place and purpose of the hearing. Comments received from interested parties will be used for advisory purposes only. The final determination of whether a facility will be closed or remain open will be made by the Board.

In addition to the process above, the Board of Directors has the authority to close a school building when an unforeseen natural event or mechanical failure causes a facility to become unsafe, unhealthy, inaccessible, or inoperable.

Legal References:

RCW 28A.150.290(2) State superintendent to make rules and regulations — Unforeseen conditions or actions to be recognized — Paperwork limited
RCW 28A.320.010 Corporate powers
RCW 28A.335.020 School Closures — Policy of citizen involvement required — Summary of effects — Hearings — Notice

Adoption Date: 02.26.01
Renumbered: 05.12.03
Olympia School District
Classification: Discretionary
Revised Dates: 12.12.11

State Environmental Policy Act Compliance

The Olympia School District accepts its responsibility, as described by the Washington State Legislature in the [State Environmental Policy Act, specifically Chapter 43.21C](#).

In order to fulfill its responsibilities under the State Environmental Policy Act, the district adopts by reference all sections or subsections of the [chapter 197.11 of the Washington Administrative Code](#).

Additional Definitions

In addition to those definitions contained within [WAC 197-11-700 to 197-11-799](#), the following terms will have the following meanings, unless the context indicates otherwise:

- A. **District:** District means the Olympia School District No. 111, Thurston County, State of Washington.
- B. **SEPA Rules:** SEPA Rules means [Chapter 197-11 WAC](#) adopted by the Council on Environmental Policy.

The district establishes the following criteria as the basis for exercising authority relative to environmental issues. The district will use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate plans, functions, programs, and resources to the end that the state and its citizens may:

- A. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations;
- B. Assure for all people of Washington safe, healthful, productive, and aesthetically and culturally pleasing surroundings;
- C. Attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable unintended consequences;
- D. Preserve important historic, cultural, and natural aspects of our national heritage;
- E. Maintain, wherever possible, an environment which supports diversity and variety of individual choice;
- F. Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and
- G. Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources.

The district recognizes that each person has a fundamental and inalienable right to a healthful environment and that each person has a responsibility to contribute to the preservation and enhancement of the environment.

Critical Areas

In its actions, the district will respect "critical areas" and their modified exemption criteria which have been

adopted and displayed by local governments pursuant to [The Growth Management Act, Chapter 36.70A RCW](#).

Actions which will be located wholly or partially within a critical area are to be treated no differently than other actions under these guidelines. A threshold determination will be made for all such actions, and an EIS will not be automatically required for a proposal merely because it is proposed for location in a critical area.

Use of Exemptions

In determining whether a proposal is exempt from SEPA the district will comply with the square footage and parking space threshold levels adopted by the city or county under [WAC 197-11-800 \(1\)](#). To determine whether or not a proposal is exempt, the district will ascertain the total scope of the proposal and the governmental licenses required. If a proposal includes a series of actions, physically or functionally related to each other, some of which are exempt and some which are not, the proposal is not exempt and the district must complete a threshold determination.

If a proposal includes both exempt and nonexempt actions, exempt actions may be authorized with respect to the proposal prior to compliance with the procedural requirements of these guidelines subject to the following limitations:

- A. No nonexempt action will be authorized prior to compliance with procedural and substantive requirements;
- B. No action will be authorized which will irrevocably commit the district to approve or authorize a nonexempt action;
- C. The district may withhold approval of an exempt action which would lead to modification of the physical environment, when such modifications would serve no purpose if later approval of a nonexempt action is not secured; and
- D. The district may withhold approval of exempt actions which would lead to substantial financial expenditures by a private applicant which would serve no purpose if later approval of a nonexempt action is not secured.

Lead Agency Determination and Responsibilities

The district is lead agency for the proposals it initiates and is responsible for compliance with SEPA regulations.

Environmental Checklist

Except as provided in [WAC 197-11-315](#) the school district must complete an environmental checklist ([WAC 197-11-960](#)) for any proposal that meets the definition of action ([WAC 197-11-709](#)), and is not categorically exempted in [WAC 197-11-800](#) and 880. This checklist will be the basis for the threshold determination.

For all proposals for which the district is the lead agency, the responsible official of the district will make the threshold determination pursuant to the criteria and procedures of [WAC 197-11-300 through -360](#).

Preparation of EIS

The draft and final EIS will be prepared either by the responsible official or his/her designee or a consultant retained by the school district.

In the event that an EIS is to be prepared by a consultant, the responsible official will assure that the EIS is prepared in a responsible manner and with appropriate methodology. The responsible official will direct the areas of research and examination to be undertaken, as well as the organization of the resulting document.

No matter who participates in the preparation of an EIS, it must be approved by the responsible official prior to distribution.

Public Notice

The district will establish a mailing list for those interested citizens who wish to be informed regarding

documents the district prepares that require public notice. If deemed appropriate by the responsible official, the school district will place appropriate notice in the paper of general circulation which serves the area.

Designation of Official to Perform Consulted Agency Responsibilities for the District

The superintendent or designee will be responsible for the preparation of the written comments for the district in response to a consultation request prior to a threshold determination, participation in predraft consultation or reviewing a draft EIS.

The official designated by the district will be responsible for compliance by the district with [WAC 197-11-400 through -460](#) wherever the district is a consulted agency, and he/she is authorized to develop operating procedures which will ensure that responses to consultation requests are prepared in a timely fashion and include data from all appropriate departments of the district.

Designation of Responsible Official

For those proposals for which the district is the lead agency, the responsible official will be the superintendent or his/her designee. The responsible official will make the threshold determination, supervise preparation of any required EIS and perform any other functions assigned to the "lead agency".

Fees

No fee will be collected by the district for performing its duties as a consulted agency.

The district may charge any person for copies of any document prepared pursuant to the requirements of this ordinance and for mailing in a manner provided by [Chapter 42.56 RCW](#).

Appeals

The superintendent or designee will establish an appeals process.

Publication of Notice

The district may publish notice of action pursuant to [RCW 43.21C.080](#) for any action to establish a time limit for judicial appeals.

The form of the notice will be as prescribed by the Department of Ecology and/or substantially in the form and manner set forth in [RCW 43.21C.080](#). The notice will be published by the district pursuant to [RCW 43.21C.080](#).

Legal References: Chapter 43.21C RCW State Environmental Policy
WAC 197-11 State Environmental Policy Act (SEPA) Rules

Management Resources: 2011 – October Issue
Policy News, December 1998, SEPA Policy Requires Periodic
Review and Understanding

Adoption Date: 07.29.97
Renumbered: 05.12.03
Olympia School District
Classification: Essential
Revised Dates: 08.05.99
Reviewed: 12.12.11

Pesticide Notification, Posting and Record Keeping

Upon request, the district will provide notification to staff and parents of the district's pest control policies, methods and its posting and notification requirements.

The superintendent or designee will develop procedures to assure that the district complies with the requirements of law regarding pesticide notification, posting and record keeping.

The district's procedures for notification will include posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

Legal References: Chapter 17.21 RCW Washington pesticide application act

Management Resources: 2011 - February Issue
Policy News, June 2002, Pesticide Policies Required by July 1st

Adoption Date:
Olympia School District
Classification: Essential
Revised Dates:

Facilities Planning

In order to provide the best possible physical environment for learning and teaching, the following factors will be considered in the planning of district facilities:

- A. Facilities will accommodate the educational needs of students and be consistent with the educational philosophy and instructional goals of the district;
- B. Facilities will meet or exceed all health, safety and welfare regulations;
- C. The district will seek state and federal moneys to the maximum extent available to supplement its own financial resources;
- D. Undesirable environmental impact will be minimized; and
- E. Changing demographic factors will be monitored.

Facilities Master Plan

In order to efficiently manage the district's present and future facilities needs, a facilities master plan will be developed. Such a plan will cover a ten-year period, be developed in conjunction with the local comprehensive land-use plan and other growth management policies, be reviewed annually and include at least the following:

- A. A cost analysis of financial ability of the district to implement its facilities program;
- B. Existing and projected enrollment figures, including an analysis of the racial composition of the student population;
- C. An inventory of the district's undeveloped property and developed facilities, including an analysis of the number of students in each facility and whether the facility is over or under crowded;
- D. An analysis of the suitability of the facilities to meet the needs of all students and members of the public, all district services, programs and activities, will be accessible to individuals with disabilities and appropriate for students regardless of gender;
- E. Recommendations as to the sale or other disposition of district property not needed in the future; and
- F. Recommendations as to the acquisition, construction or modification of new sites or facilities and of how such will better meet the needs of students and the educational program.

Enrollment Projections

Enrollment will be projected for a five-year period, using methods acceptable to the State Board of Education for determining the district's eligibility for state construction grants. This projection will be reviewed and revised annually, and supplemented by an analysis of additional factors that may affect the student population, such as potential zoning and development changes within the district, housing projections, and the development of new businesses and public projects.

Adoption Date: 12.12.11
Olympia School District
Classification: Discretionary
Revised Dates:

Small Works Roster Provisions

As authorized by Washington law, including RCW 39.04.155, the District has established a small works roster process to award certain public works contracts. “Small works” means any public works project with an estimated cost of three hundred thousand dollars (\$300,000) or less, or the current statutory threshold.

The Board has delegated to the Superintendent and other District staff the ability to enter into certain types of contracts and amendments to contracts on the Board’s behalf for contracts of a limited value and duration. All contracts for which the Board has delegated contracting authority to the Superintendent or other District staff shall be ratified by the Board through Board action.

Policy Adopted August 14, 2000

Renumbered May 12, 2003

Revised June 14, 2010

Reviewed December 12, 2011

Reviewed March 23, 2022

Revised October 13, 2022

Site Acquisition

The district will attempt to acquire building sites substantially in advance of the actual need to construct facilities in order to minimize delay in projects and to realize financial savings to the district. The board will periodically review its inventory of land in light of growth trends in the district and local land use restrictions, and make such transactions as it determines will best meet the future needs of the district.

Prior to any purchase of real estate, the district will obtain a market value appraisal by a professionally designated real estate appraiser or by a general real estate appraiser certified under Chapter 18.140 RCW. The board will select the appraiser. The appraisal should identify the relevant zoning and Growth Management Act specifications to determine whether the intended use of the property is legally permitted. The district may investigate whether real estate outside the Urban Growth Area can be utilized for the siting of schools and school facilities.

In acquiring a new site, the board should first attempt to reach settlement with the owner through negotiations. Eminent domain proceedings may be commenced at the outset of the decision to purchase a particular site to avoid delay in the event of a negotiations breakdown. The district may resort to condemnation when it believes that negotiations will not lead to an amicable settlement. The district will comply with applicable relocation assistance requirements relating to the acquisition of sites.

The board must approve any purchase of real estate.

Legal References:	Chapter 8.16 RCW Eminent Domain by School Districts Chapter 8.26 RCW Relocation Assistance - Real Property Acquisition Policy RCW 28A.335.090 Conveyance and acquisition of property — Management — Appraisal RCW 28A.335.220 Eminent Domain Chapter 36.70A RCW Growth Management Act ESHB 1017 and HB 2243 School Siting - Rural Areas - Growth Management Act Chapter 39.33 RCW Intergovernmental Disposition of Property
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Management Resources:	2017 - July Issue
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Adoption Date:
Olympia School District
Classification: Discretionary
Revised Dates:

Construction Design

Facilities will be designed to accommodate the educational and instructional needs of the district. The professional experience and judgment of staff will be used in developing such educational specifications. The district will prioritize special attention be given to accessibility to the education program by students of all genders and those with disabilities. The superintendent will ensure that all construction projects comply with the law.

After determining that a need for new or improved facilities exists, the board, with the guidance of its professional staff, will engage in the following processes:

- A. Engage construction management services;
- B. Select an architect;
- C. Review a site evaluation including an assessment of existing facilities, if any, on the site;
- D. Develop educational specifications recognizing instructional needs and available financial resources;
- E. Review and approve the schematic design prepared by an architect in consultation with student support staff, assuring that the new or remodeled facility or part of a facility is readily accessible to and usable by all individuals with disabilities. This ensures that the analysis also reflects how changes could affect students directly.
- F. Review a value engineering study and constructability review, and approve construction design including construction estimates;
- G. Call for bids; and
- H. Review and approve the final construction contract.

The board will comply with the terms and conditions as specified in the contract between the architect and the school district.

Legal References:

Chapter 39.35 RCW Energy conservation in design of public Facilities
42 U.S.C. 12101 et. seq. Americans with Disabilities Act
WAC 392-343-080 Value engineering studies, constructability reviews, and building commissioning — Requirements and definitions
WAC 392-343-102 Construction management
WAC 392-344-065 Value engineering contracts
WAC 392-344-066 Constructability review contracts
WAC 392-344-075 Contracts — Filing

Management Resources: 2011 - October Issue

Adoption Date: 12.12.11
Olympia School District
Classification: Priority
Revised Dates:

SCHOOL FACILITIES—EQUITABLE ACCESS

The Olympia School District will ensure that new school facilities and facilities improvements at Capital High School and Olympia High School be performed in such a way that promotes equity between high schools. With the exception of Ingersoll Stadium, the district will prioritize adding facilities to a school lacking such facilities before improving on an existing facility of the same type at a different school.

Adoption Date: 5.7.2007
Revised Date: 12.12.2011
Olympia School District
Classification: Priority
Revised Dates:

Architect and Engineering Services

When considering the acquisition of architectural and engineering services the board of directors will issue a notice in publication(s) of general circulation stating the general scope and nature of project(s) for which services are required. Effort will be made to inform firms who employ minorities and/or women.

Interested firms will be requested to submit a statement of qualifications and performance data to enable the board to determine which architectural or engineering firm will best serve the needs of the district. Criteria for selection of a firm will include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates and budget control.

The superintendent is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The superintendent will recommend one or more firms to the board for its consideration. The board and the successful architectural or engineering firm will enter into a contract for the necessary services. In the event of an emergency, the board may waive this selection process and secure such services as needed.

Legal References [RCW 28A.330.100\(3\) Additional powers of boards \(1st class\)](#)
 [Chapter 39.80 RCW Contracts for architectural and engineering](#)
 [services](#)
 [AGO 1957 No.68 Architects' contracts](#)

Cross References [6220 - Bid or Request for Proposal Requirements](#)

Adoption Date:
Olympia School District
Classification: Encouraged
Revised Dates:

Contractor Assurances, Surety Bonds, Insurance and Change Orders

Contractor Assurances

The district will only enter into a contract with a contractor who is licensed or registered as required by the laws of this state. A statement by the contractor must be submitted and sworn to which states that the contractor is in compliance with the state laws relating to prevailing wage for public works and with state and federal laws relating to nondiscrimination in hiring. Such a statement may be a provision or clause in the contract.

Contractor Surety Bonds and Insurance

Each contractor's bid must be accompanied by a certified or cashier's check, or bid bond in the amount required by bidding documents. Bidding documents will specify whether the district or the contractor will carry fire, liability, or other insurance during construction.

The successful bidder is required to make, execute and deliver to the district a good and sufficient payment and performance bonds as required by law and bidding documents.

Change Orders

Change orders will be considered if they arise during construction. In order to facilitate timely progress during construction, the board may grant the superintendent or designee authority to authorize change orders to the extent the board deems appropriate.

Legal References

[RCW39.06.010Contracts with unregistered or unlicensed contractors and with other violators prohibited](#)

[RCW 39.08.010Bond required — Conditions- Retention of contract amount in lieu of bond](#)

[Chapter 39.12 RCWPrevailing wages on public works](#)

[RCW 49.60.180Unfair practices of employers](#)

[42 U.S.C. 2000c et. seq.Title VII of Civil Rights Act of 1964](#)

[29 U.S.C. § 794 Section 504, Rehabilitation Act of 1973](#)

Management Resources [2017 - July Issue](#)

Adoption Date:

Olympia School District

Classification: Encouraged

Revised Dates:

Maintenance of Facilities Records

The maintenance of adequate records is vitally important to the future facilities' program within the district and to the resolution of any disputes that may arise regarding a construction project.

The superintendent or designee will keep all reports, documents and plans as they relate to an existing or proposed project. The records will include copies of all correspondence relating to the project. The superintendent will require from the architect, engineer, contractor or other parties at least the following, as they become available:

- A. Inspection and progress reports;
- B. Results from tests of material quality and composition, etc.;
- C. Drawings of buildings and sites;
- D. Conveyance records, title search, bond issuance records and any licenses and legal documents issued or executed pursuant to the project;
- E. Guarantees and warranties; and
- F. Other papers relevant to the project, such as the record of board resolutions.

Cross References: 6570 - Property and Data Management

Legal References: RCW 39.04.020 Plans and specifications — Estimates —
Publications — Emergencies
RCW 39.04.040 Work to be executed according to plans —
Supplemental plans
RCW 39.04.070 Account and record of cost
RCW 39.04.080 Certified copy to be filed — Engineers'
certificate
RCW 39.04.100 Records open to public inspection — Certified
copies

Adoption Date: 12.12.11
Olympia School District
Classification: Priority
Revised Dates:

Acceptance of Completed Project

The district will follow all laws pertaining to liens and retainage relating to all public works projects. Those projects that are completed by the district are excluded from laws for liens and retainage. For any contracted public works project, the district will not release final payment until the following items have been received (if applicable to the project):

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

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

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

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

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

Adoption Date:
Olympia School District
Classification: Encouraged
Revised Dates:

Naming Schools and Facilities

The Board of Directors is responsible for naming school sites, public spaces within, and public site areas.

No new school, team, or facility will be named after a person or family that participated in the displacement of others, including, but not limited to, the enslavement of African people and the systemic displacement of Native Americans.

School and team mascots, logos or images will not be of Native American names, symbols, or images.

Adoption Date: 04.21.03

Renumbered: 05.12.03

Olympia School District

Classification: Discretionary

Revised Dates:

Reviewed: 12.12.11