

# Board of Directors

## Special Meeting June 2, 2020 7:00 p.m.

In the interest of public health,  
following Governor Jay Inslee's Proclamation 20-25 *Stay Home – Stay Healthy*,  
Proclamation 20-28 *Open Public Meetings Act*,  
and Franklin Pierce Schools' Resolution 20-R-02,  
this meeting will be conducted remotely via video conference.

The public may attend online using this Zoom webinar link:

<https://fpschools.zoom.us/j/96620864126?pwd=MjZhcG5uMEdVeSt4M1hLM0MvL3dJZz09>

or

by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.

Webinar ID: 966 2086 4126

Password: 134679

Written comments may be submitted by email to [kholten@fpschools.org](mailto:kholten@fpschools.org) or by mail to the  
Board of Directors, Franklin Pierce Schools, 315 129<sup>th</sup> Street South, Tacoma, WA 98444.

Please limit comments to two minutes.

All written comments will be provided to the Board of Directors.

Submissions received by 3 p.m. on the day of the meeting will be read during the meeting.

If you have any questions, you may contact Kristin Holten at (253) 298-3010.

---

## FRANKLIN PIERCE SCHOOLS

Jo Anne Matson Administrative Center

315 129<sup>th</sup> Street South

Tacoma, WA 98444

[www.fpschools.org](http://www.fpschools.org)

(253) 298-3000

# Franklin Pierce School Board's Operating Principles

Operating principles define the beliefs, values, and methods of working together. Successful organizations are the result of effective and dynamic leadership. To assure quality operations, leaders must agree on basic ways of working together. We, the Franklin Pierce Board and Superintendent, have discussed and agree to abide by these principles.

## Communications, Cooperation, and Trust

- Support each other constructively and courteously
- Be open-minded and adaptive to change
- Maintain confidentiality
- Focus discussions on issues, not personalities
- Uphold the integrity of every individual
- Involve those parties who will be affected by the decision and solution
- Strive to avoid any perception of a conflict of interest
- Communications between staff and the Board are encouraged
- Requests for information from the Superintendent which will take considerable time to prepare will come from the Board rather than an individual Board member

## Effective Meetings

- Share ideas about new programs and directions with the Superintendent before making them public
- Read all materials and ask questions in advance
- Respect the majority and do not take unilateral action
- Board meetings will be for consideration, information, and actions
- Work sessions will be for discussions, deliberation, and direction
- Executive sessions will be held only when specific needs arise
- The President will communicate and enforce the audience participation protocol

## Decision Making

- Clearly communicate decisions and their rationale
- Re-evaluate each major decision
- Move the question or table the question when discussion is repetitive
- The Superintendent will make recommendations on most matters before the Board
- Consider research, best practice, innovative and creative strategies, and public input in all decision making

## Addressing Citizen or Staff Complaints

- Use proactive, clear, and transparent communication
- Be available to hear community concerns and encourage citizens to present their district issues, problems, or proposals to the appropriate person
- Direct all personnel complaints and criticisms to the Superintendent

## Board Operations

- Attend training and networking opportunities
- The President will meet regularly with the Superintendent and share pertinent information with the Board
- The President or designee will be the Board spokesperson
- Conduct an annual self-evaluation and promptly address specific issues that hinder Board effectiveness
- Set clear and concise goals for the Board and the Superintendent
- Emphasize planning, policy making, and public relations rather than becoming involved in the management of the schools

# SPECIAL MEETING OF THE BOARD OF DIRECTORS

Via Zoom Webinar Video Conferencing

June 2, 2020 – 7 p.m.

The public may attend online using this Zoom webinar link:

<https://fpschools.zoom.us/j/96620864126?pwd=MjZhcG5uMEdVeSt4M1hLM0MvL3dJZz09>

or by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.

Webinar ID: 966 2086 4126 Password: 134679

## AGENDA

**I. Call to Order**

**II. Flag Salute**

**III. Establishment of a Quorum**

**IV. Adoption of Agenda**

**V. Announcements and Communication**

1. Superintendent
2. Board of Directors
3. Community –

Written comments may be submitted by email to [kholten@fpschools.org](mailto:kholten@fpschools.org) or by mail to the Board of Directors, Franklin Pierce Schools, 315 129<sup>th</sup> Street South, Tacoma, WA 98444. All written comments will be provided to the Board of Directors. Comments should be limited to two minutes, and submissions received by 3 p.m. on the day of the meeting will be read during the meeting.

**VI. New Business**

1. 2020-2021 Career and Technical Education Courses (R/N) ..... A
2. Information Technology Surplus Approval (R/N) ..... B
3. Support Services Surplus Approval (R/N) ..... C
4. Policy 6225: Use of Electronic Signatures (N/C) ..... D
5. Resolution 20-R-10: Electronic Signatures (N/C) ..... E

**VII. Proposals**

1. Policy 3424: Opioid-Related Overdose Reversal (R/N) ..... F

**VIII. Information**

1. Procedure 3424P: Opioid-Related Overdose Reversal ..... G

**IX. Executive Session**

1. Review Performance of Staff Member ..... H

**X. Adjournment**

Next Meeting: June 16, 2020

Since Governor Inslee declared the COVID-19 State of Emergency and issued Proclamation 20-28, the FPS School Board has been reducing both the number and content of meetings to focus on those action items deemed Routine (R), Necessary (N), or COVID-19 related (C). Previously scheduled regular meetings or work sessions may be cancelled or replaced with special meetings as deemed necessary.





## Franklin Pierce Schools

315 129<sup>th</sup> Street S, Tacoma, WA 98444  
253-298-3010, Fax 253-298-3015  
[www.fpschools.org](http://www.fpschools.org)

---

### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Sly Boskovich, Director of College and Career Readiness  
**DATE:** June 2, 2020  
**SUBJECT:** 2020-2021 Career and Technical Education (CTE) Courses

### **BACKGROUND INFORMATION**

Policy 2170: The district's Career and Technical Education (CTE) is a planned program of courses and learning experiences that begins with the exploration of career options. Additionally, the district's CTE program supports basic academic and life skills, enables achievement of high academic standards, incorporates leadership training, provides options for high skill development and high wage employment preparation, and includes advanced and continuing education courses. The district will include the program as part of the regular curriculum of the district.

CTE courses achieve re-approval as part of the Career and Technical Education Course Program Approval process. The Office of Superintendent of Public Instruction (OSPI) Career and Technical Education Program Re-Approval requirement is that the Board annually review and approve courses. Attached is a revised list of 2020-2021 CTE courses that is being forwarded to the Board for approval. Middle school CTE courses appear in green font and new 2020-2021 courses appear in purple.

Annual school board review and approval of CTE courses is required by FPS Policy 2170: Career and Technical Education making board action routine and necessary so that planning for the 2020-2021 school year can proceed.

### **RECOMMENDATION**

I move that the Board of Directors approve the 2020-2021 Career and Technical Education Courses as presented.

### **ACTION REQUIRED**

## Franklin Pierce School District CTE Courses 2020 - 2021

Long Description	CIP Code	Delivery Method	Program Area
ROOTS	010301	High School	Agriculture Education and Science
ECO SYSTEM DESIGN	010308	High School	Agriculture Education and Science
DIGITAL PHOTOGRAPHY BEGINNING	100201	High School	Skilled & Technical Science
INTRODUCTION TO DIGITAL PHOTOGRAPHY	100201	Middle School	Skilled & Technical Science
VIDEO PRODUCTION	100201	Middle School	Skilled & Technical Science
TV PRODUCTION	100202	High School	Skilled & Technical Science
VIDEO EDITING	100202	High School	Skilled & Technical Science
DIGITAL ARTS	100290	Middle School	Skilled & Technical Science
GRAPHIC DESIGN	100301	High School	Skilled & Technical Science
YEARBOOK	100303	High School	Business & Marketing
DIGITAL PHOTOGRAPHY ADVANCED	100304	High School	Skilled & Technical Science
SCREEN PRINTING BEGINNING	100305	High School	Skilled & Technical Science
SCREEN PRINTING ADVANCED	100305	High School	Skilled & Technical Science
AP COMPUTER SCIENCE A	110201	High School	Business & Marketing
TECHNOLOGY EXPLORATION	110601	High School	Business & Marketing
MICROSOFT IMAGINE ACADEMY	110601	Middle School	Business & Marketing
INTRODUCTION TO COMPUTER SCIENCE	110701	High School	Business & Marketing
CULINARY ARTS BEGINNING	120505	High School	Family & Consumer Science
CULINARY ARTS ADVANCED	120505	High School	Family & Consumer Science
TEACHING ACADEMY	130101	High School	Family & Consumer Science
ROBOTICS TECHNOLOGY	140102	High School	STEM
INTRODUCTION TO ENGINEERING DESIGN	149991	High School	STEM
APP CREATORS	149995	Middle School	STEM
AUTOMATION AND ROBOTICS	149995	Middle School	STEM
COMPUTER SCIENCE FOR INNOVATOR	149995	Middle School	STEM
DESIGN AND MODELING	149995	Middle School	STEM
AEROSPACE MANUFACTURING BEGINNING	150801	High School	STEM
AEROSPACE MANUFACTURING ADVANCED	150801	High School	STEM
AMERICAN SIGN LANGUAGE - 1st Year	161603	High School	Family & Consumer Science
AMERICAN SIGN LANGUAGE - 2nd Year	161603	High School	Family & Consumer Science
AMERICAN SIGN LANGUAGE - 3rd Year	161603	High School	Family & Consumer Science
INDEPENDENT LIVING	190002	High School	Family & Consumer Science
FAMILY HEALTH	190003	High School	Family & Consumer Science
EARLY CHILDHOOD EDUCATION	190708	High School	Family & Consumer Science
TEXTILES AND APPAREL	190901	High School	Skilled & Technical Science

## Franklin Pierce School District CTE Courses 2020 - 2021

Long Description	CIP Code	Delivery Method	Program Area
PRINCIPLES OF BIOMEDICAL SCIENCE	260102	High School	Health Science
HUMAN BODY SYSTEMS	260103	High School	Health Science
BIOMEDICAL INNOVATION	260104	High School	Health Science
FINANCIAL LITERACY	270305	High School	Business & Marketing
AFJROTC DRILL AND CEREMONIES	280301	High School	Skilled & Technical Science
AFJROTC MANAGEMENT OF THE CADET CORPS	280301	High School	Skilled & Technical Science
AFJROTC MILESTONES INTO AVIATION HISTORY	280301	High School	Skilled & Technical Science
AFJROTC SURVIVAL AND RETURN	280301	High School	Skilled & Technical Science
AFJROTC THE SCIENCE OF FLIGHT: A GATEWAY TO NEW HORIZONS	280301	High School	Skilled & Technical Science
FITNESS SPECIALIST	310507	High School	Health Science
JOBS FOR AMERICA'S GRADUATES (JAG)	320107	High School	Business & Marketing
CONSTRUCTION TRADES - 1st Year	469998	High School	Skilled & Technical Science
CONSTRUCTION TRADES - 2nd Year	469998	High School	Skilled & Technical Science
AP STUDIO ART	500499	High School	Skilled & Technical Science
POTTERY	500797	High School	Skilled & Technical Science
GLASS ART BEGINNING	500797	High School	Skilled & Technical Science
GLASS ART ADVANCED	500797	High School	Skilled & Technical Science
MEDICAL INTERVENTIONS	510717	High School	Health Science
SPORTS MEDICINE BEGINNING	510913	High School	Health Science
SPORTS MEDICINE ADVANCED	510913	High School	Health Science
BUSINESS MANAGEMENT / ENTREPRENEURSHIP	520703	High School	Business & Marketing

*Franklin Pierce School District Career & Technical Education (CTE) General Advisory has reviewed and determined that the courses and programs offered do meet the local and state occupational demands.*

---

Sly Boskovich, College & Career Readiness Director

Date

---

Advisory Committee Chair

Date

**Franklin Pierce School District CTE Courses 2020 - 2021**

---

Cole Roberts, FPS Board President

Date

---

Lance Goodpaster, FPS Superintendent

Date



# Franklin Pierce Schools

315 129<sup>th</sup> Street S, Tacoma, WA 98444  
253-298-3010, Fax 253-298-3015  
www.fpschools.org

## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Liza Klumpar, Chief Technology Officer  
**DATE:** June 2, 2020  
**SUBJECT:** Information Technology Surplus Approval

### BACKGROUND INFORMATION

The Information Technology Department requests approval to surplus the listed items which are no longer in use or no longer in useable condition and have been determined to have little or no value to the Franklin Pierce School District.

Surplus of technology items is routine and necessary to allow for acquisition of new technology.

### RECOMMENDATION

I move that the Board of Directors approve the surplus of listed technology items.

### ACTION REQUIRED

Item	Make	Model	Quantity
Camera	HP	C8908A	1
Cell Phone	Apple	iPhone 6	1
Cell Phone	Kyocera	Kyocera	7
Cell Phone	LG	LGMS210	1
Cell Phone	Samsung	Galaxy S4	1
Cell Phone	Samsung	Galaxy S8	1
Clickers	eInstruction CPC	KG3EI	1 set of 32
Desktop	Dell	OptiPlex 3011 AIO	6
Desktop	Dell	OptiPlex 360	1
Desktop	Dell	OptiPlex 380	38
Desktop	Dell	OptiPlex 780	12
Desktop	Intel	MMX	1
Desktop	Lenovo	IdeaCentre A720	2
Desktop	Lenovo	M90z AIO	24
Desktop	Lenovo	M92z AIO	6
Desktop	Mac	ImageWriter II	1
Desktop	Mac	LC 475	1
Desktop	Mac	LC 575	1
Desktop	Mac	LC II	1
Document Camera	AverMedia	AverVision 300AF	1
iPad	Apple	A1393	5
iPad	Apple	A1395	2
Laptop	Acer	Travelmate 230	1

Item	Make	Model	Quantity
Laptop	Apple	MacBook Air 13.3"	1
Laptop	Apple	PowerBook G4	1
Laptop	Dell	Latitude 2100	4
Laptop	Dell	Latitude E5520m	1
Laptop	Dell	X463M	1
Laptop	Lenovo	300e	38
Laptop	Lenovo	E530	2
Laptop	Lenovo	E531	1
Laptop	Lenovo	E540	1
Laptop	Lenovo	E550	7
Laptop	Lenovo	N23	36
Laptop	Lenovo	N24	1
Laptop	Lenovo	T430	3
Laptop	Lenovo	T440	1
Laptop	Lenovo	X1 Carbon	1
Laptop Cart	Bredford	Powersync	22
Laptop Cart	Ergotron		8
Laptop Cart	Lapcabby		6
Laptop Wall Cabinet	Tripp Lite		3
Monitor	Acer	AL1716B	1
Monitor	Acer	AL1717	3
Monitor	Dell	E171FP	1
Monitor	Dell	E19	1
Monitor	Dell	E190SF	32
Monitor	Dell	E2210C	1
Monitor	Dell	P170SB	1
Phone	Plantronics	Savi 745, W745	1
Port Replicator	Lenovo	ThinkPad Series 3	2
Printer	Canon	BJC – 4100	1
Printer	HP	DeskJet 810C	2
Printer	HP	DeskJet 880C	1
Printer	HP	DeskWriter 540	2
Printer	HP	DeskWriter 560 C	1
Projector	3M	7640i	1
Projector	EIKI	LC-300	1
Projector	Epson	EMP-83	23
Projector	Epson	EMP-83H	1
Projector	Epson	H391A	1
Projector	Epson	PowerLite 525W	1
Projector	Hitachi	CP-RS57	1
Projector	Hitachi	CP-X250WF	1
Projector	NEC	M300W	36
Projector	SMART	UF65	1
Scanner	Microtek	ScanMaker E3	1
Switch	D-Link	DGS-3620-28SC	2
Switch	HP	1810-48G	7
Switch	HP	J9660A	6
Switch	HP	JE008A	3



# Franklin Pierce Schools

315 129<sup>th</sup> Street S, Tacoma, WA 98444  
253-298-3010, Fax 253-298-3015  
www.fpschools.org

---

## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Robin Heinrichs, Executive Director of Support Services  
**DATE:** June 2, 2020  
**SUBJECT:** Support Services Surplus Approval

### BACKGROUND INFORMATION

The Support Services Department requests approval to surplus the listed items. These buses are no longer in use or no longer in useable condition and have been determined to have little or no value to the Franklin Pierce School District.

Surplus of school buses is routine and necessary to allow for acquisition of replacement buses.

### RECOMMENDATION

I move that the Board of Directors approve the surplus of listed buses.

### ACTION REQUIRED

Bus Number	Description	Vehicle Identification Number	Mileage
96-05	1996 Bluebird All-American	1BAAKBSA3TFF069177	163,071
96-29	1996 Bluebird All-American	1BAAKBSA5TF069178	170,380
96-13	1996 Thomas MPV-ER	1T7HT4B2XV1145017	189,234
00-64	2000 Thomas MPV-EF	1T88N4B22Y1087348	149,033
00-65	2000 Thomas MPV-EF	1T88N4B24Y1087349	168,372



# Franklin Pierce Schools

315 129<sup>th</sup> Street S, Tacoma, WA 98444  
253-298-3010, Fax 253-298-3015  
www.fpschools.org

---

## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lance Goodpaster, Superintendent  
**DATE:** June 2, 2020  
**SUBJECT:** Policy 6225: Use of Electronic Signatures

### **BACKGROUND INFORMATION**

Beginning in 2016, Chapter 19.360 RCW authorized the use of electronic signatures by local governmental agencies, including school districts. Effective June 11, 2020, the Uniform Electronic Transactions Act (UETA) repeals and replaces Chapter 19.360 RCW. Although the legal authority is changing, UETA continues to authorize the use of electronic signatures by local agencies. This means that school districts can use an electronic signature with the same legal effect or force as a traditional signature unless a separate state or federal law specifically requires a traditional signature.

In accordance with Governor Jay Inslee's Proclamation 20-28 and subsequent proclamations related to COVID-19, the Franklin Pierce School Board of Directors has conducted public meetings remotely since April 14, 2020. In an effort to safely and efficiently collect signatures for current and prior Board business, the district recently contracted with DocuSign to gather Board signatures electronically. Additionally, the district uses the Informed K-12 electronic document management system which includes an electronic signature tool. Upon further research, it has been determined that Board policy is necessary to utilize electronic signatures in lieu of traditional signatures.

Following the advice of Lance Andree of Porter Foster Rorick LLP, I recommend the Board waive first reading and adopt Policy 6225: Use of Electronic Signatures immediately. FPS Policy 1310 (included with this memo) allows the Board in its discretion and by motion to waive multiple readings of a policy to ensure timely adoption stating, "In the event that immediate action on a proposed policy is necessary, the motion for its adoption will provide that immediate adoption is in the best interest of the district."

### **RECOMMENDATION**

I move that the Board of Directors, in the best interest of the district, waive first reading of new Board Policy 6225: Use of Electronic Signatures and take immediate action to adopt new Board Policy 6225: Use of Electronic Signatures as presented.

### **ACTION REQUIRED**

## **POLICY ADOPTION, MANUALS, AND ADMINISTRATIVE PROCEDURES**

Proposed new policies and proposed changes in existing policies will be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of the district, the final vote for adoption will take place not earlier than the next succeeding regular or special Board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the Board secretary prior to the second reading. The Board may invite oral statements from staff members or community members as an order of business.

When the Board of Directors is considering a district policy or amendment to a policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or the effective, efficient, or safe management and operation of the district, the proposed policy will be described in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Ch. 42.30 RCW. The Board of Directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption will provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies will become effective upon adoption unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended will be made a part of the minutes of the meeting at which action was taken and will also be included in the district's policy manual.

Non-substantive editorial revisions and changes in administrative, legal, and/or cross references need not be approved by the Board.

### **Policy Manuals**

The superintendent will develop and maintain a current policy manual which contains the policies of the district.

The manual is intended as both a tool for district management, as well as a source of information to community members, staff, and others about how the district operates. To that end, each administrator will have ready access to the manual. In addition, district policies will be available on the district website.

All policy manuals distributed to anyone will remain the property of the district. They will be subject to recall at any time.

### **Administrative Procedures**

The superintendent will develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the superintendent will submit it to the Board as an information item. Such procedures need not be approved by the Board, though the Board may request a revision when it appears that they are not consistent with the Board's intentions as expressed in its policies. Procedures need not be reviewed by the Board prior to their issuance; however, on controversial topics, the superintendent may request prior Board consultation.

Legal References:	RCW 28A.320.010	Corporate powers
	RCW 28A.320.040	Directors – Bylaws for board and school government
	RCW 42.30.060	Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice— Secret voting prohibited

**Adoption Date: 5/14/02**  
**Franklin Pierce Schools**  
**Revised: 5/13/08; 3/13/12**  
**Classification: Priority**

## USE OF ELECTRONIC SIGNATURES

### **Purpose:**

To establish an electronic signature policy for the Franklin Pierce School District that will:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain district transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the district; and
- Determine the scope of the district's use of the current electronic signature providers, DocuSign and Informed K-12, as the approved methods for affixing an electronic signature to an electronic record. This policy will apply to any future replacement to the specific service provider platforms.

Reducing the district's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

### **Scope, Manner, and Format of Use**

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

The district authorizes the use of the DocuSign and Informed K-12 electronic signature platforms, or any future replacement of such platforms, to affix electronic signatures to district records.

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

The electronic signature platforms, or any future replacement of such platforms, are authorized to affix electronic signatures to the following district records: minutes of the Franklin Pierce School Board of Directors (Board) meetings, resolutions adopted by the Board, claim vouchers approved by the Board, and any and all contracts and agreements to which the district is a party.

Electronic signatures shall not be used on district records requiring execution by a third party.

This policy may be modified, rescinded, or replaced at any time by the superintendent.

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 U.S. 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: RCW 19.360.020 State and local agencies – Electronic signatures and records – Use and acceptance  
15 U.S.C. Ch. 96 Electronic Signatures in Global and National Commerce Act  
Uniform Electronic Transactions Act (UETA)

**Adoption Date: 06/02/20**  
**Classification: Discretionary**  
**Revised:**



# Franklin Pierce Schools

315 129<sup>th</sup> Street S, Tacoma, WA 98444  
253-298-3010, Fax 253-298-3015  
www.fpschools.org

---

## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lance Goodpaster, Superintendent  
**DATE:** June 2, 2020  
**SUBJECT:** Resolution 20-R-10: Electronic Signatures

### **BACKGROUND INFORMATION**

In accordance with Governor Jay Inslee's Proclamation 20-28 and subsequent proclamations related to COVID-19, the Franklin Pierce School Board of Directors has conducted public meetings remotely since April 14, 2020. In an effort to safely and efficiently collect signatures for current and prior Board business, the district recently contracted with DocuSign to gather Board signatures electronically. Upon further research, it has been determined that Board policy is necessary to utilize electronic signatures in lieu of traditional signatures.

Resolution 20-R-10: Electronic Signatures, written by Lance Andree of Porter Foster Rorick LLP, ratifies and re-authorizes all electronic signatures by the Board of Directors and Superintendent prior to the June 2, 2020 adoption of FPS Policy 6225: Use of Electronic Signatures.

### **RECOMMENDATION**

I move that the Board of Directors adopt Resolution 20-R-10: Electronic Signatures as presented.

### **ACTION REQUIRED**



# Franklin Pierce Schools

315 129<sup>th</sup> Street S, Tacoma, WA 98444  
253-298-3010, Fax 253-298-3015  
www.fpschools.org

---

## **RESOLUTION 20-R-10** **ELECTRONIC SIGNATURES**

**WHEREAS**, the exigencies of the COVID-19 pandemic have required immediate action to ensure the ongoing and safe conduct of district governance; and

**WHEREAS**, as a part of its response in adapting to COVID-19, the Board has utilized electronic signatures on documents since May 12, 2020; and

**WHEREAS**, state law in effect through June 11, 2020 requires a local government that utilizes electronic signatures to adopt a policy authorizing such signatures; and

**WHEREAS**, the Board wishes to ensure the legality of actions taken by electronic signature prior to the adoption of this Policy;

**NOW THEREFORE**, the Board hereby resolves as follows: Policy 6225 - Use of Electronic Signatures, adopted by the Board on June 2, 2020, shall apply retroactively, to the full extent allowed by law, to authorize any document signed using electronic signatures prior to the date of adoption, provided that the terms and conditions of this Policy were followed in obtaining those signatures.

**BY THIS RESOLUTION**, the Board hereby ratifies and re-authorizes such acts, intending that they have full legal force and effect.

Adopted by majority of the Board of Directors of the Franklin Pierce School District No. 402 at the special meeting held on Tuesday, June 2, 2020.

BOARD OF DIRECTORS  
FRANKLIN PIERCE SCHOOL DISTRICT

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary of the Board



# Franklin Pierce Schools

315 129<sup>th</sup> Street S, Tacoma, WA 98444  
253-298-3010, Fax 253-298-3015  
www.fpschools.org

---

## MEMORANDUM

**TO:** Board of Directors  
**FROM:** John Sander, Executive Director of Learning Support Services  
**DATE:** June 2, 2020  
**SUBJECT:** Policy 3424: Opioid-Related Overdose Reversal

### **BACKGROUND INFORMATION**

Board Policy 3424: Opioid-Related Overdose Reversal is a new policy resulting from passage of Senate Bill 5380 (2019-2020). The policy presented for consideration mirrors the recommended policy created by the Washington State School Directors' Association and meets all required components as outlined in SB 5380.

SB 5380 requires school districts with two thousand or more students to obtain and maintain at least one set of opioid overdose reversal medication doses for each of its high schools by the start of the 2020-2021 school year. Further, SB 5380 directs that in addition to a school nurse, health care professional, or trained staff located at a health care clinic on school property, school personnel who are designated and trained may also administer the school-owned naloxone.

SB 5380 provides for a "standing order," essentially a standing prescription for opioid overdose reversal medication to "any person at risk of experiencing an opioid-related overdose or any person or entity in a position to assist a person at risk of experiencing an opioid-related overdose." This means that school districts, as entities in the position to assist a person at risk of experiencing an opioid-related overdose, have a standing prescription for naloxone.

Board action to adopt new policies is routine. The introduction of new Board Policy 3424: Opioid-Related Overdose Reversal for first reading is necessary so that this proposed policy can be presented to the Board for adoption on June 16, 2020. Once adopted, the district can implement required training and acquire naloxone prior to the start of the 2020-2021 school year.

### **RECOMMENDATION**

None.

### **ACTION REQUIRED**

None. This policy is being presented for first reading.

## OPIOID-RELATED OVERDOSE REVERSAL

The Board recognizes that the opioid epidemic is a public health crisis and access to opioid-related overdose reversal medication can be lifesaving. To assist a person at risk of experiencing an opioid-related overdose, the district will seek to obtain and maintain at least one set of opioid overdose reversal medication doses in each of its high schools.

The district has authority to obtain and maintain opioid overdose reversal medication either through a standing order, prescribed and dispensed according to RCW 69.41.095(5), or through one or more donation sources. The district will seek at least one set of opioid reversal medication doses for each of its high schools. However, if the district documents a good faith effort to obtain and maintain opioid overdose reversal medication through a donation source, and is unable to do so, the district is exempt from the obligation to have a set of opioid reversal medication doses for each high school.

The following personnel may distribute or administer the school-owned opioid overdose reversal medication to respond to symptoms of an opioid-related overdose:

- A school nurse,
- School personnel who become designated trained responders, or
- A health care professional or trained staff person located at a health care clinic on public school property or under contract with the school district.

Training for school personnel to become designated trained responders and distribute or administer opioid overdose reversal medication must meet the requirements for training described in the statute and any rules or guidelines for such training adopted by the Office of Superintendent of Public Instruction. If a district high school does not have a full-time school nurse or trained health care clinic staff, the district shall identify at least one member of each high school's personnel to become a designated trained responder who can distribute and administer opioid overdose reversal medication.

Opioid overdose reversal medication may be used on school property, including the school building, playground, and school bus, as well as during field trips or sanctioned excursions away from school property. A school nurse or a designated trained responder may carry an appropriate supply of school-owned opioid overdose reversal medication on in-state field trips and sanctioned in-state excursions.

Individuals who have been directly prescribed opioid overdose reversal medication according to RCW 69.41.095 lawfully possess and administer opioid overdose reversal medication, based on their personal prescription. However, such "self-carrying" individuals must show proof of training as verified by a licensed registered professional nurse employed or contracted by the district or participate in district training as specified in the accompanying procedure.

If any type of overdose is suspected, including an opioid-related overdose, district staff will call 911 and alert a first responder. The school nurse, designated trained responder, or trained staff person located at a health care clinic on public school property or under contract with the school district will follow the Washington Department of Health steps for administering naloxone for a suspected opioid-related overdose.

Legal References: Chapter 69.50.315 RCW Drug-Related Overdose  
Chapter 69.50.315 RCW Health Screening and Requirements  
Chapter 28A.210 RCW Health Screening and Requirements



**Adoption Date: 6/16/20**  
**Franklin Pierce Schools**  
**Revised:**  
**Classification: Essential**



## Franklin Pierce Schools

315 129<sup>th</sup> Street S, Tacoma, WA 98444  
253-298-3010, Fax 253-298-3015  
[www.fpschools.org](http://www.fpschools.org)

---

### MEMORANDUM

**TO:** Board of Directors  
**FROM:** John Sander, Executive Director of Learning Support Services  
**DATE:** June 2, 2020  
**SUBJECT:** Procedure 3424P: Opioid-Related Overdose Reversal

### **BACKGROUND INFORMATION**

Procedure 3424: Opioid-Related Overdose Reversal is a new procedure resulting from passage of Senate Bill 5380 (2019-2020). The procedure presented for review mirrors the recommended procedure created by the Washington State School Directors' Association and meets all required components as outlined in SB 5380.

### **RECOMMENDATION**

None.

### **ACTION REQUIRED**

None. This is an information only item.

## OPIOID-RELATED OVERDOSE REVERSAL

Opioid overdose reversal medication and rescue breathing are evidence-based interventions known to result in positive outcomes for individuals experiencing an opioid-related overdose. The district shall utilize the *Opioid-Related Overdose Policy Guidelines & Training in the School Setting* published by the Office of Superintendent of Public Instruction (OSPI).

### Opioids and Overdose

Opioids are a class of drugs derived from opium poppy or entirely created in a lab. Opioids include morphine, codeine, oxycodone, hydrocodone, hydromorphone, heroin, meperidine, fentanyl, and methadone. There are prescription opioids and opioids that are created and obtained illicitly.

An opioid overdose happens when someone has taken too much of an opioid. Synthetic opioids such as Fentanyl are especially dangerous due to its potency and can be added to illicit street drugs. A person may experience non-life-threatening effects such as nausea, vomiting, or sleepiness. A person may also experience life-threatening effects that may lead to death, including infrequent or absent breathing, slowed or irregular heartbeat, no response to stimuli, and severe allergic reaction.

Risk factors for an opioid overdose include:

- Mixing opioids with other substances including benzodiazepines or alcohol
- Using after a break in use due to decreased tolerance
- Taking too many opioids
- Other health conditions
- Previous overdose
- Using opioids not from a pharmacy because the strength is unknown
- Using alone (increases risk from dying from an overdose)

Those who overdose rarely experience sudden breathing cessation. There is usually enough time to intervene before breathing completely stops and death occurs. Opioid overdose reversal medication and rescue breathing are evidence-based intervention outcomes for individuals experiencing an opioid overdose.

An opioid high presents differently than an opioid overdose.

Opioid High	Opioid Overdose
Normal skin tone	Pale, clammy skin Blue or purple lips or fingernails for person with light complexion and white or ashy lips and fingernails for person with dark complexion
Breathing appears normal	Infrequent, shallow, or absent breathing Respiratory rate less than 8 breaths per minute
Normal heart rate	Slow or irregular heartbeat
Looks sleepy	Unconscious or unable to wake
Speech slurred or slow	Deep snoring, gurgling, or choking sounds (death rattle)
Responsive to stimuli	Not responsive to stimuli
Pinpoint pupils (with some exceptions)	Pinpoint pupils

An opioid overdose may occur intentionally or in many cases unintentionally after injection, ingestion, or inhalation of an opioid. Assessing an individual for responsiveness and breathing is critical to a successful outcome of a person experiencing an opioid overdose. A few quick ways to determine this are:

- Shout their name and shake them
- Rub knuckles hard on the breastbone in the middle of the chest or on the upper lip of the individual.

If the person responds to the stimuli, assume an overdose has not yet occurred. However, emergency medical services should be notified. Remain with the individual and continue to assess for responsiveness and breathing until help arrives. It is important to monitor the person and try to keep the individual awake and alert. If the person does not respond to hearing their name, being shook, or having knuckles rubbed on their breastbone or upper lip, assume they may be experiencing an opioid overdose.

An opioid overdose requires immediate medical attention. It is essential to have a trained medical professional assess the condition of a person experiencing an overdose. All schools are expected to activate emergency medical services in an expected case of an overdose. Naloxone is effective only if there are opioids involved in the overdose. Naloxone will not reverse an overdose involving alcohol, benzodiazepines, or cocaine. Washington's Good Samaritan Law provides some protections when calling 911 to save a life, even if drugs are at the scene according to RCW 69.50.315. The victim and person calling 911 cannot be prosecuted for simple possession. The District shall follow the Washington Department of Health's steps for administering naloxone for drug overdose:

(<https://www.doh.wa.gov/Portals/1/Documents/Pubs/150-126-NaloxoneInstructions.pdf>).

### **Obtaining and Maintaining Opioid Overdose Medication**

If a statewide standing order for intranasal or auto-injection intramuscular forms of naloxone is available, the district will obtain and maintain those forms of opioid overdose reversal medication exclusively.

The district may seek to obtain opioid overdose reversal medication through donations from manufacturers, non-profit organizations, hospitals, and local health jurisdictions. The district may also purchase opioid overdose reversal medication directly from companies or distributors at discounted pricing. The district must maintain written documentation of its good faith effort to obtain opioid overdose reversal medication from these sources.

A school administrator at each district high school shall ensure that the opioid overdose reversal medication is stored safely and consistently with the manufacturer's guidelines. School administrators will also make sure that an adequate inventory of opioid overdose reversal medication is maintained with reasonably projected demands. Medication should be routinely assessed to ensure enough time for reacquiring the medication prior to the expiration date.

Opioid overdose reversal medication shall be clearly labeled in an unlocked, easily accessible cabinet in a supervised location. Consider storing opioid overdose reversal medication in the same location as other rescue medications. Expiration dates should be documented on an appropriate log a minimum of two times per year. Additional materials (e.g. barrier masks,

gloves, etc.) associated with responding to an individual with a suspected opioid overdose can be stored with the medication.

### **Training**

School-based health centers are responsible for training their personnel.

The district will ensure each high school has at least one personnel member who can distribute or administer opioid overdose reversal medication. Training for designated responders will occur annually prior to the beginning of each school year and throughout the school year as needed. Training may take place through a variety of platforms, including online or in a more conventional classroom setting. Training may occur in small groups or conducted one-on-one and may be offered by nonprofit organizations, higher education institutions, or local public health agencies. A licensed registered professional nurse who is employed or contracted by the district may train the designated responders on the administration of the opioid overdose reversal medication consistent with OSPI's guidelines and this policy/procedure.

The district will maintain a log of all designated trained responders for each high school. The log will include a list of all persons who are designated trained responders, a list of their trainings with the date and location of the training and the name of the trainer.

Individuals who have been directly prescribed opioid overdose reversal medication according to RCW 69.41.095 lawfully possess and administer opioid overdose reversal medication, based on their personal prescription. However, such "self-carrying" individuals must either show proof of training as verified by a licensed registered professional nurse employed or contracted by the district or participate in district training. These self-carrying individuals do not count toward the designated trained responders at each high school.

### **Liability**

The district's and practitioner's liability is limited as described in RCW 69.41.095.



## Franklin Pierce Schools

315 129<sup>th</sup> Street S, Tacoma, WA 98444  
253-298-3010, Fax 253-298-3015  
[www.fpschools.org](http://www.fpschools.org)

---

### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lance Goodpaster, Superintendent  
**DATE:** June 2, 2020  
**SUBJECT:** Executive Session

### **BACKGROUND INFORMATION**

In accordance with RCW 42.30.110, an executive session of the Board to review the performance of a staff member will be held for approximately 30 minutes with no action to follow. The Board will reconvene following the executive session to adjourn the special meeting of the Board of Directors.

### **RECOMMENDATION**

None.

### **ACTION REQUIRED**

None. The executive session discussion is for information only.