

Date: October 10, 2018

To: School Board

From: Ellie Wilson-Jones, Director of Policy and Board Relations

**Subject: Annual Report: Board Policies Revised per Policy No. 1310, September 2017-August 2018**

According to Board Policy No. 1310, "updating the header or footer, titles of staff, departments, or schools, and legal or cross references that have been changed since policy adoption; making format changes; and fixing grammatical, capitalization and punctuation errors of a current Board-approved policy do not require further Board approval. Further, non-substantive changes that do not affect the meaning, duties, intent, or character of the policy also do not require further Board approval."

Listed below are those Board policies that have received non-substantive edits per Policy No. 1310 in 2017-18, with an explanation of the edit(s) made. The policies are provided as attachments and are in redline so you can see the exact changes made.

### **September 2017**


- 6220 Procurement: Updated the legal reference to include the entire RCW Chapter 39.04, Public Works, in the footer

### **October 2017**

- 4220 Complaints Concerning Staff or Programs: Updated a policy reference

### **March 2018**

- 1111 Oath of Office: Following a WSSDA clarification, this edit simply clarified all newly elected or re-elected directors take an oath of office

	<p>PROCUREMENT</p>	<p>Policy No. 6220  <del>April 26</del> <u>September 25,</u>  2017    Page 1 of 1</p>
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It is the policy of the Seattle School Board to obtain materials, equipment, goods, supplies, contracted services, construction, and software and related acquisitions consistent with all applicable laws. District staff shall use sound business and financial practices that support the delivery of desired services and goods on time and within budget, while maximizing value and minimizing risk and cost to the district. The district shall promote fair competition to the extent practicable, including appropriate documentation of all situations where advertised sealed bids or requests for proposals are not used.

All contracts for more than \$250,000 initial value, excluding sales tax and contingencies, and changes or amendments of more than \$250,000, excluding sales tax and contingencies, must be approved by the School Board. Multiple changes and amendments which are for the same or similar services at the same time and same location, or continuation of existing activity shall be considered a single action for approval purposes.

This policy shall apply to all contracts, agreements, and Memoranda of Understanding (MOUs) where the district receives money, pays money, or commits time and resources, whether these are paid from operating funds, capital funds, grants, ASB funds or other sources. This policy shall not apply to individual employment contracts or collective bargaining agreements; all new employment contracts or collective bargaining agreements or renewals of such contracts or agreements shall require Board approval.

The Board delegates to the Superintendent all other authority and responsibility for procurement within the budgets approved by the Board. The Superintendent may delegate such authority to procurement staff or other designees as the Superintendent deems appropriate. The Superintendent is authorized to develop procedures to implement this policy.

Adopted: February 2012

Revised: April 2017 (per Policy 1310); September 2017 (per Policy 1310)


Cross Reference:

Related Superintendent Procedure: 6220SP.A; 6220SP.B; 6220SP.C; 6220SP.D; 6220SP.E; 6220SP.F; 6220SP.G; 6220SP.H

Previous Policies: G45.00

Legal References: RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies; [39.04 Public Works](#); 39.04.280 Competitive Bidding Requirements — Exemptions; 2 CFR 200.67 — Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards Micro-purchase; 2 CFR 200.88 — Simplified Acquisition Threshold

Management Resources: *Policy News*, October 2005; June 2001

	<p>COMPLAINTS CONCERNING STAFF OR PROGRAMS</p>	<p>Policy No. 4220 <del>September 7, 2011</del> <u>October 5, 2017</u>  Page 1 of 2</p>
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Freedom of expression is a fundamental right of citizens, and this includes the right to comment on public agencies and the employees of such agencies. The employees of such agencies are also citizens, and have the rights and protections of due process of law. In an effort to satisfy these sometimes conflicting rights, and in order to effectively respond to citizen concerns about employee actions, citizens are asked to work through the chain of administrative organization when bringing a complaint forward.

In general, most citizen concerns can be resolved by speaking with the employee or the employee's immediate supervisor. In certain instances, the citizen may be dissatisfied with the response. In those cases, the citizen is asked to contact the Customer Service department, which can assist the citizen in taking the complaint further. The Customer Service department will refer the complaint to the appropriate Superintendent's Cabinet member or Executive Director of School.

Should the citizen have a complaint about the actions of a committee or a District department, or a complaint that is not identified with a particular person, the citizen should first contact Customer Service, which will assist the citizen in determining who can help resolve the complaint. A citizen with an ethics or whistleblower complaint should follow the ~~procedure~~process designated in Board Policy ~~F11.00~~No. 5251, Ethics, and F11.01.Superintendent Procedure 5250SP, Reporting Improper Governmental Actions and Protecting Whistleblowers Against Retaliation.

Complaints received by the Board or a Board member shall be referred to the Superintendent or appropriate Superintendent's Cabinet member for investigation.

In all instances, the Superintendent, or the Superintendent's designee, is the final step in this complaint process.

This policy does not supersede other laws, contractual obligations, or other policies and procedures. Citizens are also reminded that school personnel may not be able to disclose certain actions taken if those actions involve personnel

decisions or other topics that are considered exempt under the Public Records Act.

Complaints regarding instructional materials should be pursued in the manner provided for in district policy.

The Superintendent is authorized to develop procedures for this policy, as necessary.

Adopted: September 2011

~~Revised:~~

Revised: October 2017 (non-substantive edit allowed per Policy No. 1310)

Cross Reference: Policy Nos. ~~F11.00; F11.01; 10055250; 5251; and Superintendent Procedure 5251 SP~~; 1640


Related Superintendent Procedure:

Previous Policies: E07.00; E23.00

Legal References:

Management Resources:

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	<p>OATH OF OFFICE</p>	<p>Policy No. 1111</p> <p><u>June 1, 2011</u> <u>March 9, 2018</u></p> <p>Page 1 of 1</p>
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According to statutory provision, each newly ly elected, re-elected, or appointed Director shall take an oath or affirmation to support the Constitutions of the United States and the State of Washington and to promote the interests of education and to faithfully discharge the duties of his/her office to the best of his/her ability.

The oath will be given at the first official meeting after the election results are certified, unless there are extenuating circumstances. It shall be endorsed thereon and a school district officer or notary public authorized to administer oaths must certify to this oath and the signature of the member. After properly completed, the oath of office shall be filed with the King County Elections.

Adopted: June 2011

Revised: March 2018 (revision made administratively per Policy No. 1310)

Cross Reference:

Related Superintendent Procedure: N/A

Previous Policies: B09.00

Legal References: RCW 28A.343.360 Oath of office

Management Resources: