

**BOARD AGENDA ITEMS FOR STAFF
INSTRUCTIONS FOR SUBMITTING MATERIALS
2022-23**

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

Listed below are the regularly scheduled board meetings for the **2022-23 school year** and the deadline dates to submit items for the board agenda.

Items for the agenda will be received by the Superintendent's office **no later than the Tuesday one week before a board meeting.**

BOARD MEETING DATES	DEADLINE FOR MATERIALS
2022 – Tuesday 6:30 pm	2022 - Tuesday 4:00 pm
September 27, 2022	September 20, 2022
October 11, 2022	October 4, 2022
October 25, 2022	October 18, 2022
November 8, 2022	November 1, 2022
November 22, 2022	November 15, 2022
December 20, 2022	December 13, 2022
2023 – Tuesday 6:30 pm	2023 - Tuesday 4:00 pm
January 10, 2023	January 3, 2023
January 24, 2023	January 17, 2023
February 14, 2023	February 7, 2023
February 28, 2023	February 21, 2023
March 14, 2023	March 7, 2023
March 28, 2023	March 21, 2023
April 4, 2023 (1st Tuesday of month)	March 28, 2023
April 25, 2023	April 18, 2023
May 9, 2023	May 2, 2023
May 23, 2023	May 16, 2023
June 13, 2023	June 6, 2023
June 27, 2023	June 20, 2023
July 25, 2023	July 18, 2023
August 22, 2023	August 15, 2023

BOARD AGENDA ITEMS
Instructions For Submitting Material
2022-2023

To submit a board agenda item:

- Include a cover letter for each agenda item (see attached sample).
- Submit a PDF via email or on 8 1/2" x 11" white paper, **single sided copies only, no staples.**
- Contact Tamara Wheeler, Executive Assistant to the Superintendent and School Board, to determine if a representative from your school/department needs to attend the board meeting to present or answer questions for the Board.
- For student overnight or out-of-state field trips, submit an Extended Field Trip Application (2320F-4) to Tamara Wheeler at least 45 days prior to travel (sports teams traveling out-of-state or overnight for sanctioned league competition do not need prior Board approval.) Applications must be fully **COMPLETED** and **SIGNED by the school bookkeeper and principal/supervisor/director**. *See District Policy and Procedure 2320 via the District website on BoardDocs.*
- For employee travel requests, submit an Employee Travel Authorization Form (6213F-1) to Tamara Wheeler at least 45 days prior to travel. Authorization forms must be **COMPLETED** and **SIGNED by the appropriate administrator and school bookkeeper**. *See District Policy and Procedure 6213 via the District website on BoardDocs.*
- Please contact Tamara Wheeler with any questions.

TAHOMA SCHOOL DISTRICT NO. 409
Maple Valley, Washington

sample

MEMORANDUM

September 1, 2022

TO: Mike Hanson, Superintendent
FROM: Cindy Darcy, Purchasing
THROUGH: Mary Nowak, Food Service Supervisor
RE: Dairy Bid 2022-2023 School year

Action: Recommend the awarding bid go to Springbrook in the amount of \$140,810 for the 2022-2023 school year. Due to the rising cost of dairy this bid is on an escalating/de-escalating price scale of up to 13% instead of the firm pricing we have been given in the past.

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

<u>Vendor</u>	<u>Amount</u>
Smith Brothers Farm	No Bid
Springbrook Farms	140,810
Puft n Stuff	No Bid

Background: Springbrook Farms was awarded the bid last year. Our annual cost year-to-date for the 2022-2023 school year \$72,872.

**See attached documents for itemized breakdown from Springbrook.