

Board of Directors

Regular Meeting July 7, 2020 Noon

In the interest of public health, following Governor Jay Inslee's Proclamation 20-25 Stay Home Stay Healthy, Proclamations 20-28, 20-28.4 and 20-28.5 Open Public Meetings Act, and Franklin Pierce Schools Resolution 20-R-02, this meeting will be conducted remotely via video conference. The OPMA proclamation no longer restricts actions to be necessary and routine. All suspensions remain in place through at least July 7, 2020.

The public may attend this meeting on Zoom webinar online using this link:

<https://fpschools.zoom.us/j/91831997378?pwd=ZjRNOFZLTFlhV0lOU2dMRUtsOXV0Zz09>

or

dialing in +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.

Webinar ID: 918 3199 7378 Password: 134679

Written comments may be submitted by email to kholten@fpschools.org or by mail to the Board of Directors, Franklin Pierce Schools, 315 129th 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. the day before 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 129th Street South

Tacoma, WA 98444

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

REGULAR MEETING OF THE BOARD OF DIRECTORS**Remote Meeting Via Zoom Webinar Video Conferencing****July 7, 2020 – Noon**

All are welcome to attend this meeting remotely.

Join the Zoom webinar by clicking the link below:

<https://fpschools.zoom.us/j/91831997378?pwd=ZjRNOFZLTFlhV0lOU2dMRUtsOXV0Zz09>

Webinar ID: 918 3199 7378 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 or by mail to the Board of Directors, Franklin Pierce Schools, 315 129th 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. the day before the meeting will be read during the meeting.
- VI. Consent Agenda**
 - 1. Minutes: June 15, 2020; June 16, 2020 A
 - 2. Audit of Expenditures: June 2020 B
 - 3. Personnel Action C
 - 4. Budget Status Reports: May 2020 D
- VII. Unfinished Business**
 - 1. Policy 6106: Allowable Costs for Federal Programs E
 - 2. Core Instructional Materials Adoption – Mathematics Grades K-5 F
 - 3. Core and Supplemental Materials Adoption – Ethnic Studies G
 - 4. Core Instructional Materials Adoption – Advanced Placement World History H
 - 5. Supplemental Materials Adoption – 7th Grade English Language Arts I
- VIII. New Business**
 - 1. Memorandum of Understanding with Pierce Conservation District J
 - 2. Information Technology Surplus Approval K
- IX. Proposals**
 - 1. Policies 3246/3247: Restraint, Isolation, and Other Uses of Reasonable Force L
 - 2. Policy 4215: Use of Tobacco, Nicotine Products, and Delivery Devices M
 - 3. Policy 4314: Notification of Threats of Violence or Harm N
 - 4. Policy 6220: Bid or Request for Proposal Requirements O
- X. Information**
 - 1. Procedures 3246P/3247P: Restraint, Isolation, and Other Uses of Reasonable Force P
 - 2. Procedure 4314P: Notification of Threats of Violence or Harm Q
 - 3. Procedure 6220P: Bid or Request for Proposal Requirements R
- XI. Executive Session - Superintendent's Evaluation**
- XII. Adjournment**

Next Meeting: August 18, 2020



Franklin Pierce Schools

Administration Offices - 315 129th Street South - Tacoma, WA 98444 - (253) 298-3000
School Board Directors and audience attended via Zoom video Webinar ID 952 5186 7380 – (253) 215-8782

June 15, 2020

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER

Mr. Roberts called the special meeting to order at 6:09 p.m.

BOARD MEMBERS PRESENT

Mr. Davis, Dr. Mendoza, Mr. Roberts, Mrs. Sherman. Excused: Ms. Gallogly.

SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. School and District Happenings
2. Grades 6-12 Principal Reflections on Improving Instruction, Social Justice and Equity, and Family and Community Engagement

ADJOURNMENT

There being no business to transact, the special meeting adjourned at 7:58 p.m.

Secretary of the Board

President of the Board

Franklin Pierce Schools

Jo Anne Matson Administration Center - 315 129th Street South - Tacoma, WA 98444 – (253) 298-3000
School Board Directors and audience attended via Zoom video Webinar ID 919 8174 3503 – (253) 215-8782

June 16, 2020

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER

Mr. Roberts called the special meeting to order at 6:04 p.m.

BOARD MEMBERS PRESENT

Mr. Davis, Mrs. Gallogly, Dr. Mendoza, Mr. Roberts, Mrs. Sherman.

SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. School and District Happenings
2. 2020-2021 Budget Presentation with Public Q & A
3. Submission of Superintendent's End-of-Year Report
4. Superintendent's Evaluation Tools
5. Debrief of Elementary and Secondary Roundtable Discussions

ADJOURNMENT

There being no business to transact, the special meeting adjourned at 7:01 p.m.

Secretary of the Board

President of the Board

Franklin Pierce Schools

Jo Anne Matson Administrative Center - 315 129th Street South - Tacoma, WA 98444 – (253) 298-3000
Board Directors and audience attended via Zoom video Webinar ID 919 8174 3503 – (253) 215-8782

June 16, 2020

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER

Mr. Roberts called the meeting to order at 7:02 p.m.

BOARD MEMBERS PRESENT

Mr. Davis, Ms. Gallogly, Dr. Mendoza, Mr. Roberts, Mrs. Sherman.

AGENDA

20-M-63

It was moved by Mrs. Sherman, seconded by Dr. Mendoza, and unanimously passed that the Board of Directors adopt the agenda as presented.

ANNOUNCEMENTS & COMMENTS FROM THE SUPERINTENDENT

- Mr. Goodpaster commented on the end-of-school-year activities and planning for a safe start of the 2020-2021 school year.

ANNOUNCEMENTS & COMMENTS FROM THE BOARD OF THE DIRECTORS

- Mrs. Sherman commented on the graduation yard signs and the public response to them.

WRITTEN ANNOUNCEMENTS & COMMENTS FROM THE COMMUNITY

- Ms. Pam Kruse, FPEA President, submitted written comments acknowledging that FPEA members look forward to working with the district in a collaborative manner to create a safe plan to re-open schools.
- Ms. Cate Roscoe, FPHS teacher, submitted written questions, asking about online options for staff and students.
- Mr. Casey Bruinsma, WHS teacher, submitted written comments and questions about scheduling options and possible conflicts when schools re-open.
- Ms. Sara Wendell, FP Council PTA President, submitted comments and questions related to the Franklin Pierce Council PTA, the need for PTA support from the district, and re-opening school options.
- Mr. Brian Pease, Pease Construction, submitted written comments to bring attention to a letter written to school board directors and the school district relating to school construction.

CONSENT AGENDA

20-M-64

It was moved by Mrs. Sherman, seconded by Ms. Gallogly, and unanimously passed that the Board of Directors approve the Consent Agenda as presented.

(1) Minutes

Minutes for the special and regular meeting of the Board of Directors held on May 12, 2020; special meetings held on June 2, 2020; and special meeting held on June 8, 2020.

(2) Audit of Expenditures

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, expense reimbursement claims certified as required by RCW 42.24.090, and payroll disbursements are identified below and approved for payment. The Franklin Pierce Board of Directors, at its regularly scheduled meeting held June 16, 2020, authorized the County Treasurer to pay all warrants/transfers specified below.

(2) **Audit of Expenditures (continued)**

	<u>Number</u>	<u>Amount</u>	<u>Date Issued</u>
General Fund – Payroll	Direct Dep/Bank Fees	\$5,923,204.66	5/29/2020
	267846-267855	\$6,203.78	5/29/2020
	267856-267890	\$2,927,765.66	5/29/2020
General Fund – A/P	A/P Direct Deposit	\$40,747.12	5/15/2020
	A/P Direct Deposit	\$74,223.60	5/29/2020
	267778-267829	\$417,002.48	5/15/2020
	267891-267931	\$316,952.42	5/29/2020
	A/P Direct Deposit (BMO)	\$777,248.87	5/29/2020
Capital Projects	A/P Direct Deposit	\$3,721,860.96	5/15/2020
	A/P Direct Deposit	\$26,139.66	5/29/2020
	267830-267841	\$1,643,171.10	5/15/2020
	267932-267936	\$29,237.39	5/29/2020
	A/P Direct Deposit (BMO)	\$47,795.54	5/29/2020
ASB	A/P Direct Deposit	\$15.93	5/29/2020
	267842-267845	\$5,625.96	5/15/2020
	267937-267940	\$185.00	5/29/2020
	A/P Direct Deposit (BMO)	\$17,195.22	5/29/2020
Private Purpose Trust	A/P Direct Deposit (BMO)	\$537.33	5/29/2020

(3) **Personnel Action**

NEW HIRES

NAME	JOB TITLE / LOCATION	EFFECTIVE DATE
Dyer, Katelin	Teacher / Central Avenue	08/31/2020
Fryberger, Emily	Teacher / James Sales	08/31/2020
Nunez, Eduardo	Assistant Principal / Midland	08/31/2020
Queen, Amy	Special Education Teacher / Keithley	08/31/2020
Swardz, Robert	Teacher / Franklin Pierce	08/31/2020

TERMINATIONS

NAME	JOB TITLE / LOCATION	EFFECTIVE DATE
Benson, Sarah	Teacher / Midland	06/19/2020
Chanthabouly, Donna	Ed Intern / CA & Hewins ELC	06/19/2020
Christian, Sherilyn	AP Secretary / Franklin Pierce	06/29/2020
Colmenares, Jacqueline	Ed Intern / CA & Hewins ELC	06/19/2020
Cook, Kim	Paraeducator / Franklin Pierce	06/19/2020
Culver, George	Teacher / Christensen	06/19/2020

TERMINATIONS (continued)

NAME	JOB TITLE / LOCATION	EFFECTIVE DATE
Daniels, Felicia	Ed Intern / Central Avenue & Hewins ELC	06/19/2020
Fillbach, Douglas	Teacher / Keithley	06/19/2020
Foss, Rosalia	Paraeducator / Elmhurst	06/19/2020
Genna, Vincenzo	IT Support / Information Technology	05/19/2020
Gustafson, Karen	Teacher / Christensen	06/19/2020
Harris, Jennifer	Paraeducator / Keithley	06/19/2020
Hartley, Amanda	Teacher / Keithley	06/19/2020
Huntington, Jamie	Paraeducator / Elmhurst	06/19/2020
Kaiser, Theresa	Special Ed Teacher / Collins	06/19/2020
Kaur, Prableen	Psychologist Intern / LSS	06/19/2020
Kreidler, Jodi	Paraeducator / James Sales	06/19/2020
Lott, Karlee	Teacher / Central Avenue	06/19/2020
Martin, Denise	Nutrition Services Manager 2 / Christensen	06/19/2020
Negron, Shelbe	Teacher / Franklin Pierce	06/19/2020
Peters, Bethany	Paraeducator / Collins	06/19/2020
Spane, Nancy	Program Specialist / LSS	06/19/2020
Sutton, Sheena	Teacher / Washington	06/19/2020
Thomas, Karissa	Psychologist / LSS	06/19/2020
Tiegs, Ashley	Ed Intern / Central Avenue & Hewins ELC	06/19/2020
Williams, Jesse	Paraeducator / Keithley	06/19/2020
Young, Cathy	Payroll Supervisor / Business Services	08/17/2020

APPOINTMENTS / PROMOTIONS / TRANSFERS

NAME	NEW JOB TITLE / LOCATION	EFFECTIVE DATE
Rosen, Marianne	Paraeducator / Brookdale	09/08/2020

LEAVE OF ABSENCES

NAME	POSITION / LOCATION	LEAVE TYPE	EFFECTIVE DATES
Kruse, Pam	Substitute Teacher & FPEA President	Union President - 0.50 FTE Leave	8/31/2020-9/01/2021
Parsons, Jennifer	Social Worker / LSS	General Leave	8/31/2020-9/01/2021

SPECIAL ACTION

Carolyn Treleven has rescinded her notice of retirement and will continue in the position of Executive Director of Teaching and Learning.

(4) Investment and Financial Reports

Budget status reports for the General Fund, Capital Projects Fund, Debt Service Fund, ASB Fund, and Transportation Vehicle Fund for the month of April 2020.

POLICY 3424: OPIOID-RELATED OVERDOSE REVERSAL

20-M-65

It was moved by Mr. Davis, seconded by Ms. Gallogly, and unanimously passed that the Board of Directors approve the new Board Policy 3424: Opioid-Related Overdose Reversal as presented.

2020-2021 BUDGET PUBLIC HEARING

Mr. James Hester, Executive Director of Human Resources and Business Services, presented the budget for the 2020-2021 school year, four-year budget plan summary, and the four-year enrollment projection. The public was allowed to ask questions and make comments using the Zoom Q & A tool.

RESOLUTION 20-R-11: 2020-2021 BUDGET

20-M-66

It was moved by Dr. Mendoza, seconded by Mrs. Sherman, and unanimously passed that the Board of Directors adopt Resolution 20-R-11: 2020-2021 Budget, approving the fiscal year 2020-2021 budget, four-year budget plan, and four-year enrollment projection for Franklin Pierce Schools.

OUT OF ENDORSEMENT ASSIGNMENTS

20-M-67

It was moved by Ms. Gallogly, seconded by Mr. Davis, and unanimously passed that the Board of Directors approve the assignments of Rachel Dehn to teach Language Arts at Ford Middle School, Brenna Iverson to teach Language Arts at Washington High School, Gary Knowels to teach Math at Keithley Middle School, Tefang Lee to teach Robotics at GATES High School, Alyson McKenzie-Babler to teach English Language Learner at Washington High School, Suzanne Quinn to teach Science at Keithley Middle School, Natalie Ramsey to teach Language Arts at Washington High School, Christopher Richards to teach Language Arts at Ford Middle School, Joseph Seaborn to teach Language Arts at Keithley Middle School, Tristan Towne to teach English Language Learner at Washington High School, and Beth Weisenmiller to teach Humanities at Ford Middle School.

AWARD OF CONTRACT FOR CENTRAL AVENUE REPLACEMENT ELEMENTARY SCHOOL PROJECT

20-M-68

It was moved by Ms. Gallogly, seconded by Dr. Mendoza, and unanimously passed that the Board of Directors award the contract for construction of the Central Avenue Replacement Elementary School Project to Neeley Construction from Puyallup, Washington in the amount of \$20,051,000.00. This amount includes the base bid, plus alternate bids E-1 and E-2.

INFORMATION TECHNOLOGY SURPLUS APPROVAL

20-M-69

It was moved by Mrs. Sherman, seconded by Ms. Gallogly, and unanimously passed that the Board of Directors approve surplus of listed items from the Information Technology Department.

SUPPORT SERVICES SURPLUS APPROVAL

20-M-70

It was moved by Mr. Davis, seconded by Dr. Mendoza, and unanimously passed that the Board of Directors approve surplus of listed items from Brookdale, Central Avenue, and Harvard elementary schools.

2020-2023 SUPERINTENDENT'S CONTRACT

20-M-71

It was moved by Mrs. Sherman, seconded by Ms. Gallogly, and unanimously passed that the Board of Directors approve the 2020-2023 Superintendent's Contract.

POLICY 6106: ALLOWABLE COSTS FOR FEDERAL PROGRAMS

Mr. James Hester, Executive Director of Human Resources and Business Services, presented new Board Policy 6106: Allowable Costs for Federal Programs for first reading. This item will be placed on the agenda for action at the next regularly scheduled meeting of the Board of Directors.

CORE INSTRUCTIONAL MATERIAL ADOPTION – MATHEMATICS GRADES K-5

Ms. Lisa Green, Math Curriculum Specialist, and Ms. Maraye Davis, James Sales Math Teacher, presented the core instructional material, *enVision Mathematics K-5*, which was approved by the Instructional Materials Committee, for first reading. This item will be placed on the agenda for action at the next regularly scheduled Board of Directors meeting.

CORE AND SUPPLEMENTAL MATERIALS ADOPTION – ETHNIC STUDIES

Mrs. Carolyn Treleven, Executive Director of Teaching and Learning, presented the core and supplemental materials listed, which were approved by the Instructional Materials Committee, for first reading. These items will be placed on the agenda for action at the next regularly scheduled Board of Directors meeting.

CORE INSTRUCTIONAL MATERIALS ADOPTION – ADVANCED PLACEMENT WORLD HISTORY

Mrs. Carolyn Treleven, Executive Director of Teaching and Learning, presented the instructional materials, *Amsco World History: Modern*, which was approved by the Instructional Materials Committee, for first reading. This item will be placed on the agenda for action at the next regularly scheduled Board of Directors meeting.

SUPPLEMENTAL MATERIALS ADOPTION – 7TH GRADE ENGLISH LANGUAGE ARTS

Mrs. Carolyn Treleven, Executive Director of Teaching and Learning, presented the supplemental materials, *Sally Ride: Life on a Mission* and *Disaster Strikes! The Most Dangerous Space Missions of All Time*, which was approved by the Instructional Materials Committee, for first reading. These items will be placed on the agenda for action at the next regularly scheduled Board of Directors meeting.

ADJOURNMENT

Mr. Roberts announced that the next regular meeting of the Board of Directors will be held on Tuesday, July 7, 2020, beginning at noon. The meeting will be held remotely or in the Jo Anne Matson Administrative Center depending on current health regulations.

There being no further business to transact, the meeting adjourned at 8:35 p.m.

Secretary of the Board

President of the Board

MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: July 7, 2020
SUBJECT: Audit of Expenditures

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, expense reimbursement claims certified as required by RCW 42.24.090, and payroll disbursements, are identified below and approved for payment. The Franklin Pierce Board of Directors, at its regularly scheduled meeting held July 7, 2020, authorizes the County Treasurer to pay all warrants/transfers specified below. To obtain a copy of the detailed listing, please contact the Superintendent's Office.

	<u>Number</u>	<u>Amount</u>	<u>Date Issued</u>
General Fund – Payroll	Direct Dep/Bank Fees	\$6,191,539.59	6/30/2020
	268034-268042	\$5,036.04	6/30/2020
	26/043-268077	\$2,959,937.11	6/30/2020
General Fund – A/P	A/P Direct Deposit	\$16,767.58	6/15/2020
	A/P Direct Deposit	\$290,329.02	6/30/2020
	267942-267987	\$513,871.52	6/15/2020
	268078-268131	\$849,521.07	6/30/2020
Capital Projects	A/P Direct Deposit	\$3,613,039.57	6/15/2020
	A/P Direct Deposit	\$20,108.24	6/30/2020
	267988-268004	\$2,093,920.56	6/15/2020
	268132-268147	\$237,705.86	6/30/2020
ASB	A/P Direct Deposit	\$58.33	6/15/2020
	A/P Direct Deposit	\$18,307.43	6/30/2020
	268005-268033	\$321.00	6/15/2020
	268148-268205	\$1,089.00	6/30/2020

MEMORANDUM

TO: Board of Directors
FROM: James Hester, Executive Director of Human Resources and Business Services
DATE: July 7, 2020
SUBJECT: Personnel Action

NEW HIRES

NAME	JOB TITLE / LOCATION	EFFECTIVE DATE	REASON
Maples, Courtney	Family Support Specialist / Hewins ELC	09/03/2020	Replacement
McKee, Shareen	Teacher / Collins	08/31/2020	Growth
Wilson, Christine	ECEAP Paraeducator / Hewins ELC	09/08/2020	Replacement
Zepeda, Christian	Teacher / Franklin Pierce	08/31/2020	Replacement

TERMINATIONS

NAME	JOB TITLE / LOCATION	HIRE DATE	EFFECTIVE DATE	REASON
Baskett, Rebecca	Social Worker / Ford	08/19/2019	08/31/2020	Resignation
Beyer, Bradley	Teacher / Keithley	08/19/2019	08/31/2020	Resignation
Carey, Shaun	Deputy Superintendent / Admin	08/26/1998	06/30/2020	Resignation
Estrada, Elizabeth	Teacher / Harvard	08/21/2017	08/31/2020	Resignation
Guevarra, Reiamari	Teacher / Franklin Pierce	08/20/2018	08/31/2020	Resignation
Hall, Claire	Special Ed Teacher / Ford	08/19/2019	08/31/2020	Resignation
Hogberg, Julie	Chief Custodian / Ford	09/02/1993	08/31/2020	Retirement
Hooker, Corie	Teacher / Midland	08/19/2013	08/31/2020	Resignation
Jacobsen, Heidi	Paraeducator / Collins	08/27/2019	08/31/2020	Resignation
Keenan, Susan	LP Nurse / Central Avenue	10/17/2017	08/31/2020	Resignation
Lancaster, Cecile	Paraeducator / Keithley	08/27/2019	08/31/2020	Resignation
Lundgren, Lucas	Teacher / Washington	08/21/2012	08/31/2020	Resignation
Melendez, Jose de Jesus	Director of Languages & Equity / Admin	07/01/2018	06/30/2020	Non-continuing
Nation, Rachel	Nutrition Assistant 3 / Franklin Pierce	12/09/2019	08/31/2020	Resignation
Nordquist, Jessie	Dean of Students / Elmhurst	08/12/2008	08/31/2020	Resignation
Rogers, Alicia	Info Tech Specialist / Christensen	08/19/2015	08/31/2020	Resignation
Rowe, Yon	Teacher / Collins	08/20/2018	08/31/2020	Resignation
Russell, Deborah	Paraeducator / Washington	09/20/2010	07/31/2020	Retirement
Slagle, Katherine	Special Ed Teacher / On Leave	08/21/2017	03/19/2020	Resignation
Stippich, Debra	LP Nurse / Midland	09/03/2003	08/31/2020	Resignation

APPOINTMENTS / PROMOTIONS / TRANSFERS

NAME	PREVIOUS JOB TITLE / LOCATION	EFFECTIVE DATE	NEW JOB TITLE / LOCATION	REASON
Graham, Nichole	ELL Paraeducator / Washington & GATES	09/08/2020	ELL Paraeducator / Brookdale	Reassignment
Lovell, Michelle	Program Specialist / Languages and Equity	08/31/2020	ELL Teacher / Franklin Pierce	Reassignment
Lunhu, Iryna	Nutrition Services Assistant 3 / Christensen	09/03/2020	Nutrition Services Manager 2 / Christensen	Promotion
Sherry, Andrea	One-on-One Paraeducator / Christensen	09/08/2020	ELL Paraeducator / Elmhurst	Reassignment

LEAVE OF ABSENCE

NAME	POSITION / LOCATION	LEAVE TYPE	LEAVING	RETURNING
Verkuyl, Jennifer	Info Tech Specialist / Brookdale	General Leave	08/31/2020	09/01/2021

SPECIAL ACTION

NAME	JOB TITLE / LOCATION	NEW EFFECTIVE DATE	REASON
Roybal, Paula	Paraeducator / James Sales	06/30/2020	Retirement



Franklin Pierce Schools

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

MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: July 7, 2020
SUBJECT: Budget Status Reports, May 2020

Attached are the Budget Status Reports for all funds for May 2020.

General Fund

As of May 31, 2020, the ending fund balance was \$15,442,518. Property tax receipted was \$1,059,892 in May for a total revenue of \$8,156,740. Expenditures totaled \$10,498,441. Excess of expenditures over revenues was \$5,113,388.

Capital Project Fund

As of May 31, 2020, the ending fund balance was \$91,674,000. Property tax receipted was \$170,977. Local income from rentals, interest, Erate and impact fees totaled \$41,295.

- **Expenditures:**
 - **Bond: \$5,390,368**
 - **Technology Levy: \$81,932**
 - Network Infrastructure: \$31,168
 - New Computers: \$14,768
 - Wireless Access: \$1,010
 - Fiber: \$17,720
 - Other Software: \$814
 - Utilities: \$16,452

Debt Service Fund

Property tax collections in May totaled \$821,105 with an ending fund balance of \$5,571,044.

Associated Student Body Fund

Ending fund balance was \$402,723.

Transportation Vehicle Fund

Ending fund balance was \$572,392.

If you have any questions after reviewing these reports, please contact me for assistance. Thank you.

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)For the FRANKLIN PIERCE SCHOOLS School District for the Month of May, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	14,149,981	1,059,892.76	9,496,888.75		4,653,092.25	67.12
2000 LOCAL SUPPORT NONTAX	816,000	19,805.77	376,895.95		439,104.05	46.19
3000 STATE, GENERAL PURPOSE	77,579,013	4,402,394.19	52,506,859.08		25,072,153.92	67.68
4000 STATE, SPECIAL PURPOSE	28,107,424	1,359,584.87	18,872,488.88		9,234,935.12	67.14
5000 FEDERAL, GENERAL PURPOSE	64,060	6,160.85	58,767.51		5,292.49	91.74
6000 FEDERAL, SPECIAL PURPOSE	12,955,679	1,308,901.74	7,277,987.11		5,677,691.89	56.18
7000 REVENUES FR OTH SCH DIST	500	.00	158.00		342.00	31.60
8000 OTHER AGENCIES AND ASSOCIATES	4,000	.00	73,732.90		69,732.90-	> 1000
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 133,676,657	 8,156,740.18	 88,663,778.18		 45,012,878.82	 66.33
 <u>B. EXPENDITURES</u>						
00 Regular Instruction	66,756,153	5,225,982.73	45,117,914.18	14,569,777.20	7,068,461.62	89.41
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	20,720,288	1,628,129.31	14,984,682.41	5,816,213.59	80,608.00-	100.39
30 Voc. Ed Instruction	4,631,333	514,602.90	2,996,671.91	933,661.47	700,999.62	84.86
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	13,118,460	1,024,126.63	8,558,560.36	2,718,662.70	1,841,236.94	85.96
70 Other Instructional Pgms	340,669	45,805.00	450,767.43	139,207.49	249,305.92-	173.18
80 Community Services	775,656	64,266.52	573,406.50	164,426.66	37,822.84	95.12
90 Support Services	32,631,382	1,995,528.75	21,095,163.51	9,410,044.59	2,126,173.90	93.48
 <u>Total EXPENDITURES</u>	 138,973,941	 10,498,441.84	 93,777,166.30	 33,751,993.70	 11,444,781.00	 91.76
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	5,297,284-	2,341,701.66-	5,113,388.12-		183,895.88	3.47-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 19,194,553		 20,555,906.54			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 13,897,269		 15,442,518.42			
<u>(E+F + OR - G)</u>						

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)For the FRANKLIN PIERCE SCHOOLS School District for the Month of May, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	1,934,046	170,977.67	1,855,751.76		78,294.24	95.95
2000 Local Support Nontax	2,963,700	41,295.70	1,690,235.10		1,273,464.90	57.03
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 4,897,746	 212,273.37	 3,545,986.86		 1,351,759.14	 72.40
 <u>B. EXPENDITURES</u>						
10 Sites	0	.00	.00	1,855.06	1,855.06-	0.00
20 Buildings	66,845,000	5,372,734.67	44,380,852.10	49,540,621.16	27,076,473.26-	140.51
30 Equipment	2,900,000	99,565.84	2,115,966.06	2,568,271.19	1,784,237.25-	161.53
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	1,000	.00	950.00	0.00	50.00	95.00
 <u>Total EXPENDITURES</u>	 69,746,000	 5,472,300.51	 46,497,768.16	 52,110,747.41	 28,862,515.57-	 141.38
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN. SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	64,848,254-	5,260,027.14-	42,951,781.30-		21,896,472.70	33.77-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 132,540,828		 134,625,781.66			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 67,692,574		 91,674,000.36			
<u>(E+F + OR - G)</u>						

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)For the FRANKLIN PIERCE SCHOOLS School District for the Month of May, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	9,631,846	821,105.74	9,131,949.62		499,896.38	94.81
2000 Local Support Nontax	25,000	1,170.78	16,667.07		8,332.93	66.67
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 9,656,846	 822,276.52	 9,148,616.69		 508,229.31	 94.74
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	3,080,000	.00	3,080,000.00	0.00	.00	100.00
Interest On Bonds	6,097,252	.00	3,067,750.00	0.00	3,029,502.00	50.31
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	10,000	.00	600.00	0.00	9,400.00	6.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 9,187,252	 .00	 6,148,350.00	 0.00	 3,038,902.00	 66.92
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	469,594	822,276.52	3,000,266.69		2,530,672.69	538.91
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 2,320,973		 2,570,778.27			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 2,790,567		 5,571,044.96			
<u>(E+F + OR - G)</u>						

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the FRANKLIN PIERCE SCHOOLS School District for the Month of May, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 GENERAL STUDENT BODY	402,100	2,568.94	140,645.86		261,454.14	34.98
2000 ATHLETICS	215,200	73.29	99,783.60		115,416.40	46.37
3000 CLASSES	58,000	.00	12,361.30		45,638.70	21.31
4000 CLUBS	117,050	2,323.41	41,252.66		75,797.34	35.24
6000 PRIVATE MONEYS	25,800	41.00	14,211.35		11,588.65	55.08
<u>Total REVENUES</u>	818,150	5,006.64	308,254.77		509,895.23	37.68
<u>B. EXPENDITURES</u>						
1000 GENERAL STUDENT BODY	398,150	19,211.70	144,648.76	20,756.13	232,745.11	41.54
2000 ATHLETICS	251,000	3,138.74	96,459.84	15,000.00	139,540.16	44.41
3000 CLASSES	56,100	482.50	9,151.92	0.00	46,948.08	16.31
4000 CLUBS	132,825	225.50	32,747.96	0.00	100,077.04	24.65
6000 PRIVATE MONEYS	25,800	.00	14,378.12	0.00	11,421.88	55.73
<u>Total EXPENDITURES</u>	863,875	23,058.44	297,386.60	35,756.13	530,732.27	38.56
<u>C. EXCESS OF REVENUES</u>						
<u>OVER(UNDER) EXPENDITURES (A-B)</u>	45,725-	18,051.80-	10,868.17		56,593.17	123.77-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	377,743		391,855.66			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	332,018		402,723.83			
<u>C+D + OR - E)</u>						

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)For the FRANKLIN PIERCE SCHOOLS School District for the Month of May, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	2,000	230.56	5,987.04		3,987.04-	299.35
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	450,000	.00	.00		450,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	452,000	230.56	5,987.04		446,012.96	1.32
 B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
 C. <u>Total REV./OTHER FIN. SOURCES</u>	452,000	230.56	5,987.04		446,012.96	1.32
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	600,000	.00	.00	414,018.58	185,981.42	69.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	600,000	.00	.00	414,018.58	185,981.42	69.00
 E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
 F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
 G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	148,000-	230.56	5,987.04		153,987.04	104.05-
 H. <u>TOTAL BEGINNING FUND BALANCE</u>	539,560		566,405.19			
 I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
 J. <u>TOTAL ENDING FUND BALANCE</u>	391,560		572,392.23			
<u>(G+H + OR - I)</u>						



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: James Hester, Executive Director of Human Resources and Business Services
DATE: July 7, 2020
SUBJECT: Policy 6106: Allowable Costs for Federal Programs

BACKGROUND INFORMATION

WSSDA has revised Board Policy 6106: Allowable Costs for Federal Programs to add the necessary language identified in federal guidance related to use of federal funds for employee compensation during the COVID-19 emergency. The added paragraph allows districts that are using state or local funds to pay state and locally funded staff during an emergency closure to continue using federal funds to pay the salaries, wages, and fringe benefits of federally funded staff.

RECOMMENDATION

I move that the Board of Directors adopt revised Board Policy 6106: Allowable Costs for Federal Programs as presented.

ACTION REQUIRED

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 district's use of all funding sources to pay its employees.

Legal Reference: 2 CFR Part 200, Subpart E – Cost Principles

Adoption Date: 11/14/17
Franklin Pierce Schools
Revised: 7/07/20
Classification: Essential



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Carolyn Treleven, Executive Director of Teaching & Learning
DATE: July 7, 2020
SUBJECT: Core Instructional Materials Adoption – Math Grades K-5

BACKGROUND INFORMATION

On June 5th, 2020, the Instructional Materials Committee reviewed and approved the following for submittal to the School Board:

Title: *enVision Mathematics K-5*
Publisher: Savvas Learning Company
Author: R. Charles, J. Bay-Williams, R. Berry, J. Caldwell

Our current materials were adopted in 2013 as our state adopted the Common Core State Standards. *enVision Mathematics K-5* addresses Common Core State Standards for Mathematics more authentically and has created the program to be in line with the meaning behind these standards. *enVision* is aligned with more current eight Highly Effective Instructional Practices set by the National Council of Teachers of Mathematics. These practices allow for mathematical growth mindset and equitable learning experiences for all learners.

RECOMMENDATION

I move that the Board of Directors adopt the grades K-5 math core instructional materials, *enVision Mathematics K-5*.

ACTION REQUIRED

MEMORANDUM

TO: Board of Directors
FROM: Carolyn Treleven, Executive Director of Teaching & Learning
DATE: July 7, 2020
SUBJECT: Core and Supplemental Materials Adoption – Ethnic Studies

BACKGROUND INFORMATION

In the 2019-2020 school year, Franklin Pierce Schools offered our first Ethnic Studies class. This high school Social Studies offering is a Contemporary World Problems equivalency course. The class has grown in popularity and the numbers of sections have increased significantly for the 2020-2021 school year. The instructors have requested additional instructional resources. On June 5th, 2020, the Instructional Materials Committee reviewed and approved the following for submittal to the School Board:

Title	Author(s)	Type of Instructional Material
<i>Stamped: Racism, Antiracism, and You: A Remix of the National Book Award-Winning Stamped from the Beginning</i>	Jason Reynolds and Dr. Ibram X. Kendi	Book: Core
<i>The Rebellious Life of Mrs. Rosa Parks</i>	Jeanne Theoharis	Book: Supplemental
<i>First They Killed My Father</i>	Loung Ung	Supplemental
<i>Between the Deep Blue Sea and Me</i>	Lurline Wailana McGregor	Supplemental
<i>With the Fire on High</i>	Elizabeth Acevedo	Book: Supplemental
<i>This Time will be Different</i>	Misa Sugiura	Book: Supplemental
<i>Hearts Unbroken</i>	Cynthia Leitich Smith	Book: Supplemental
<i>How It Went Down</i>	Kekla Magoon	Book: Supplemental
<i>Anger is a Gift – A Novel</i>	Mark Oshiro	Book: Supplemental
<i>Where the Rekohu Bone Sings</i>	Tina Makareti	Book: Supplemental
<i>Black Ice Matter</i>	Gina Cole	Book: Supplemental
<i>This is Paradise</i>	Kristiana Kahakauwila	Book: Supplemental
<i>Watch Us Rise</i>	Renee Watson and Ellen Hagan	Book: Supplemental
<i>Island of Shattered Dreams</i>	Chanal Spitz	Book: Supplemental
<i>Clap While You Land</i>	Elizabeth Acevedo	Book: Supplemental
<i>Home from the Eastern Sea</i>	Stourwater Pictures	Film: Supplemental
<i>Fumkiko Hayashida – the Woman Behind the Symbol</i>	Stourwater Pictures	Film: Supplemental
<i>The Red Pines</i>	New Day Films	Film: Supplemental
<i>My Friends Behind Barbed Wire</i>	Stourwater Pictures	Film: Supplemental
<i>Walkout</i>	HBO Productions	Film: Supplemental
<i>Asian Americans</i>	PBS	Film: Supplemental

RECOMMENDATION

I move that the Board of Directors adopt the listed ethnic studies core and supplemental materials.

ACTION REQUIRED



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www.fpschools.org

MEMORANDUM

TO: Board of Directors
FROM: Carolyn Treleven, Executive Director of Teaching & Learning
DATE: July 7, 2020
SUBJECT: Core Instructional Materials Adoption – Advanced Placement World History

BACKGROUND INFORMATION

On June 5th, 2020, the Instructional Materials Committee reviewed and approved the following for submittal to the School Board:

Title: *Amsco World History: Modern*
Publisher(s): Perfection Learning
Author(s): Amsco

The College Board has recently revised the Advanced Placement World History course of study for the Advanced Placement exam. The scope of the course has shifted from a focus on Western Civilizations to include a study of civilizations in Africa, the Americas, and Asia that are foundational to the modern era. With the shift we needed new instructional materials that allowed students the richness of a fuller breadth of world history.

RECOMMENDATION

I move that the Board of Directors adopt the Advanced Placement World History core instructional materials, *Amsco World History: Modern*.

ACTION REQUIRED



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MEMORANDUM

TO: Board of Directors
FROM: Carolyn Treleven, Executive Director of Teaching & Learning
DATE: July 7, 2020
SUBJECT: Supplemental Materials Adoption – 7th Grade English Language Arts

BACKGROUND INFORMATION

On June 5th, 2020, the Instructional Materials Committee reviewed and approved the following for submittal to the School Board:

Title: *Sally Ride: Life on a Mission*
Publisher(s): Aladdin
Author(s): Sue Macy

Title: *Disaster Strikes! The Most Dangerous Space Missions of All Time*
Publisher(s): Philomel Books
Author(s): Jeffrey Kluger

As a part of the 7th grade Advanced ELA curriculum, teachers identified the need for supplemental nonfiction tied to Unit Two – A Starry Home. This nonfiction text introduces students to many disasters and near-disasters in space exploration and leads them to the critical thinking about argumentative writing, which is the focus skill of the unit.

RECOMMENDATION

I move that the Board of Directors adopt the 7th grade English language arts supplemental materials, *Sally Ride: Life on a Mission* and *Disaster Strikes! The Most Dangerous Space Missions of All Time*.

ACTION REQUIRED



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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: July 7, 2020
SUBJECT: Memorandum of Understanding with Pierce Conservation District

BACKGROUND INFORMATION

The Farm property owned by Franklin Pierce School District has become a teaching and learning space that not only engages hundreds of students and community members in education related to sustainable agriculture but also provides food for the school cafeteria. This Memorandum of Understanding provides clarity about the joint efforts of FPSD and Pierce Conservation District to support the programming at the Farm.

RECOMMENDATION

I move that the Board of Directors approve the Memorandum of Understanding between Franklin Pierce School District and Pierce Conservation District.

ACTION REQUIRED



**Memorandum of Understanding between
Franklin Pierce School District (FPSD) and Pierce Conservation District (PCD)**

The Farm property owned by Franklin Pierce School District (hereafter called 'the Farm') has become a teaching and learning space that not only engages hundreds of students and community members in education related to sustainable agriculture but also provides food for the school cafeteria. This Memorandum of Understanding is to provide clarity about the joint effort involved in supporting the programming at the Farm for the benefit of the community.

There are several goals that the partnering agencies have agreed on:

- 1) The site as an educational place for both students and the community
- 2) A place where students can experience and learn from the ecosystem of staff/faculty/parents/partners/community working together
- 3) An opportunity to engage volunteers in food system work
- 4) A source of healthy, organic food for school cafeterias
- 5) A source of health food access for community members
- 6) An opportunity to increase the visibility and use of the Franklin Pierce School District Farm to encourage community awareness and participation

To achieve these goals, PCD and FPSD agree to partner to execute programming to meet a range of needs and serve a diversity of community members and students:

- 1) Farm Foundations Training – Training will combine classroom learning with hands-on skill building. Participants will learn what it takes to run a small-scale vegetable farm while growing produce for FPSD. The program will give students an introduction to ecosystem and agroecological theory, soil science, plant science, and farm planning and management – applying knowledge through physical farm work and observation on a weekly basis. A share of the harvest will be provided to participants weekly throughout the course of the season.
- 2) Community Workdays - The farm will be opened to the community to engage them in farm activity and provide a source of food for community members in need. FPSD students will take a leadership role in sharing the farm with the community and providing education and volunteer management.

FPSD and PCD will collaborate when making decisions that impact the future of the farm or farm programming keeping the students at the center of those considerations.

Franklin Pierce School District will provide:

- A minimum of 2 acres of growing space

- Access to water and appropriate irrigation infrastructure at current farm scale (reviewed yearly)
- Access and training for Compact Tractor, walk behind tractor and appropriate implements, irrigation equipment and supplies for pre-approved PCD staff
- Use of greenhouse space for seedling storage and seed starting
- Use of a lockable storage space for hand-tool storage.
- Purchasing burden for seeds, some tools, and permanent infrastructure
- Regular Maintenance of facilities and equipment used by PCD Staff, students, and volunteers
- Staff support (40% FTE)
 - Staff responsibilities include:
 - Farm Planning and Food Safety Management
 - Site preparation and management
 - Maintenance of tools, vehicles, and supplies
 - Assist with Curriculum development and Volunteer training
- The Franklin Pierce School District will establish the working rules related to PPE and work procedures to minimize exposure to workers and the public.

Pierce Conservation will provide:

- Certificate of insurance liability and /or accident coverage for the specific activity on FPSD premises. The certificate is to show a minimum liability limit of \$1,000,000.
- Staff support (75% FTE)
 - Staff responsibilities include:
 - Volunteer Recruitment and management
 - Work party scheduling and leadership
 - Assist with Site Preparation and Management
 - Assist with Farm planning and Food Safety Management
 - Program Outreach
- Hire Seasonal help to support the Farm Foundation training as needed
 - Provide supervision and materials
- Support for the Community Garden located at the Farm
- Hire student workers for the summer as needed – FPSD will cover the costs plus a 5% administrative fee.

- **3 Summer Crew Members**
 - \$13.50/hr, 26 hours a week
 - Dates: June 30-August 28
 - \$3,159 per student (9 weeks, total of 234 hours at \$13.50/hr)
 - Total: \$9,477 for all three students
- **1 Summer Crew Assistant Lead**
 - \$15.00/hr 26 hours a week
 - June 30-August 14
 - Total: \$2,730 (7 weeks, total of 182 hours at \$15/hr)
- **Total student costs (\$12,207) + 5% admin fee (\$610.35) = \$12,817.35**

In addition, a minimum of 50% of the food grown will be donated to the school cafeteria and summer lunch programs.

Each party to this MOU will be responsible for the negligent acts or omissions of its own employees, officers, or agents in performance of this agreement. Neither party will be considered the agent of the other nor neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement. This agreement becomes effective upon signing by both parties. Term of this agreement will expire April 1st, 2021 at which time both parties will review any necessary changes.

Acknowledged

PCD Representative:

Ryan N. Mello, Executive Director

Date

FPSD Representative:

Lance Goodpaster, Superintendent

MEMORANDUM

TO: Board of Directors
FROM: Liza Klumpar, Chief Technology Officer
DATE: July 7, 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.

RECOMMENDATION

I move that the Board of Directors approve the surplus of the listed items from the Information Technology Department.

ACTION REQUIRED

Item	Make	Model	Quantity
Camera	Panasonic	WV-NW502	1
Desktop	Apple	A1002	1
Desktop	Dell	OptiPlex 380	54
Desktop	Dell	OptiPlex 390	12
Desktop	Dell	OptiPlex 755	1
Desktop	Dell	OptiPlex 780	4
Digital Video Mixer	Videonics MXPro	MX-3000	1
Document Camera	Elmo	TT-02S	2
Laptop	Dell	Latitude E6400	1
Laptop	Lenovo	300e	1
Laptop	Lenovo	E550	6
Laptop	Lenovo	T430	2
Mini Switch	MonoPrice	10927	15
Mini Switch	TrendNet	SD208	1
Mini Switch	TrendNet	TE100-S5/AS	1
Mini Switch	TrendNet	TEG-S16DG	1
Mini Switch	TrendNet	TEG-S50G	26
Mini Switch	TrendNet	TEG-S80G	3
Mini Switch	TrendNet	TEG-S81G	7
Monitor	Acer	AL1716B	1
Monitor	Dell	E171FP	13
Monitor	Dell	E198FPB	60
Phone	Cisco	CP-6945	1
Polling System	Qwizdom	Q4YRF	Set of 64
Projector	Epson	EMP-83	2
Tablet	Apple	iPad Air 2	1
Tablet	Dell	Venue 11 Pro 5130	2
Tablet	Dell	Venue 11 Pro 7130	2
Wall Cabinet for Laptops	Tripplite		15



Franklin Pierce Schools

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253-298-3010, Fax 253-298-3015
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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: July 7, 2020
SUBJECT: Policy 3246: Restraint, Isolation, and Other Uses of Reasonable Force
Policy 3247: Required Notification of Isolation or Restraint of Students with IEPs or Section 504 Plans

BACKGROUND INFORMATION

Board Policy 3246: Restraint, Isolation, and Other Uses of Reasonable Force is being updated to be consistent with previous law changes and current practice. The law revisions state restraint or isolation of any student is allowed only when “reasonably necessary to control spontaneous behavior that poses an imminent likelihood of serious harm.” Applicable to students eligible for special education, WAC 392-172A-02105 states that restraint and isolation may be used only if parents have provided prior consent to inclusion of “emergency response protocols” in an Individual Education Plan (IEP).

When Policy 3246 revisions are adopted, Policy 3247: Required Notification of Isolation or Restraint of Students with IEPs or Section 504 Plans will be obsolete and should be retired because the revised Policy 3246 includes specifications for all students, including those with IEPs or 504 Plans.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

USERESTRAINT, ISOLATION AND OTHER USES OF REASONABLE FORCE

It is the policy of the Franklin Pierce Board of Directors that the district maintains a safe learning environment while treating all students with dignity and respect. All students in the district ~~will remain free from the unreasonable use of force, including those who have an individualized education program (IEP) or plan developed under section 504 of the Rehabilitation Act of 1973, will remain free from unreasonable restraint, restraint devices, isolation, and other uses of physical force. Under no circumstances will these techniques be used as a form of discipline or punishment.~~

~~District staff may use reasonable force, isolation, or restraint to maintain order or to prevent a student from harming him/herself, other students, and school staff or property.~~

~~Physical force is reasonable when needed to prevent or minimize imminent bodily injury or substantial or great bodily harm to self or others. If de-escalation interventions have failed or are inappropriate, reasonable physical force may be used to protect district property.~~

~~Use of a restraint device or chemical spray is reasonable only under the following conditions and only when used by authorized and trained district staff after de-escalation interventions have failed or are inappropriate:~~

- ~~a) If the student's behavior poses a threat of imminent bodily injury or substantial or great harm to self or others; or~~
- ~~b) To prevent significant property damage.~~

~~Physical force, restraint devices, chemical spray, or less than lethal devices will not be used as a form of discipline or punishment.~~

This policy is intended to address ~~students enrolled in the district~~ and students. It is not intended to prevent or limit the use of restraint or other reasonable force ~~or restraint~~ as necessary with ~~other~~ adults or other youth from outside the ~~school~~ district as allowed by law.

Use of restraint, isolation, and other forms of reasonable force may be used on any student when reasonably necessary to control spontaneous behavior that poses an "imminent likelihood of serious harm" as defined by RCW 70.96B.010 and Chapter 392-172A WAC and explained in the procedure accompanying this policy. Serious harm includes physical harm to self, another, or district property. Staff will closely monitor such actions to prevent harm to the student and will use the minimum amount of restraint and isolation appropriate to protect the safety of students and staff. The restraint, isolation, and other forms of reasonable force will be discontinued when the likelihood of serious harm has dissipated.

The superintendent or a designee will develop procedures to implement this policy , including review, reporting and parent/guardian notification of incidents involving restraint or isolation as required by law. Additionally, the superintendent will annually report to the Board on incidents involving the use of force.

Legal References:	RCW 9A.16.020	Use of force — When lawful
	RCW 9A.16.100	Use of force on children — Policy — Actions presumed unreasonable
	RCW 28A.150.300	Corporal Punishment Prohibited — <u>Adoption of policy</u>
	<u>RCW 28A.155.210</u>	<u>Use of restraint or isolation — Requirement for procedures to notify parent or guardian</u>
	<u>RCW 28A.600.485</u>	<u>Restraint of students with individualized education programs or plans developed under section 504 of the Rehabilitation Act of 1973 — Procedures — Summary of incidents of isolation or restraint — Publishing to web site. [as amended by SHB 1240]</u>
	<u>RCW 70.96B.010</u>	<u>Definitions</u>
	Chapter 392-172A WAC	Rules for the provision of special education
	WAC 392-400-235	Discipline — Conditions and limitations

REQUIRED NOTIFICATION OF ISOLATION OR RESTRAINT OF STUDENTS WITH IEPs OR SECTION 504 PLANS

It is the policy of the Franklin Pierce Board of Directors that the district maintains a safe learning environment while treating all students with dignity and respect. All students in the district, including those with an Individualized Education Program (IEP), an Aversive Intervention Plan (AIP), or a plan developed under Section 504 of the Rehabilitation Act of 1973 (Section 504 plan) will remain free from the unreasonable use of force.

Isolation and restraint of these students will generally be avoided and will not be used as a form of discipline or punishment. The district recognizes, however, that isolation and restraint are necessary at times to preserve the safety of students and school staff. The district therefore authorizes these actions under limited circumstances. This policy and its accompanying procedure set forth the statutory definitions and authorized use of isolation, restraint, and restraint devices, as well as incident review procedures and requirements for reporting and parent/guardian notification.

The district will provide parents or guardians of students with an IEP or Section 504 plan a copy of the district's isolation and restraint policy when the IEP or Section 504 plan is created and will include parent/guardian notification procedures in the student's IEP.

Legal References:	RCW 9A.16.020	Use of Force — When lawful
	RCW 9A.16.100	Use of Force on Children — Policy — Actions presumed unreasonable
	RCW 28A.150.300	Corporal Punishment Prohibited — Adoption of policy
	RCW 28A.155.210	Use of restraint or isolation — Requirement for procedures to notify parent or guardian
	RCW 28A.600.485	Restraint of students with individualized education programs or plans developed under Section 504 of the Rehabilitation Act of 1973 — Procedures — Definitions
	RCW 28A.600.486	District policy on use of isolation or restraint — Notice to parents and guardians of children who have individualized education programs or plans developed under section 504 of the rehabilitation act of 1973
	WAC 392-172A	Rules for the Provision of Special Education Discipline — Conditions and limitations
	WAC 392-400-235	

Adoption Date: 2/11/14
Franklin Pierce Schools
Revised:
Classification: Essential



Franklin Pierce Schools

315 129th 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: July 7, 2020
SUBJECT: Policy 4215: Use of Tobacco, Nicotine Products, and Delivery Devices

BACKGROUND INFORMATION

WSSDA has revised Board Policy 4215: Use of Tobacco, Nicotine Products, and Delivery Devices to reflect that the minimum age for purchasing tobacco products rose from age 18 to age 21, effective January 1, 2020. There is no procedure associated with this policy.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

USE OF TOBACCO, NICOTINE PRODUCTS, AND DELIVERY DEVICES

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees, and officers of the school district, and all members of the community, have an obligation as role models to refrain from ~~the~~ use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to: cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, and vapor products, non-prescribed inhalers, nicotine delivery devices, or chemicals that are not Federal Drug Administration (FDA)-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances, and any other smoking equipment, device, material, or innovation.

Any use of such products ~~or~~ and delivery devices by staff, students, visitors, and community members will be prohibited on all school district property, including all district buildings, grounds, and district-owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to ~~minors~~ any person under twenty-one years of age is prohibited.

The use of Federal Drug Administration (FDA)-approved nicotine replacement therapy in the form of a nicotine patch, gum, or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees, and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent, and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Legal References: RCW 28A.210.260 Public and private schools – Administration of medication – Conditions
RCW 28A.210.270 Public and private schools – Administration of medication – Immunity from liability – Discontinuance, procedure
RCW 28A.210.310 Prohibition on use of tobacco products on school property
RCW 70.155 Tobacco – Access to Minors

Adoption Date: 1/10/89

Franklin Pierce Schools

Revised: 1/12/93; 10/14/08; 11/8/11; 5/13/14; 10/11/16; 8/18/20

Classification: Essential



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253-298-3010, Fax 253-298-3015
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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: July 7, 2020
SUBJECT: Policy 4314: Notification of Threats of Violence or Harm

BACKGROUND INFORMATION

Board Policy 4314: Notification of Threats of Violence or Harm is being updated to clearly identify the roles and responsibilities of schools and the district when notification of threats of violence or harm are received.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

NOTIFICATION OF THREATS OF VIOLENCE OR HARM

Students and school employees who are subjects of threats of violence or harm ~~shall~~will be notified of the threats in a timely manner. Parents ~~shall~~will be included in notifications to students who are subjects of threats of violence or harm. If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, (FERPA), other legal limitations, and the circumstances.

~~Individual-directed threats. "Threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any" means. Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to inflict physical harm upon a specific individual or individuals or that place a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons, or visitors person in fear of the imminent likelihood of serious harm.~~

The district will assess and address potential threats of violence or harm in a manner consistent with the district's threat assessment policy, other safety policies, and comprehensive safe school plans.

~~Persons found to have made threats of violence or harm against If the district property, determines a person poses a threat of violence or harm to students, employees, or others will be subject to, the district may administer relevant district discipline policies and will be referred procedures and may refer to appropriate community agencies including law enforcement and mental health services. District staff shall will work with in-district and community-based professionals and services in all relevant disciplines areas of expertise to address threats of violence or harm, those threatened, and those making the threats. Necessary information about the person making the threat shall will be communicated by the principal to teachers and staff, including security personnel.~~

State law provides the district, school district directors, and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.

The superintendent is directed to develop and implement procedures consistent with this policy.

Legal References: 34 C.F.R. Part 99

FERPA Regulations

20 U.S.C. § 1232g

Family Educational Rights and Privacy Act

WAC 392-400

Pupils

RCW 28A.320.128

Notice and disclosure policies — Threats of
violence — Student conduct — Immunity for
good faith notice — Penalty



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315 129th 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: July 7, 2020
SUBJECT: Policy 6220: Bid or Request for Proposal Requirements

BACKGROUND INFORMATION

Board Policy 6220: Bid or Request for Proposal Requirements is being updated to reflect tighter threshold restrictions when (1) using state funds to make improvements or repairs and (2) using federal funds to procure goods. Additionally, the revisions provide information about public work projects within the \$75,000 to \$100,000 range.

Last June, the Office of Management and Budget (OMB) announced it had raised the threshold for micro-purchases under federal financial assistance awards to \$10,000 and raised the threshold for simplified acquisitions to \$250,000. Accordingly, in August 2018, WSSDA raised the threshold amounts in the model policy.

However, these current revisions are necessary because districts must use the more restrictive of state and federal bid thresholds, even when procuring goods exclusively with federal funds. The revisions also correct the state threshold for using state funds to make improvements or repairs.

Lastly, there was a discrepancy about how districts should proceed when conducting a public works project within the \$75,000 to \$100,000 range. Although there are no statutory bidding requirements for this range of public works project, WSSDA has added information addressing the districts options to provide guidance.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

BID OR REQUEST FOR PROPOSAL REQUIREMENTS

The Franklin Pierce Board of Directors 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 ~~and public works~~ regulations; and
- The need for clear documentation.

I. Procurement and Public Works Using State 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 the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- Over \$75,000, the Board will follow the 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. Providing 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;
 - 3.4. Providing the clear and definite plans and specifications to those interested in submitting a bid;
 - 4.5. Requireing that bids be in writing;
 - 5.6. Opening and reading bids in public on the date and in the place named in the notice; and
 - 6.7. Fileing all bids for public inspection after opening.

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 that~~ will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Whenever the Board waives bid requirements ~~are waived,~~ the Board will issue a document explaining the factual basis for the exception and record the contract ~~will be recorded and for~~ open ~~for~~ public inspection.

C. 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.

D. Interlocal Cooperation Act

The Board reserves the right to enter into interlocal cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

E. 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 ~~will~~shall also contain a provision that any failure to comply with this section ~~will~~shall be grounds for the district immediately terminating the contract.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books), or public works projects consistent with state law.

F. Use of State 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 ~~\$100~~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 the formal competitive bidding process outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.155 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 within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; 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.

II. Procurement Using Federal Funds

A. Goods

When the district uses federal funds ~~are used~~ for procurement of **goods** (furniture, supplies, equipment, and textbooks):

- Purchases of \$~~3,500~~10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$~~3,500~~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 sealed bids or requests for proposals.

B. Services

When the district uses federal funds ~~are used~~ for procurement of **services**:

- Purchases of \$~~3,500~~10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$~~3,500~~10,000 and \$~~12~~50,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$~~12~~50,000 or more must be publicly solicited using sealed bids or requests for proposals.

C. Noncompetitive Proposals Procurement

~~Procurement by noncompetitive proposals~~

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

- 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., Office of Superintendent of Public Instruction) authorizes **a** noncompetitive ~~proposal~~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 ~~proposals~~procurement.

D. 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.

E. 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, ~~or~~ any member of his ~~/~~ or her

immediate family, his/or her partner, or an organization ~~which~~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.

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
	<u>RCW 39.30.060</u>	<u>Bids on public works — Identification, substitution of contractors</u>
	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

Adoption Date: 12/9/08
Franklin Pierce Schools
Revised: 4/12/11; 4/3/18; 8/18/20
Classification: Essential



Franklin Pierce Schools

315 129th 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: July 7, 2020
SUBJECT: Procedure 3246P: Restraint, Isolation, and Other Uses of Reasonable Force
Procedure 3247P: Required Notification of Isolation or Restraint of Students with IEPs or Section 504 Plans

BACKGROUND INFORMATION

Board Procedure 3246P: Restraint, Isolation, and Other Uses of Reasonable Force is being updated to reflect previous law changes which considerably narrowed the legally permitted uses of restraint and isolation for students with disabilities. Districts must attempt to deal with challenging behaviors through behavior intervention plans (BIPs) and/or emergency response protocols (ERPs) in Individual Education Plans (IEPs).

The revisions to Procedure 3246P were so extensive that it is easier to compare the *new* proposed version with the *old* current version rather than marking up the current version with proposed changes in red underlines and strikeouts.

When revised Board Policy 3246 is adopted, and the revised Board Procedure 3246P is implemented, Board Procedure 3247P: Required Notification of Isolation or Restraint of Students with IEPs or Section 504 Plans will be obsolete and will be retired.

RECOMMENDATION

None.

ACTION REQUIRED

None. This is an information item only.

RESTRAINT, ISOLATION, AND OTHER USES OF REASONABLE FORCE

This procedure is intended to apply to a broad range of circumstances whenever it is deemed reasonably necessary by district staff to control spontaneous behavior by any student that poses an imminent likelihood of serious harm. This procedure is intended to be interpreted consistent with the requirements of RCW 28A.600.485, RCW 9A.16.020, RCW 9A.16.100, RCW 28A.160.300, RCW 28A.155.210, WAC 392-400-235, and, for students with an IEP, consistent with the regulations of Chapter 392-172A, WAC.

Definitions:

- **Behavioral intervention plan:** A plan incorporated into a student's Individualized Education Program (IEP), which at a minimum describes: 1)The pattern of behavior that impedes the student's learning or the learning of others; 2)The instruction and/or environmental conditions or circumstances that contribute to the pattern of behavior(s) being addressed by the IEP team; 3)The positive behavioral interventions and supports to: i) reduce the pattern of behavior(s) that impedes the student's learning or the learning of others and increases the student's desired prosocial behaviors; and ii) ensure the consistency of the implementation of the positive behavioral interventions across the student's school-sponsored instruction or activities); and 4)The skills that will be taught and monitored as alternatives to challenging behavior(s) for a specific pattern of behavior of the student.
- **Chemical spray:** Pepper spray, OC spray, or other similar chemicals that are used to control a student or limit a student's freedom of movement.
- **De-escalation:** The use of positive behavioral interventions and other district-approved strategies to defuse a student who has lost self-control, is non-compliant or is demonstrating unacceptable behavior. These strategies address behavior that is dangerous, disruptive or otherwise impedes the learning of a student or others.
- **Imminent:** The state or condition of being likely to occur at any moment or near at hand, rather than distant or remote.
- **Isolation:** Restricting a student alone within a room or any other form of enclosure, from which the student may not leave. It does not include a student's voluntary use of a quiet space for self-calming, or temporary removal of a student from his or her regular instructional area to an unlocked area for purposes of carrying out an appropriate positive behavior intervention plan.
- **Likelihood of serious harm:** A substantial risk that physical harm will be inflicted by a student:
 - upon his or her own person, as evidenced by threats or attempts to commit suicide or inflict physical harm on oneself;
 - upon another, as evidenced by behavior that has caused such harm or that places another person or persons in reasonable fear of sustaining such harm;
 - upon the property of others, as evidenced by behavior that has caused substantial loss or damage to the property of others; or
 - after the student has threatened the physical safety of another and has a history of one or more violent acts.

- **Physical force:** The use of bodily force or physical restriction that substantially immobilizes or reduces the free movement of a student.
- **Positive behavioral interventions:** Strategies and instruction that can be implemented in a strategic manner in order to provide alternatives to challenging behaviors, reinforce desired behaviors, and reduce or eliminate the frequency and severity of challenging behaviors. Positive behavioral interventions include the consideration of environmental factors that may trigger challenging behaviors and teaching a student the skills to manage his or her own behavior.
- **Restraint:** Physical intervention or force used to control a student, including the use of a restraint device. It does not include appropriate use of a prescribed medical, orthopedic or therapeutic device when used as intended, such as to achieve proper body position, balance or alignment or to permit a student to safely participate in activities.
- **Restraint device:** A device used to assist in controlling a student, including, but not limited to metal handcuffs, plastic ties, ankle restraints, leather cuffs, other hospital-type restraints, pepper spray, tasers or batons. Restraint device does not mean a seat harness used to safely transport students. This definition is consistent with RCW 28A.600.485 (1)(c), and is not intended to endorse or encourage the use of such devices or techniques with district students.
- **School police officer:** An employee of the school district responsible for security services in the district under the direction of a school administrator, but who also is a commissioned officer.
- **School resource officer:** A commissioned law enforcement officer who provides law enforcement services and may perform other duties for the district, and is assigned by the employing police department or agency to work in collaboration with the district.
- **School security officer:** A classified or contracted school district employee other than a school resource officer who provides security services in the district under the direction of a school administrator.

General use of restraint, isolation, or other forms of reasonable force:

- Restraint, isolation, or other forms of reasonable force may be used to prevent or minimize imminent bodily harm to self or others, or if de-escalation or other positive behavioral interventions fail or are inappropriate, to protect district property, where there is an “imminent likelihood of such serious harm” occurring, as defined above.
- Restraint, isolation, or other forms of reasonable physical force may be used when a student has caused a substantial loss or damage to the property of others, and the student’s behavior poses a substantial risk that such property damage will be inflicted.
- Restraint devices may be used as needed to obtain possession of a known or reasonably-suspected weapon or other dangerous object on a person or within the control of a person.
- An IEP or plan developed under Section 504 of the Rehabilitation Act of 1973 must not include the use of restraint or isolation as a planned behavior intervention unless a student’s individual needs require more specific advanced education planning and the student’s parent or guardian agrees. Nothing in these procedures is intended to limit the provision of a free appropriate public education (FAPE) under Part B of the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

- Restraint, isolation, or other forms of reasonable physical force will not be used as a form of discipline or punishment.
- Restraint, isolation, or other forms of reasonable physical force will not be used as an initial response to destruction of property, school disruption, refusal of the student to comply with school rules or a staff directive; or a verbal threat that does not constitute a threat of imminent bodily injury, unless other forms of de-escalation and positive behavioral interventions fail or are inappropriate.
- Restraint, isolation, or other forms of reasonable physical force should not be used as an intervention if the school employee, school resource officer or school security officer knows that the student has a health condition or physical problem and the condition or problem would be exacerbated by the use of such techniques.

Practices presumed to be unreasonable when correcting or restraining any child (RCW 9A.16.100):

Under RCW 9A.16.100, the following is a non-exclusive list of acts that are presumed unreasonable when correcting or restraining a child:

- throwing, kicking, burning, or cutting a child;
- striking a child with a closed fist;
- shaking a child under age three;
- interfering with a child's breathing;
- threatening a child with a deadly weapon; or
- doing any other act that is likely to cause bodily harm to a student greater than transient pain or minor temporary marks.

This non-exclusive list should not be read so as to imply that another, unlisted form of correction or restraint is permissible. Whether or not an unlisted use of force or restraint is presumptively permissible depends upon a balanced consideration of all relevant state laws and regulations, and whether the use is reasonable under the totality of the circumstances.

Conditions specific to use of isolation with students eligible for special education (consistent with WAC 392-172A-02110):

- The isolation enclosure will be ventilated, lighted and temperature controlled from inside or outside for purposes of human occupancy.
- The isolation enclosure will permit continuous visual monitoring of the student from outside the enclosure.
- An adult responsible for supervising the student will remain in visual or auditory range of the student at all times.
- Either the student shall be capable of releasing himself or herself from the enclosure, or the student shall continuously remain within view of an adult responsible for supervising the student.
- Any staff member or other adults using isolation must be trained and certified by a qualified provider in the use of isolation, unless trained personnel are not immediately available due to the unforeseeable nature of the emergency.

Prohibited practices involving restraint, use of force, and discipline specifically for students eligible for special education (consistent with WAC 392-172A-02076):

The following practices are prohibited with students eligible for special education services:

- District personnel are prohibited from using aversive interventions with a student;
- District personnel are prohibited from physically restraining or isolating any student, except when the student's behavior poses an imminent likelihood of serious harm as defined above;
- No student may be stimulated by contact with electric current, including, but not limited to, tasers;
- A student may not be denied or subjected to an unreasonable delay in the provision of food or liquid from when the food or liquid is customarily served as a form of punishment;
- A student may not be the recipient of force or restraint that is either unreasonable under the circumstances or deemed to be an unreasonable form of corporal punishment as a matter of state law (see above, for example, for a list of practices presumed to be unreasonable when used in correcting or restraining a child);
- A student must not be denied or subjected to an unreasonable delay in the provision of common hygiene care;
- A student must not be denied or subjected to an unreasonable delay in the provision of medication;
- A student may not be excluded from his or her regular instructional or service area and isolated within a room or any other form of enclosure, except under the conditions set forth in WAC 392-172A-02110;
- A student must not be forced to listen to noise or sound that the student finds painful;
- A student must not be forced to smell or be sprayed in the face with a noxious or potentially harmful substance;
- A student must not be forced to taste or ingest a substance which is not commonly consumed or which is not commonly consumed in its existing form or concentration;
- A student's head must not be partially or wholly submerged in water or any other liquid.
- A student must not be physically restrained or immobilized by binding or otherwise attaching the student's limbs together or by binding or otherwise attaching any part of the student's body to an object, except under the conditions set forth in WAC 392-172A.02110.

Degree of force:

- Restraint, isolation, or other forms of reasonable physical force will be discontinued as soon as a determination is made by the staff member administering the restraint, isolation, or other forms of reasonable physical force that the likelihood of serious harm has dissipated.
- Restraint, isolation, or other forms of reasonable physical force must be administered in such a way so as to prevent or minimize physical harm to the student. If, at any time during the use of restraint, isolation, or other forms of reasonable physical force, the student demonstrates significant physical distress, the technique must be reduced

immediately and, if necessary, school staff must take immediate steps to seek medical assistance.

Monitoring:

An adult must continually monitor any student when restraint, isolation, or other forms of reasonable physical force is used. The monitoring must be conducted by continuous visual monitoring of the student. Monitoring must include regularly evaluating the student for signs of physical distress.

Post-incident notification and review with parent/guardian:

Within twenty-four (24) hours following the use of restraint, isolation, or other forms of reasonable physical force with a student, the principal or designee must make a reasonable effort to verbally inform the student's parent or guardian of the incident. The principal or designee must also send written notification as soon as practical, but postmarked no later than five (5) business days after restraint, isolation, or other forms of reasonable physical force has been used with a student. If the school or district customarily provides the parent or guardian with school-related information in a language or mode of communication other than English, the written report must be provided to the parent or guardian in that language or mode of communication.

The principal or designee will review the incident with the student and the parent or guardian (though not necessarily at the same time) to address the behavior that precipitated the use of the technique and the appropriateness of the response. The principal or designee will review the incident with the staff person(s) who administered the restraint, isolation, or other forms of reasonable physical force to discuss whether proper procedures were followed and what staff training or support is needed to help the student avoid similar incidents.

IEPs and 504 plans will include the above procedures for notification of parents/guardians regarding the use of isolation and restraint on their student.

Incident report:

Any school employee, school resource officer or school security officer who uses restraint, isolation, or other forms of reasonable physical force, as defined in this procedure, on any student during school-sponsored instruction or activities, will inform the principal or a designee as soon as possible and within two (2) business days submit a written report of the incident to the district office. The written report will contain, at a minimum:

- The date and time of the incident;
- The name and job title of the staff member who administered the restraint, isolation, or other form of reasonable physical force;
- A description of the activity that led to the restraint, isolation, or other form of reasonable physical force;
- The type of restraint, isolation, or other forms of reasonable physical force used on the student, and the duration;
- Whether the student or staff was physically injured during incident involving restraint, isolation, or other forms of reasonable physical force;
- Any medical care provided to the student or staff; and

- Any recommendations for changing the nature or amount of resources available to the student and staff members in order to avoid similar incidents.

Resolution of concerns about the use of force incident:

A student or his/her parent or guardian who has concerns regarding a specific incident involving restraint, isolation, or other forms of reasonable physical force may seek to resolve the concern by using the district's complaint process which is set forth in Policy 4220, Complaints Concerning Staff or Programs.

Providing parents/guardians with Restraint, Isolation, and Other Uses of Reasonable Force policy:

The district will make available to all parents/guardians of students the district's policy on Restraint, Isolation and Other Use of Reasonable Force. If the student has an IEP or 504 plan, the district will provide the parents/guardians a copy of the policy each time an initial or annual IEP or 504 plan is developed.

Staff training requirements:

All training will include instruction in positive management of student behavior, cultural sensitivity, effective communication for defusing and de-escalating disruptive or dangerous behavior and safe and appropriate use of force, isolation, and restraint. Annually, administrators will provide all staff with the district established policy and procedure regarding the use of reasonable force.

All staff should be informed of de-escalation strategies and proper physical intervention procedures. Appropriate staff and those who are required or reasonably anticipated to provide physical force intervention will be trained in the use of physical force intervention.

Only staff trained by a qualified provider and authorized to use isolation, restraint, restraint devices or chemical spray procedures will administer it to students. The appropriate personnel will include those staff members who are most likely to be called upon to use isolation, restraint, restraint devices or chemical spray to prevent or address disruptive or dangerous student behavior.

Submission of incident reports to the Office of Superintendent of Public Instruction:

Beginning January 1, 2016 and annually by January 1 thereafter, the district will summarize the written incident reports described above and submit those summaries to OSPI. The summaries will include:

- the number of individual incidents of restraint and isolation;
- the number of students involved in the incidents;
- the number of injuries to students and staff; and
- the types of restraint or isolation used.

Annual Report:

The building administrator or a designee will maintain a log of all instances of use of force as defined by this procedure, which will be presented to the superintendent annually. The superintendent will provide an annual report to the Board regarding the district's use of force.

Date: 8/18/20

USE OF REASONABLE FORCE

Definitions:

- A. **Physical force:** Any use of bodily force or physical restriction that substantially immobilizes or reduces the free movement of a student through physical contact.
- B. **Chemical sprays:** The use of chemicals, such as OcSpray or similar chemical weapons, to control a student or limit a student's freedom of movement.
- C. **Restraint:** Physical intervention or force used to control a student, including the use of a restraint device.
- D. **Restraint Device:** A device used to assist in controlling a student including, but not limited to, metal handcuffs, plastic ties, ankle restraints, leather cuffs, other hospital-type restraints, pepper spray, tasers, or batons.
- E. **School resource officer:** A commissioned law enforcement officer who provides law enforcement services and may perform other duties for the district, and is assigned by the employing police department or agency to work in collaboration with the district.
- F. **School security officer:** A classified or contracted school district employee, other than a school resource officer, who provides security services in the district under the direction of a school administrator.
- G. **De-escalation:** The use of strategies to defuse an individual who has lost self control, is non-compliant, or is demonstrating unacceptable behavior. These strategies address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.
- H. **Isolation:** The exclusion of a student from his or her regular instructional area and restricting the student alone within a room or any other form of enclosure, from which the student may not leave. Isolation does not mean in-school suspension of a student wherein the student is monitored, but left unsupervised for a period of time in a room or enclosure to do schoolwork.
- I. **Less than lethal devices:** Restraint devices or chemical sprays that are unlikely to cause permanent physical harm, impairment, or death. *Examples of less than lethal devices are batons and electrical impulse control devices.
- J. **Bodily injury, physical injury, or bodily harm:** Physical pain or injury, illness, or an impairment of physical condition.
- K. **Substantial bodily harm:** Bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily part or organ, or which causes a fracture of any bodily part.

- L. **Great bodily harm:** Bodily injury which creates a probability of death, or which causes significant serious permanent disfigurement, or which causes a significant permanent loss or impairment of the function of any bodily part or organ.

Use of force continuum: Whenever possible and practical, the use of force continuum will be followed for all students. District staff must only use the degree of force necessary to protect a student, students, or staff from imminent bodily injury, substantial bodily harm, or great bodily harm.

A. **The generally accepted use of force continuum includes, in order:**

1. Staff/school security officer presence;
2. Verbal/non-verbal communication, de-escalation;
3. Physical interventions;
4. Restraint devices;
5. Sprays or electrical devices; and
6. Other reasonable force as authorized by RCW 9A.16.020.

B. **Appropriate use of force:**

1. Physical force may be used to prevent or minimize imminent bodily injury, substantial bodily harm, or great bodily harm to self or others, or if de-escalation interventions fail or are inappropriate to protect district property.
2. Restraint devices or chemical spray may be used when a student's behavior poses a threat of imminent, substantial, or great bodily harm to self or others or will cause significant property damage, but will be used only by personnel trained and authorized by the Board to use these tools after de-escalation interventions fail or are inappropriate.
3. Restraint devices or chemical spray may be used as needed to obtain possession of a known or reasonably-suspected weapon or other dangerous object on a person or within the control of a person.
4. Less than lethal devices may be used only as necessary to prevent substantial bodily harm or loss of life and only by trained personnel who are authorized by the Board to use such level of force according to RCW 9A.16.020.
5. Consistent with the provisions found in WAC 392-172A-03120, nothing in this policy and procedure precludes the use of reasonable force to control unpredicted spontaneous behavior by a student with an Individualized Education Program (IEP) that includes an Aversive Intervention Plan or by a student with a Section 504 Plan, when the behavior poses a clear and present danger of serious harm to the student, to another person, or to property; or of seriously disrupting the educational process.

C. **Inappropriate use of force:**

1. Physical force, restraint devices, or chemical spray will not be used as a form of discipline or punishment;
2. Physical force, restraint devices, or chemical spray will not be used as an initial response to destruction of property, school disruption, refusal of the student to comply with school rules, or a staff directive; or a verbal threat that does not constitute a threat of imminent bodily injury, unless other forms of de-escalation intervention fail or are inappropriate; and

3. Physical force, restraint devices, or chemical spray should not be used as an intervention if the school employee, school resource officer, or school security officer knows that the student has a health condition or physical problem and the condition or problem would be exacerbated by the use of force.

D. Degree of force:

1. Force must not be continued if a determination is made by the staff member administering the force that the student is no longer at risk of causing imminent bodily injury to him or herself or others; and
2. Force must be administered in such a way so as to prevent or minimize physical harm. If, at any time during the use of force, the student demonstrates significant physical distress, the force must be reduced immediately and, if necessary, school staff must take immediate steps to seek medical assistance.

Monitoring: An adult must continually monitor any student when force is used. The monitoring must be conducted by direct observation of the student. Monitoring must include regularly evaluating the student for signs of physical distress.

Staff training requirements: All training will include instruction in positive management of student behavior, cultural sensitivity, effective communication for defusing and de-escalating disruptive or dangerous behavior, safe and appropriate use of force, isolation, and restraint. Annually, administrators will provide all new special education staff with the district established policy and procedure regarding the use of reasonable force.

- A. **Physical force:** All staff should be informed of de-escalation strategies and proper physical intervention procedures. Appropriate staff, including those who are required or reasonably anticipated to provide physical force intervention, will be trained in the use of physical force intervention.
- B. **Restraint devices or chemical spray:** Only staff trained and authorized to use restraint devices or chemical spray procedures will administer it to students. The appropriate personnel will include those staff members who are most likely to be called upon to use restraint devices or chemical spray to prevent or address disruptive or dangerous student behavior.

Reporting requirements:

- A. **Processing the incident:** Following the release of a student from the use of restraint or isolation, the school will implement follow-up procedures. These procedures will include reviewing the incident with the student and the parent or guardian to address the behavior that precipitated the use of restraint or isolation, and reviewing the incident with the staff person(s) who administered the restraint or isolation to discuss whether proper procedures were followed.
- B. **Incident report:** Any school employee, school resource officer, or school security officer who uses any chemical spray, restraint device, or physical force as defined in this procedure on a student during school-sponsored instruction or activities, will inform the building administrator or a designee as soon as possible and within two business days submit a written report of the incident to the district office.

- C. **Annual report:** The building administrator or a designee will maintain a log of all instances of use of force, as defined by this procedure, which will be submitted in reports to the Office of Civil Rights (OCR) and OSPI as required.
- D. **Informing parent or guardian of incident:** The principal or a designee will make a reasonable effort to verbally inform the student's parent or guardian of the incident within twenty-four hours of the incident and send written notification as soon as practical, but postmarked no later than five business days after the use of restraint or isolation. If the school customarily provides the parent or guardian with school-related information in a language other than English, the written report will be provided to the parent in that language.

Resolution of concerns about the use of force incident: A student or his/her parent or guardian who has concerns regarding a specific incident involving the use of force may seek to resolve the concern by using the district's complaint process, which is set forth in Policy 4220: Complaints Concerning Staff or Programs.

ISOLATION AND RESTRAINT OF STUDENTS WITH IEPs AND SECTION 504 PLANS

A. Definitions

- **Isolation:** Excluding a student from his or her regular instructional area and restricting the student alone within a room or any other form of enclosure, from which the student may not leave. "Isolation" does not apply to an in-school suspension wherein a student is assigned to a room/enclosure where he/she is periodically monitored, but left alone in the room/enclosure for periods of time to do schoolwork.
- **Restraint:** Physical intervention or force used to control a student, including the use of a restraint device.
- **Restraint device:** A device used to assist in controlling a student, including, but not limited to, metal handcuffs, plastic ties, ankle restraints, leather cuffs, other hospital-type restraints, pepper spray, tasers, or batons. "Restraint device" does not include use of a harness or seatbelt with students whose disabilities require support and/or proper physical positioning.

B. Authorized Use of Isolation, Restraint or a Restraint Device

District staff are authorized to use isolation, restraint or a restraint device:

- When responding to unpredicted, spontaneous behavior; or
- As specified in a student's Individualized Education Program (IEP), Aversive Intervention Plan (AIP), in a manner consistent with Chapter 392-172A WAC, or in the student's 504 plan.

Under no circumstances will isolation, restraint, or restraint devices be used for purposes of discipline or punishment.

C. Review of Incident

Following release of a student from isolation or restraint, the school will:

- Review the incident with the student and their parent/guardian (though not necessarily at the same time) to address the behavior that precipitated the incident; and
- Review the incident with the staff member who administered the isolation or restraint to discuss whether proper procedures were followed.

D. Reporting Requirement

If any school staff member, school resource officer (SRO), or school security officer (SSO) isolates or restrains a student with an IEP or a 504 plan during school-sponsored instruction or activities, he or she will:

- Inform the principal or designee as soon as possible, and;
- Submit a written report of the incident to the district office within two (2) business days that contains, at a minimum:

- The date and time of the incident;
- The name and job title of the staff member who administered the restraint or isolation;
- A description of the activity that led to the restraint or isolation;
- The type of restraint or isolation used on the student, and the duration;
- Whether the student or staff member was physically injured during the restraint or isolation; and
- Any medical care provided to the student or staff.

E. Parent/Guardian Notification

The principal or designee will:

- Make a reasonable effort to verbally inform the student's parent/guardian of the incident within twenty-four (24) hours of the incident; and
- Send written notification no later than five (5) business days after the incident occurred in the language that the school customarily provides school-related information to the parent.

IEPs will include the above procedures for notification of parents/guardians regarding the use of isolation and restraint on their student.

F. Providing Parents/Guardians with Restraint and Isolation Policy

The district will provide parents/guardians of students with IEPs or 504 plans with a copy of the district's policy on isolation and restraint when the IEP or 504 plan is created.



Franklin Pierce Schools

315 129th 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: July 7, 2020
SUBJECT: Procedure 4314P: Notification of Threats of Violence or Harm

BACKGROUND INFORMATION

Board Procedure 4314P: Notification of Threats of Violence or Harm is being updated to identify the roles and responsibilities of schools and the district when notification of threats of violence or harm are received. More detail is contained in the procedure than the policy, including cross references to other policies that should be reviewed when responding to reports of threats of violence or harm.

RECOMMENDATION

None.

ACTION REQUIRED

None. This is an information item only.

NOTIFICATION OF THREATS OF VIOLENCE OR HARM

Staff, students, volunteers, and others involved in school activities have the responsibility to report any threats of violence or harm to designated school officials. Based on the significance and credibility of the threat, it ~~shall~~may be reported to law enforcement. Staff ~~shall~~will involve in-district, multi-disciplinary professionals in evaluating the threat and the needs of the person making the threat. Consultation with or referrals to community-based professionals and services are encouraged where appropriate.

Under the Family Educational Rights and Privacy Act, (FERPA), the district may ~~only~~ release student records, ~~including those involving threats of violence or harm,~~ only with permission from the parent or the adult student ~~permission, or under limited conditions.~~ (a student who is over the age of 18), unless it is a health or safety emergency. For that reason, the district will ~~not~~ identify students who have made threats of violence or harm when notifying the subjects of the threats, ~~except~~ under the following conditions:

- A. The parent or adult student has given permission to disclose the student's identity or other information to the subject of the student's threat;
- B. The identity of the student and the details of the threat are being disclosed to relevant district staff who have been determined to have legitimate educational interest in the information;
- C. The identity of the student or the details of the threat are being released because the release of the information is necessary to protect the health or safety of the student or other individuals. ~~This exemption is to be strictly construed pursuant to federal regulations.~~ In making this determination, school officials will use their best judgment and may take into account the "totality of the circumstances" pertaining to the safety or health of a student or other individuals; or
- D. The district is responding to a court order or subpoena. ~~Generally the~~The district must make a reasonable effort to notify the parents of the student or adult student of the subpoena in advance of complying, so that the family can seek protective action, unless the court order or subpoena expressly forbids such notification.

Relevant information about the threat ~~that does not improperly identify a student~~ shallwill be provided to the subject of the threat, and the subject ~~shall~~will be advised that if law enforcement has been involved in the matter, the law enforcement agency may have more information that can be shared with the subject.

To promote the safety of all concerned, the principal ~~shall~~will consider all available information when determining the extent of information to be shared. Subject to the confidentiality provisions cited above, principals will determine if classroom teachers, school staff, school security, and others working with the student(s) involved in the threat circumstance should be notified. ~~Subject to the confidentiality provisions cited above, principals shall consider all available information when determining the extent of information to be shared, including prior disciplinary records, official juvenile court records, and documented history of violence of the person who made the threat.~~ Principals must provide information received about a student's conviction, adjudication, or diversion agreement to every teacher of the student for the offenses listed in Model Policy 3143-District Notification of Juvenile Offenders.

Suspension or other removal from the school environment can create the risk of triggering either an immediate or a delayed violent response unless such actions are coupled with containment and support. When considering the appropriate ~~discipline for a student who has made response to a student's~~ threat of violence or harm, the student's ~~prior disciplinary records shall~~individual circumstances will be taken into account. Emergency expulsion ~~shall~~may be considered ~~based on the credibility and significance of the~~if the district has sufficient cause to believe that the student's presence poses an immediate and continuing danger to other students or school personnel or an immediate and continuing threat~~of material and substantial disruption of the educational process.~~

Discipline ~~shall only be imposed on students of~~ students for making threats of violence or harm will be consistent with district policy and procedure regarding student discipline (see Policy 3241 – Student Discipline) and state laws and regulations. Discipline of students eligible for special education services or with disabilities consistent with policy and the will be consistent with district policy and procedures (see Policy 2161 – Special Education and Related Services for Eligible Students and Policy 2162 – Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973) and the associated legal requirements for special education.

~~If the threat by a student was significant and credible enough to warrant expulsion, the student may only be readmitted to the district through the readmission application process provided for in district policy. The readmission application process shall include meeting district readmission criteria established at the time of expulsion and should include completion of an assessment by an appropriate professional, with a report to the district, when the district determines such an assessment is necessary.~~

Discipline ~~against of~~ district staff for making threats of violence or harm ~~shall~~will be consistent with district policy and procedures regarding staff discipline, (see Policy 5281 – Disciplinary Action and Discharge) and any relevant collective bargaining requirements.

Date: 5/13/03

Revised: 7/27/04; 9/9/08; 8/18/20



Franklin Pierce Schools

315 129th 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: July 7, 2020
SUBJECT: Procedure 6220P: Bid or Request for Proposal Requirements

BACKGROUND INFORMATION

Board Procedure 6220: Bid or Request for Proposal Requirements is being updated with WSSDA's suggested revisions to reflect Senate Bill 5418, which passed in the 2019 legislative session. SB 5418 changed the dollar threshold related to small work roster work from \$300,000 to \$350,000.

RECOMMENDATION

None.

ACTION REQUIRED

None. This is an information item only.

BID OR REQUEST FOR PROPOSAL REQUIREMENTS

The following procedures will be in effect for purchasing and public works through the bidding or request for proposal process:

1. ~~Formal bids~~The district will ~~be opened~~publicly open and read ~~in public~~formal bids on the date, time, and ~~in the~~ place named in the notice and ~~after being opened then~~ will ~~be filed~~file the bids for public inspection. Any interested member of the public may attend the bid opening. It will be the bidder's sole responsibility to see that ~~his/her bid is delivered to~~ the district receives his/her bid prior to the time set for opening of bids. ~~Any~~The district will return any bid received after the time set for opening the bids ~~will be returned~~ to the bidder unopened and ~~will receive no without~~ consideration ~~by~~. The district will accept proposals in the district place named and no later than the date and time named in the notice;
2. Formal bid or proposal tabulations may be presented at a meeting of the Board for study purposes;
~~Formal bid awards~~
3. The Board will ~~be made by the Board~~ award a formal contract on the basis of staff recommendations;
~~Brand~~
4. Specifications using brand names and manufacturers' catalog numbers ~~used in specifications~~ are for ~~the purpose of identification~~identifying and ~~to establish~~establishing a quality standard ~~of quality~~. ~~Bids~~. The Board may consider bids or proposals on equal items ~~may be considered~~, providing the bidder or proposer specifies brand and model and furnishes descriptive literature. The Board will condition its acceptance of alternative "equal" items ~~will be conditioned on the district's~~upon its inspection and testing after receipt. If the Board does not ~~found~~find the items to be equal, the ~~items~~Board will ~~be returned~~return the items at the seller's expense and cancel the contract ~~canceled~~;
5. The district will reserve the right to reject any or all bids or proposals, waive any formalities, and/or irregularities, and cancel the solicitation, if a reason exists;
6. On construction projects, the bidder will include a notarized statement agreeing to comply with prevailing wage and affirmative action requirements ~~and~~. The bidder will also provide ~~a~~ payment and performance bonds;
7. The superintendent or designee may solicit bids or proposals by telephone and/or written quotation for purchases of furniture, equipment, and supplies ~~which that~~ have an estimated cost in excess of \$40,000 up to \$75,000. At least three telephone or written quotations will be secured prior to the date established by the superintendent or designee. All telephone quotations must be confirmed ~~in writing~~ promptly in ~~order~~writing to constitute a valid quotation; and
8. For public works projects estimated to cost \$~~3500~~500,000 or less, the superintendent or designee may solicit bids by telephone, electronic ~~means~~, or written quotations from contractors on the appropriate small works roster. The district will not break a project into

units or phases in order to come within the scope of the small works roster process or limited public works process. ~~The small works roster~~ Each year, the district ~~will be revised at least once each year by publishing~~ publish a notice of ~~such~~ opportunity regarding the small works roster in at least one newspaper of general circulation in the district. ~~Also, and then revise the small works roster accordingly. The district will also add~~ responsible contractors ~~will be added~~ to the small works roster any time ~~they submit~~ a contractor submits a written request and necessary records. The application form ~~will~~ shall be designed to collect such information as: (1) name of contractor; (2) state of Washington contractor's license number; (3) bonding verification; (4) liability insurance coverage; (5) related contracts completed; and (6) references (bond and clients). Contractors desiring to be placed on or remain on the small works roster are required to keep current records of applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the district.

The district will employ the following steps ~~will be employed~~ to engage a contractor for a small works project:

1. Invitations for quotations ~~will~~ shall include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. Completion date; contractor's assurances (prevailing wages, fair employment, etc.); bid and payment and performance bond requirements; opportunity to visit the work site; closing date; and bid form may be provided; however, detailed plans and specifications need not be included in the invitation;
2. ~~Quotations~~ The district may ~~be invited~~ invite quotations from all appropriate contractors on the appropriate small works roster. As an alternative, ~~quotations~~ the district may ~~be invited~~ invite quotations from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. However, if the estimated cost of the work is from \$~~42~~50,000 to \$3~~500~~,000, and the district chooses to solicit bids from less than all the appropriate contractors on the appropriate small works roster, the district will notify the remaining contractors on the appropriate small works roster that it is seeking quotations on the work ~~are being sought~~. The district has the sole option of determining whether this notice to the remaining contractors is made by: (1) publishing notice in a legal newspaper in general circulation in the area where the work is to be done; (2) mailing a notice to these contractors; or (3) sending a notice to these contractors by facsimile or other electronic means;
3. Immediately after an award is made, the bid quotations obtained will be recorded, open to public inspection, and available by telephone ~~inquiry; or electronic request; and~~ and
4. The district will award the contract to the lowest responsible bidder as defined in RCW 39.04.010. The district will make available a list of the contracts awarded under that process at least once every year. The list ~~will~~ shall contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract,

and the date ~~it was awarded of award~~. The list ~~will~~shall also state the location where the bid quotations for these contracts are available for public inspection; ~~and~~.

- ~~1. For limited public works projects estimated to cost less than \$35,000, the superintendent or designee may solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster. The contract may be awarded to the lowest responsible bidder as defined in RCW 39.04.010. After an award is made, the quotations received are open to public inspection and are available by electronic request. The superintendent or designee will attempt to distribute opportunities for limited public works projects equitably among contractors willing to perform in the geographic area of the work. The district will maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the work performed, and the date the contract was awarded. A project may not be divided into parts in order to qualify for the limited public works process.~~

The following will be in effect for purchasing and public works awards:

The contract for the work or purchase ~~will~~shall be awarded to the lowest responsible bidder as described in RCW 39.26.160(2) but the Board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. In determining whether the bidder is a responsible bidder under RCW 39.26.160(2), the district must consider the following elements:

1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
2. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
3. Whether the bidder can perform the contract within the time specified;
4. The quality of performance of previous contracts or services;
5. The previous and existing compliance by the bidder with laws relating to the contract or services;
6. Whether, within the three-year period immediately preceding the date of the bid solicitation, the bidder has been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, ~~as defined in RCW 49.48.082~~, any provision of chapter 49.46, 49.48, or 49.52 RCW ~~(before award of, as defined in RCW 49.48.082. Before awarded~~ a contract, a bidder ~~will~~shall submit to the district a signed statement in accordance with RCW 9A.72.085, verifying under penalty of perjury that the bidder is in

- compliance with the responsible bidder criteria requirement of this subsection~~); of RCW~~; and
7. ~~Such~~The district may secure such other information as may ~~be secured having~~have bearing on the decision to award the contract.
 8. Before award of a public works contract, a bidder must meet the following responsibility criteria to be ~~considered~~a responsible bidder and qualified ~~to be awarded~~for award of a public works project. The bidder must:
 9. At the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
 10. Have a current state unified business identifier number;
 11. If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number, as required in Title 50 RCW; and a state excise tax registration number, as required in Title 82 RCW;
 12. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
 13. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington State ~~a~~Apprenticeship and training councilTraining Council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes, as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation;
 14. Until December 31, 2013, not have violated RCW 39.04.370 more than one time as determined by the Department of Labor and Industries; and
 15. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW (before award of a contract, a bidder ~~will~~shall submit to the district a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of this subsection).

In addition to the bidder responsibility criteria, the district may adopt relevant supplemental criteria in accordance with RCW 39.04.350(3) for determining bidder responsibility, applicable to a particular project with which the bidder must meet.

Formal written contracts will be prepared for all major construction and repair projects. ~~Such contracts will be signed by the Board~~After a majority of the Board votes to approve a contract, ~~the Board~~ president/chair and secretary sign the contract on behalf of the ~~district after the contracts have been awarded by a majority vote of the Board with~~ Board and record the action ~~recorded in the minutes of the Board meeting.~~ All contracts will provide that, in the event ~~of a that the district files~~ suit ~~by the district~~ to enforce the terms of the contract, the venue ~~for the suit~~ will be the county ~~in which~~where the district is located ~~and~~. All contracts will also provide that, if the district is successful in the suit, the court may order reimbursement of the district's attorney's fees and court costs ~~in such amount,~~ as the court deems reasonable. ~~IV. The district will include in any~~ Any contract for services with an entity or individual other than an employee of the district, shall include a provision requiring the contractor to prohibit any ~~employee of the contractor from working at a public school who has~~ of its employees who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322 and who would have 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 will also from working at a public school. The contract shall also~~ contain a provision that any failure to comply with this section ~~will~~shall be grounds for the district immediately terminating the contract.