

# Board of Directors

## Regular Meeting August 18, 2020 7:00 p.m.

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 other waivers and suspensions remain in place through September 1, 2020.

The public may attend online using this Zoom webinar link:

<https://fpschools.zoom.us/j/95438846691?pwd=WWFVK2RvN21FRFRDM0llbW9kcmlhZz09>  
or

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

Webinar ID: 954 3884 6691 Password: 134679

Written comments may be submitted by email to [kholtan@fpschools.org](mailto:kholtan@fpschools.org) or by mail to the Board of Directors, Franklin Pierce Schools, 315 129<sup>th</sup> Street South, Tacoma, WA 98444. Please limit comments to two minutes. All written comments will be provided to the Board of Directors. Submissions received by 3 p.m. 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.

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## FRANKLIN PIERCE SCHOOLS

Jo Anne Matson Administrative Center  
315 129<sup>th</sup> Street South  
Tacoma, WA 98444  
[www.fpschools.org](http://www.fpschools.org)  
253-298-3000

# **Franklin Pierce School Board's Operating Principles**

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

## **Communications, Cooperation, and Trust**

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

## **Effective Meetings**

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

## **Decision Making**

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

## **Addressing Citizen or Staff Complaints**

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

## **Board Operations**

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

Reviewed by the Franklin Pierce Board of Directors on August 6, 2019.

**REGULAR MEETING OF THE BOARD OF DIRECTORS****Remote Meeting Via Zoom Webinar Video Conferencing****August 18, 2020 – 7 p.m.**

All are welcome to attend this meeting remotely.

Join the Zoom webinar by clicking the link below:

<https://fpschools.zoom.us/j/95438846691?pwd=WWFVK2RvN21FRFRDM0llbW9kcmlhZz09>

Webinar ID: 954 3884 6691 Password: 134679

**AGENDA**

- I. Call to Order**
- II. Flag Salute**
- III. Establishment of a Quorum**
- IV. Adoption of Agenda**
- V. Announcements and Communication**
  - 1. Superintendent
  - 2. Board of Directors
  - 3. Community –  
Written comments may be submitted by email to [kholten@fpschools.org](mailto:kholten@fpschools.org) or by mail to the Board of Directors, Franklin Pierce Schools, 315 129<sup>th</sup> Street South, Tacoma, WA 98444. 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: July 7, 2020 and August 11, 2020.....A
  - 2. Audit of Expenditures: July 2020 .....B
  - 3. Personnel Action .....C
  - 4. Budget Status Reports: June 2020 .....D
- VII. Unfinished Business**
  - 1. Policies 3246/3247: Restraint, Isolation, and Other Uses of Reasonable Force .....E
  - 2. Policy 4215: Use of Tobacco, Nicotine Products, and Delivery Devices .....F
  - 3. Policy 4314: Notification of Threats of Violence or Harm .....G
  - 4. Policy 6220: Bid or Request for Proposal Requirements .....H
- VIII. New Business**
  - 1. Resolution 20-R-12: 2020-2021 District Reopening Plan .....I
  - 2. Memorandum of Understanding with the FP Education Association .....J
  - 3. Interagency Agreements with PSESD for the Native American Education Program .....K
  - 4. IT Surplus .....L
- IX. Information**
  - 1. Public Comment: Procedure 1400P: Meeting Conduct, Order of Business, and Quorum and Procedure 1430P: Audience Participation .....M
- X. Adjournment**

Next Meeting: September 8, 2020





# 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 918 3199 7378 – (253) 215-8782

July 7, 2020

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

### CALL TO ORDER

Mrs. Sherman called the meeting to order at 12:05 p.m.

### BOARD MEMBERS PRESENT

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

### AGENDA

20-M-72

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

### ANNOUNCEMENTS & COMMENTS FROM THE SUPERINTENDENT

- Mr. Goodpaster welcomed Dr. Shaun Carey and invited him to make comments.
- Dr. Shaun Carey thanked the Franklin Pierce Board of Directors for everything they provided to him during his 21 years in our district.
- Mr. Goodpaster congratulated Dr. Carey, provided information about the planning involved with re-opening of schools this fall, and commented on other district business.

### ANNOUNCEMENTS & COMMENTS FROM THE BOARD OF THE DIRECTORS

- The Board Directors thanked Dr. Carey for his service.
- Mrs. Sherman complimented the Farm on the quality produce provided through the Community Supported Agriculture (CSA) program this summer.

### WRITTEN ANNOUNCEMENTS & COMMENTS FROM THE COMMUNITY

- Ms. Pam Kruse, FPEA President, submitted written questions related to the district's re-opening schools plan and curriculum adoption.

### CONSENT AGENDA

20-M-73

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

#### (1) Minutes

Minutes of the Board of Directors for the special meeting held on June 15, 2020; and the special and regular meetings held on June 16, 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 July 7, 2020, authorized the County Treasurer to pay all warrants/transfers specified below.

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

	<b><u>Number</u></b>	<b><u>Amount</u></b>	<b><u>Date Issued</u></b>
<b>General Fund – Payroll</b>	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
<b>General Fund – A/P</b>	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
<b>Capital Projects</b>	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
<b>ASB</b>	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

(3) **Personnel Action**

**NEW HIRES**

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

**TERMINATIONS**

<b>NAME</b>	<b>JOB TITLE / LOCATION</b>	<b>EFFECTIVE DATE</b>
Baskett, Rebecca	Social Worker / Ford	8/31/2020
Beyer, Bradley	Teacher / Keithley	8/31/2020
Carey, Shaun	Deputy Superintendent / Admin	6/30/2020
Estrada, Elizabeth	Teacher / Harvard	8/31/2020
Guevarra, Reiamari	Teacher / Franklin Pierce	8/31/2020
Hall, Claire	Special Ed Teacher / Ford	8/31/2020
Hogberg, Julie	Chief Custodian / Ford	8/31/2020
Hooker, Corie	Teacher / Midland	8/31/2020
Jacobsen, Heidi	Paraeducator / Collins	8/31/2020
Keenan, Susan	LP Nurse / Central Avenue	8/31/2020
Lancaster, Cecile	Paraeducator / Keithley	8/31/2020

**TERMINATIONS (continued)**

NAME	JOB TITLE / LOCATION	EFFECTIVE DATE
Lundgren, Lucas	Teacher / Washington	8/31/2020
Melendez, Jose de Jesus	Director of Languages & Equity / Admin	6/30/2020
Nation, Rachel	Nutrition Assistant 3 / Franklin Pierce	8/31/2020
Nordquist, Jessie	Dean of Students / Elmhurst	8/31/2020
Rogers, Alicia	Info Tech Specialist / Christensen	8/31/2020
Rowe, Yon	Teacher / Collins	8/31/2020
Russell, Deborah	Paraeducator / Washington	7/31/2020
Slagle, Katherine	Special Ed Teacher / On Leave	3/19/2020
Stippich, Debra	LP Nurse / Midland	8/31/2020

**APPOINTMENTS / PROMOTIONS / TRANSFERS**

NAME	NEW JOB TITLE / LOCATION	EFFECTIVE DATE
Graham, Nichole	ELL Paraeducator / Brookdale	09/08/2020
Lovell, Michelle	ELL Teacher / Franklin Pierce	08/31/2020
Lunhu, Iryna	Nutrition Services Manager 2 / Christensen	09/03/2020
Sherry, Andrea	ELL Paraeducator / Elmhurst	09/08/2020

**LEAVE OF ABSENCES**

NAME	POSITION / LOCATION	LEAVE TYPE	DATES
Verkuy, Jennifer	Info Tech Specialist / Brookdale	General	08/31/2020- 09/01/2021

**SPECIAL ACTION**

NAME	JOB TITLE / LOCATION	NEW EFFECTIVE RETIREMENT DATE
Roybal, Paula	Paraeducator / James Sales	6/30/2020

**(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 May 2020.

**POLICY 6106: ALLOWABLE COSTS FOR FEDERAL PROGRAMS**

**20-M-74**

It was moved by Mrs. Sherman, seconded by Mr. Davis, and unanimously passed that the Board of Directors approve the revised Board Policy 6106: Allowable Costs for Federal Programs as presented.

**CORE INSTRUCTIONAL MATERIALS ADOPTION – MATHEMATICS GRADES K-5**

**20-M-75**

It was moved by Mr. Davis, seconded by Mrs. Sherman, and unanimously passed that the Board of Directors adopt the grades K-5 math core instructional materials, *enVision Mathematics K-5*.

**CORE AND SUPPLEMENTAL MATERIALS ADOPTION – ETHNIC STUDIES**

**20-M-76**

It was moved by Dr. Mendoza, seconded by Mrs. Sherman, and unanimously passed that the Board of Directors adopt the listed ethnic studies core and supplemental materials.

**CORE INSTRUCTIONAL MATERIALS ADOPTION – ADVANCED PLACEMENT WORLD HISTORY**

**20-M-77**

It was moved by Mrs. Sherman, seconded by Mr. Davis, and unanimously passed that the Board of Directors adopt the Advanced Placement World History core instructional materials, *Amsco World History: Modern*.

**SUPPLEMENTAL MATERIALS ADOPTION – 7TH GRADE ENGLISH LANGUAGE ARTS**

**20-M-78**

It was moved by Mr. Davis, seconded by Mrs. Sherman, and unanimously passed that the Board of Directors adopt the 7<sup>th</sup> grade English language arts supplemental materials, *Sally Ride: Life on a Mission* and *Disaster Strikes! The Most Dangerous Space Missions of All Time*.

**MEMORANDUM OF UNDERSTANDING WITH PIERCE CONSERVATION DISTRICT**

**20-M-79**

It was moved by Mrs. Sherman, seconded by Dr. Mendoza, and unanimously passed that the Board of Directors approve the Memorandum of Understanding between Franklin Pierce School District and Pierce Conservation District.

**INFORMATION TECHNOLOGY SURPLUS APPROVAL**

**20-M-80**

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

**POLICY 3246: RESTRAINT, ISOLATION, AND OTHER USES OF REASONABLE FORCE and POLICY 3247: REQUIRED NOTIFICATION OF ISOLATION OR RESTRAINT OF STUDENTS WITH IEPs OR SECTION 504 PLANS**

Mr. Goodpaster, Superintendent, presented revised Board Policy 3246: Restraint, Isolation, and Other Uses of Reasonable Force for first reading and presented retiring Policy 3247: Required Notification of Isolation or Restraint of Students with IEPs or Section 504 Plans. This item will be placed on the agenda for action at the next regularly scheduled meeting of the Board of Directors.

**POLICY 4215: USE OF TOBACCO, NICOTINE PRODUCTS, AND DELIVERY DEVICES**

Mr. Goodpaster, Superintendent, presented revised Board Policy 4215: Use of Tobacco, Nicotine Products, and Delivery Devices for first reading. This item will be placed on the agenda for action at the next regularly scheduled meeting of the Board of Directors.

**POLICY 4314: NOTIFICATION OF THREATS OF VIOLENCE OR HARM**

Mr. Goodpaster, Superintendent, presented revised Board Policy 4314: Notification of Threats of Violence or Harm for first reading. This item will be placed on the agenda for action at the next regularly scheduled meeting of the Board of Directors.

**POLICY 6220: BID OR REQUEST FOR PROPOSAL REQUIREMENTS**

Mr. Robin Heinrichs, Executive Director of Support Services, presented revised Board Policy 6220: Bid or Request for Proposal Requirements for first reading. This item will be placed on the agenda for action at the next regularly scheduled meeting of the Board of Directors.

**PROCEDURE 3246P: RESTRAINT, ISOLATION, AND OTHER USES OF REASONABLE FORCE and PROCEDURE 3247P: REQUIRED NOTIFICATION OF ISOLATION OR RESTRAINT OF STUDENTS WITH IEPs OR SECTION 504 PLANS**

Mr. Goodpaster, Superintendent, presented revised Board Procedure 3246P: Restraint, Isolation, and Other Uses of Reasonable Force and retiring Board Procedure 3247P: Isolation and Restraint of Students with IEPs and Section 504 Plans as information only items.

**PROCEDURE 4614P: NOTIFICATION OF THREATS OF VIOLENCE OR HARM**

Mr. Goodpaster, Superintendent, presented revised Board Procedure 4314P: Notification of Threats of Violence or Harm as an information only item.

**PROCEDURE 6220P: BID OR REQUEST FOR PROPOSAL REQUIREMENTS**

Mr. Robin Heinrichs, presented revised Board Procedure 6220P: Bid or Request for Proposal Requirements as an information only item.

**EXECUTIVE SESSION**

Mr. Roberts announced an executive session of the Board at 1:26 p.m. for approximately one hour with no action to follow to discuss the performance of a staff member in accordance with RCW 42.30.110 and Board Policy 1410: Executive or Closed Sessions. Mr. Roberts reconvened the meeting 2:32 p.m.

**ADJOURNMENT**

Mr. Roberts announced that the next regular meeting of the Board of Directors will be held on Tuesday, August 18, 2020, beginning at 7 p.m. 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 2:35 p.m.

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Secretary of the Board

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President of the Board

# Franklin Pierce Schools

Administration Offices - 315 129th Street South - Tacoma, WA 98444 – (253) 298-3000  
Board Directors and audience attended via Zoom video Webinar ID 942 0738 2426 – (253) 215-8782

August 11, 2020

## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

### CALL TO ORDER

Mr. Roberts called the special meeting to order at 8:00 a.m.

### BOARD MEMBERS PRESENT

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

### SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. School Board Director End-of-Year Self-Assessment Results
2. Beginning-of-the-Year Board Business
  - Board Operating Principles
  - Work Session Topics and OPMA Considerations
  - Superintendent's Beliefs and Areas of Focus
  - Strategic Planning
3. School Resource Officer Discussion with a presentation by Ms. Kim Bond, Ms. Rosita Castellano, Ms. Violet Hill, Ms. Katie Hohnstein-Van Etten, Mr. Terry Johnson, Mr. Julien Pollard, and Mr. Matt Price. Additional discussion panelists included Mr. Mike Blair, Dr. Tom Edwards, Ms. Katie Gillespie, Ms. Val Jones, and Mr. Steven Mondragon.
4. District Reopening Plan
5. Student Enrollment Forecast presented by Ms. Jen Elstrott and Mr. Alex Brasch of FLO Analytics
6. Construction Updates presented by Mr. Robin Heinrichs

### ADJOURNMENT

There being no business to transact, the special meeting adjourned at 4:00 p.m.

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Secretary of the Board

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President of the Board



## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Tammy Bigelow, Director of Business Services  
**DATE:** August 18, 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 August 18, 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>
<b>General Fund – Payroll</b>	Direct Dep/Bank Fees	\$6,928,554.30	7/31/2020
	268257-268263	\$5,202.84	7/31/2020
	268264-268300	\$3,145,621.73	7/31/2020
	268352-268353	\$16.21	7/31/2020
<b>General Fund – A/P</b>	A/P Direct Deposit	\$27,800.26	7/15/2020
	A/P Direct Deposit	\$281,318.30	7/31/2020
	268206-268238	\$267,119.88	7/15/2020
	268256	\$61,932.34	7/15/2020
	268301-268340	\$459,947.20	7/31/2020
<b>Capital Projects</b>	A/P Direct Deposit	\$2,921,982.23	7/15/2020
	A/P Direct Deposit	\$97,342.48	7/31/2020
	268239-268249	\$2,499,851.02	7/15/2020
	268341-268351	\$265,646.66	7/31/2020
<b>ASB</b>	A/P Direct Deposit	\$48.84	7/15/2020
	A/P Direct Deposit	\$546.30	7/31/2020
	268250-268255	\$130.00	7/15/2020

## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Brandy Marshall, Director of Human Resources  
**DATE:** August 18, 2020  
**SUBJECT:** Personnel Action

### NEW HIRES

NAME	JOB TITLE / LOCATION	EFFECTIVE DATE	REASON
Chea, Jeannie	Teacher / Keithley	08/31/2020	Replacement
Donbeck, Emily	Program Specialist / Learning Support	08/31/2020	Replacement
Gurmeza, Konstantin	Teacher / Keithley	08/31/2020	Replacement
Horn, Thomas	Teacher / Keithley	08/31/2020	Replacement
Husted, Russell	Teacher / Keithley	08/31/2020	Replacement
Lengyel, Tami	LPN / Central Avenue	09/02/2020	Replacement
Morales, Amber	Teacher / Christensen	08/31/2020	Replacement
Mulkey, Kellie	Social Worker / Learning Support	10/12/2020	Leave Replacement
Ornelas, Dadre	Temporary Custodian / Ford	04/15/2020	Leave replacement
Orona, David	Teacher / Keithley	08/31/2020	Replacement
Skolrud, Carlo	Teacher / Washington	08/31/2020	Replacement
Spires, Kayla	Teacher / Christensen	08/31/2020	Replacement
Woods, Reginald	Teacher / Brookdale	08/31/2020	Replacement

### TERMINATIONS

NAME	JOB TITLE / LOCATION	HIRE DATE	EFFECTIVE DATE	REASON
Anderson-Moll, Jennifer	Paraeducator / Christensen	08/27/2019	08/31/2020	Temp Assignment
Barton, Krystal	Paraeducator / Washington	11/01/2019	08/31/2020	Temp Assignment
Berndt, Mason	Paraeducator / Elmhurst	10/08/2019	08/31/2020	Resignation
Chestang, Jonathan	Dean of Students / Washington	08/31/2020	08/31/2020	Resignation
Codorniz, Julianna	Teacher / Keithley	08/25/1999	08/31/2020	Resignation
Evans, Heather	Paraeducator / Keithley	09/03/2019	08/31/2020	Temp Assignment
Farmer, Kristen	Paraeducator / Hewins ELC	12/13/2010	08/31/2020	Resignation
Fynboe, Alexis	Teacher / Christensen	08/28/2018	08/31/2020	Resignation
Garrod, Lydia	Teacher / Christensen	08/21/2017	08/31/2020	Resignation
Harris, Jennifer	Paraeducator / Keithley	11/14/2019	08/31/2020	Temp Assignment
Hathaway, Hayley	Teacher / Keithley	08/19/2019	08/31/2020	Resignation
Kitchen, Rachelle	Dean of Students / Ford	08/21/2012	08/31/2020	Resignation

**TERMINATIONS (continued)**

NAME	JOB TITLE / LOCATION	HIRE DATE	EFFECTIVE DATE	REASON
Madlena, Megan	Asst Principal / Elmhurst	08/21/2012	06/30/2020	Resignation
Martin, Tiffany	Paraeducator / Hewins ELC	11/21/2019	08/31/2020	Temp Assignment
Miranda, Jose	Chief Custodian / Elmhurst	05/21/2012	07/10/2020	Resignation
Ornelas, Padre	Temp Custodian / Keithley	04/15/2020	05/21/2020	Resignation
Peters, Bethany	Paraeducator / Collins	08/27/2019	08/31/2020	Temp Assignment
Rambow, Sierra	LPN / Christensen	08/22/2019	08/31/2020	Resignation
Roberts, Chelsea	Paraeducator / Collins	08/27/2019	08/31/2020	Temp Assignment
Rowland, Dawn	Paraeducator / Collins	08/27/2019	08/31/2020	Temp Assignment
Ruchti, William	Paraeducator / Franklin Pierce	09/11/2019	08/31/2020	Resignation
Spence, Liliana	SpEd Teacher / Franklin Pierce	08/20/2018	08/31/2020	Resignation
Vories, Ashley	Paraeducator / Elmhurst	12/10/2018	08/31/2020	Resignation
Webber, Janna	Paraeducator / Christensen	01/29/2019	08/31/2020	Temp Assignment
Whitemarsh, Kaleb	Paraeducator / Keithley	01/30/2020	08/31/2020	Resignation
Woods, Genavieve	Paraeducator / Hewins ELC	12/04/2019	08/31/2020	Temp Assignment

**APPOINTMENTS / PROMOTIONS / TRANSFERS**

NAME	PREVIOUS JOB TITLE / LOCATION	EFFECTIVE DATE	NEW JOB TITLE / LOCATION	REASON
Boyan, James	1:1 Paraeducator / Washington	09/08/2020	1:1 Paraeducator / Franklin Pierce	Reassign
Foltau, Isaac	Paraeducator / Washington	08/31/2020	Teacher / Washington	Promotion
Hester, James	Exec. Dir. - Human Resources & Busines Services / JMAC	07/01/2020	Deputy Superintendent / JMAC	Promotion
Kennedy, Kayla	Asst. Chief / Hewins ELC	07/28/2020	Asst. Chief / Central Ave	Reassign
Kessler, Shanti	Dean of Students / Keithley	07/10/2020	Assistant Principal / Elmhurst	Promotion
Melville, Tammy	Chief / GATES & Small Sites	07/28/2020	Chief / Elmhurst	Reassign
Mose, Kelsey	Paraeducator / Brookdale	08/31/2020	Elementary Teacher / Brookdale	Promotion
Nelson, Lauren	Paraeducator / Brookdale	09/08/2020	Paraeducator / Hewins ELC	Reassign
Pollard, Julien	Counselor / Washington	07/13/2020	Equity Coordinator / Admin	Promotion
Redfield, Morgan	Chief / Christensen	08/03/2020	Chief / Ford	Promotion
Spencer, Maddison	Asst. Chief / Central Avenue	06/22/2020	Asst. Chief / Harvard	Reassign
Webber, Matyson	Asst. Chief / Brookdale	08/03/2020	Asst. Chief / Hewins ELC	Reassign
Weisenmiller, Beth	Teacher / Ford	08/31/2020	Teacher / GATES	Reassign

**LEAVE OF ABSENCES**

NAME	POSITION / LOCATION	LEAVE TYPE	LEAVING	RETURNING
Gaulke, Tad	Teacher / Collins	General Leave	08/31/2020	09/01/2021



## Franklin Pierce Schools

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

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### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Tammy Bigelow, Director of Business Services  
**DATE:** August 18, 2020  
**SUBJECT:** Budget Status Reports, June 2020

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

#### **General Fund**

As of June 30, 2020, the ending fund balance was \$11,491,447. Property tax receipted was \$524,848 in June for a total revenue of \$6,890,118. Expenditures totaled \$10,841,189. Excess of expenditures over revenues was \$9,064,458.

#### **Capital Project Fund**

As of June 30, 2020, the ending fund balance was \$85,827,607. Property tax receipted was \$86,307. Local income from rentals, interest, Erate and impact fees totaled \$31,825.

- **Expenditures:**
  - **Bond: \$5,814,435**
  - **Technology Levy: \$150,091**
    - Network Infrastructure: \$15,828
    - New Computers: \$65,363
    - VOIP: \$23,093
    - Other Software: \$34,966
    - Utilities: \$7,034
    - Bell & Clock System: \$3,807

#### **Debt Service Fund**

Property tax collections in June totaling \$402,687 with an interest payment of \$3,029,500, left an ending fund balance of \$2,944,834.

#### **Associated Student Body Fund**

Ending fund balance was \$400,853.

#### **Transportation Vehicle Fund**

Ending fund balance was \$572,557.

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 June, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	14,149,981	524,848.21	10,021,736.96		4,128,244.04	70.83
2000 LOCAL SUPPORT NONTAX	816,000	50,731.29	427,627.24		388,372.76	52.41
3000 STATE, GENERAL PURPOSE	77,579,013	4,043,656.43	56,550,515.51		21,028,497.49	72.89
4000 STATE, SPECIAL PURPOSE	28,107,424	1,518,229.30	20,390,718.18		7,716,705.82	72.55
5000 FEDERAL, GENERAL PURPOSE	64,060	6,160.85	64,928.36		868.36-	101.36
6000 FEDERAL, SPECIAL PURPOSE	12,955,679	746,492.51	8,024,479.62		4,931,199.38	61.94
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
<b>Total REVENUES/OTHER FIN. SOURCES</b>	133,676,657	6,890,118.59	95,553,896.77		38,122,760.23	71.48
<b>B. EXPENDITURES</b>						
00 Regular Instruction	66,702,486	5,098,458.32	50,216,372.50	10,575,849.15	5,910,264.35	91.14
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	20,720,288	1,653,259.13	16,637,941.54	3,745,696.26	336,650.20	98.38
30 Voc. Ed Instruction	4,631,333	510,243.76	3,506,915.67	659,805.42	464,611.91	89.97
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	13,144,742	1,050,281.31	9,608,841.67	1,850,846.63	1,685,053.70	87.18
70 Other Instructional Pgms	366,449	50,368.66	501,136.09	93,820.84	228,507.93-	162.36
80 Community Services	776,988	56,252.28	629,658.78	109,887.78	37,441.44	95.18
90 Support Services	32,631,655	2,422,325.74	23,517,489.25	7,787,070.69	1,327,095.06	95.93
<b>Total EXPENDITURES</b>	138,973,941	10,841,189.20	104,618,355.50	24,822,976.77	9,532,608.73	93.14
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	0	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</b>	5,297,284-	3,951,070.61-	9,064,458.73-		3,767,174.73-	71.12
<b>F. TOTAL BEGINNING FUND BALANCE</b>	19,194,553		20,555,906.54			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>	XXXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	13,897,269		11,491,447.81			

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 June, 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	86,307.84	1,942,059.60		8,013.60-	100.41
2000 Local Support Nontax	2,963,700	31,825.84	1,722,060.94		1,241,639.06	58.11
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	 118,133.68	 3,664,120.54		 1,233,625.46	 74.81
 <u>B. EXPENDITURES</u>						
10 Sites	0	.00	.00	1,855.06	1,855.06-	0.00
20 Buildings	66,845,000	5,724,124.40	50,104,976.50	67,838,643.88	51,098,620.38-	176.44
30 Equipment	2,900,000	240,402.49	2,356,368.55	2,834,778.92	2,291,147.47-	179.01
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	 5,964,526.89	 52,462,295.05	 70,675,277.86	 53,391,572.91-	 176.55
 <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-	5,846,393.21-	48,798,174.51-		16,050,079.49	24.75-
 <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		 85,827,607.15			
<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 June, 2020

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	9,631,846	402,687.06	9,534,636.68		97,209.32	98.99
2000 Local Support Nontax	25,000	602.80	17,269.87		7,730.13	69.08
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	 403,289.86	 9,551,906.55		 104,939.45	 98.91
 <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	3,029,500.00	6,097,250.00	0.00	2.00	100.00
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	 3,029,500.00	 9,177,850.00	 0.00	 9,402.00	 99.90
 <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	2,626,210.14-	374,056.55		95,537.45-	20.34-
 <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		 2,944,834.82			
<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 June, 2020

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 GENERAL STUDENT BODY	402,100	16,132.76	156,778.62		245,321.38	38.99
2000 ATHLETICS	215,200	1,384.97	101,168.57		114,031.43	47.01
3000 CLASSES	58,000	.00	12,361.30		45,638.70	21.31
4000 CLUBS	117,050	639.00	41,891.66		75,158.34	35.79
6000 PRIVATE MONEYS	25,800	239.00-	13,972.35		11,827.65	54.16
<u>Total REVENUES</u>	818,150	17,917.73	326,172.50		491,977.50	39.87
<u>B. EXPENDITURES</u>						
1000 GENERAL STUDENT BODY	398,150	12,783.34	157,432.10	18,056.13	222,661.77	44.08
2000 ATHLETICS	251,000	2,937.30	99,397.14	18,500.00	133,102.86	46.97
3000 CLASSES	56,100	770.07	9,921.99	0.00	46,178.01	17.69
4000 CLUBS	132,825	3,297.56	36,045.52	0.00	96,779.48	27.14
6000 PRIVATE MONEYS	25,800	.00	14,378.12	0.00	11,421.88	55.73
<u>Total EXPENDITURES</u>	863,875	19,788.27	317,174.87	36,556.13	510,144.00	40.95
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u> <u>(A-B)</u>	45,725-	1,870.54-	8,997.63		54,722.63	119.68-
<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		400,853.29			
<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 June, 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	165.04	6,152.08		4,152.08-	307.60
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	165.04	6,152.08		445,847.92	1.36
 B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
 C. <u>Total REV./OTHER FIN. SOURCES</u>	452,000	165.04	6,152.08		445,847.92	1.36
 <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-	165.04	6,152.08		154,152.08	104.16-
 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		572,557.27			
<u>(G+H + OR - I)</u>						



## Franklin Pierce Schools

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### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lance Goodpaster, Superintendent  
**DATE:** August 18, 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). The superintendent will annually report to the Board on incidents involving the use of force.

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**

I move that the Board of Directors adopt revised Board Policy 3246: Restraint, Isolation, and Other Uses of Reasonable Force as presented and retire Board Policy 3247: Required Notification of Isolation or Restraint of Students with IEPs or Section 504 Plans.

### **ACTION REQUIRED**

## **RESTRAINT, 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, 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.

This policy is intended to address district students. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with adults or other youth from outside the 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 — 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 — Summary of incidents of isolation or restraint — Publishing to web site. [as amended by SHB 1240]
	RCW 70.96B.010	Definitions
	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
	WAC 392-400-235	Discipline — Conditions and limitations

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



## Franklin Pierce Schools

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### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lance Goodpaster, Superintendent  
**DATE:** August 18, 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**

I move that the Board of Directors adopt revised Board Policy 4215: Use of Tobacco, Nicotine Products, and Delivery Devices as presented.

### **ACTION REQUIRED**

## **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 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 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 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



# Franklin Pierce Schools

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## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lance Goodpaster, Superintendent  
**DATE:** August 18, 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**

I move that the Board of Directors adopt revised Board Policy 4314: Notification of Threats of Violence or Harm as presented.

### **ACTION REQUIRED**

## NOTIFICATION OF THREATS OF VIOLENCE OR HARM

Students and school employees who are subjects of threats of violence or harm will be notified of the threats in a timely manner. Parents 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.

“Threats of violence or harm” means direct or indirect communications by any means of the intent to inflict physical harm upon a specific individual or individuals or that place a 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.

If the district determines a person poses a threat of violence or harm to students, employees, or others, the district may administer relevant district discipline policies and procedures and may refer to appropriate community agencies including law enforcement and mental health services. District staff will work with in-district and community-based professionals and services in all relevant 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 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

**Adoption Date: 5/13/03**  
**Franklin Pierce Schools**  
**Revised: 10/14/08; 08/18/20**  
**Classification: Essential**



## Franklin Pierce Schools

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### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Robin Heinrichs, Executive Director of Support Services  
**DATE:** August 18, 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**

I move that the Board of Directors adopt revised Board Policy 6220: Bid or Request for Proposal Requirements as presented.

### **ACTION REQUIRED**



## **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 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. Ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
  4. Providing the clear and definite plans and specifications to those interested in submitting a bid;
  5. Requiring that bids be in writing;
  6. Opening and reading bids in public on the date and in the place named in the notice; and
  7. Filing all bids for public inspection after opening.

#### **Exemptions**

The Board may waive bid requirements for purchases:

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

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

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

### 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 shall also contain a provision that any failure to comply with this section 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 \$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 interlocal 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 for procurement of **goods** (furniture, supplies, equipment, and textbooks):

- Purchases of \$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 \$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 for procurement of **services**:

- Purchases of \$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 \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

## **C. Noncompetitive Procurement**

Noncompetitive procurement may 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 noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

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

## **D. 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, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

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

### III. Procedures

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

Legal References:	RCW 28A.335.190	Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies
	RCW 28A.400.330	Crimes against children — Contractor employees — Termination of contract
	RCW 39.04.155	Small works roster contract procedures — Limited public works process — Definition
	RCW 39.04.280	Competitive bidding requirements — Exemptions
	RCW 39.26.160	Bid Awards — Considerations — Requirements and criteria to be set forth — Negotiations — Use of enterprise vendor registrations and bid notification system
	RCW 39.30.060	Bids on public works — Identification, substitution of contractors
	Chapter 39.34 RCW	Interlocal Cooperation Act
	2 CFR Part 200	Uniform administrative requirements, cost principles, and audit requirements for federal awards
	2 CFR 200.67	Micro-purchase
	2 CFR 200.88	Simplified acquisition threshold
	2 CFR 200.318	General procurement standards
	2 CFR 200.320	Methods of procurement to be followed
	2 CFR 3485	Nonprocurement debarment and suspension

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



## Franklin Pierce Schools

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

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### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lance Goodpaster, Superintendent  
**DATE:** August 18, 2020  
**SUBJECT:** Resolution 20-R-12: 2020-2021 District Reopening Plan

### **BACKGROUND INFORMATION**

Each school district must adopt a reopening plan for the 2020–2021 school year through local board resolution (FPS Resolution 20-R-12). The Office of Superintendent of Public Instruction (OSPI) developed the Washington School 2020 Reopening Plan Template in consultation with the State Board of Education (SBE) which includes mandatory health requirements, statutory education requirements, and additional expectations, identified by the OSPI June 11, 2020 official guidance for reopening schools. Each school district must use the 2020 Reopening Plan Template and file their plan with OSPI and the SBE within two weeks of the district's fall starting date by completing an online survey. Each school district will continue to monitor its reopening plan throughout the year and update as needed.

### **RECOMMENDATION**

I move that the Board of Directors adopt Resolution 20-R-12: 2020-2021 District Reopening Plan and the accompanying required Washington Schools 2020 Reopening Plan as presented.

### **ACTION REQUIRED**



## Franklin Pierce Schools

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

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### **RESOLUTION 20-R-12** **2020-2021 DISTRICT REOPENING PLAN**

**WHEREAS**, Chapter 28A.320 RCW authorizes local school boards to govern their respective districts, including the promotion of effective, efficient, and safe district operations, and RCW 28A.330.100 authorizes local school boards with additional powers, and RCW 28A.150.230 assigns local school boards the responsibility for ensuring quality in the content and extent of its educational program;

**WHEREAS**, on February 29, 2020, Washington Governor Jay Inslee declared a state of emergency in all counties of our state under Chapters 38.08, 38.52, and 43.06 RCW, and directed the implementation of the plans and procedures of the state's Comprehensive Emergency Management Plan in response to the novel coronavirus (COVID-19) and on March 13, 2020, Governor Inslee ordered the closure of all public and private K-12 schools in Washington State until April 24, 2020, to contain the spread of COVID-19, and on April 6, 2020, directed that school buildings remain closed from providing traditional, in-person instruction throughout the remainder of the 2019-2020 school year;

**WHEREAS**, RCW 28A.150.290 authorizes the State Superintendent of Public Instruction to make rules and regulations as necessary to carry out the proper administration of its statutory duties in unforeseen conditions and on June 11, 2020, the Office of the Superintendent of Public Instruction issued official guidance for reopening Washington schools for the 2020-2021 school year, which included sections on health and safety from the Department of Health and the Department of Labor and Industries, specifying employee and student safety requirements for reopening schools during the COVID-19 pandemic and requiring school boards to adopt and submit reopening plans for the 2020-2021 school year;

**NOW, THEREFORE BE IT RESOLVED**, that the Franklin Pierce School District Board of Directors (the Board) has reviewed and hereby adopts its reopening plan for the 2020-2021 school year, which addresses the mandatory health requirements, statutory education requirements, and additional expectations, as identified by the Office of Superintendent of Public Instruction's June 11, 2020 official guidance for reopening Washington schools.

**BE IT FURTHER RESOLVED** that the Board directs that the plan be posted on the District's website two weeks prior to the reopening of school. The Board recognizes that the circumstances related to reopening schools safely are mutable, and the reopening plan requires monitoring and possible revision. Therefore, the District Superintendent will monitor the reopening plan throughout the 2020-2021 year, and the District will revise and update the reopening plan as needed.

**BE IT FURTHER RESOLVED** that execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument. This resolution pertains exclusively to the 2020-2021 school year and sunsets no later than that time.

Adopted by majority of the Board of Directors of the Franklin Pierce School District No. 402 at the regular meeting held on Tuesday, August 18, 2020.

BOARD OF DIRECTORS  
FRANKLIN PIERCE SCHOOL DISTRICT

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ATTEST:

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

# Washington Schools 2020 Reopening Franklin Pierce Schools - August 18, 2020

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Each school district, charter school, and state-tribal education compact school ("local education agency" or "LEA") must adopt a reopening plan for the 2020–21 school year through local board resolution. The Office of Superintendent of Public Instruction (OSPI) developed this Washington School 2020 Reopening Plan Template in consultation with the State Board of Education (SBE).

[LEAs must use the 2020 Reopening Plan Template and file their plan with OSPI and the SBE within two weeks of the LEA's fall starting date by completing the online survey.](#)

The LEA's reopening plan must be approved by its governing body and posted on the LEA's publicly available website prior to the opening of school. There are three major sections of the template with attestations or descriptions required for the components of each major section. Please fill out the template completely.

Each LEA should continue to monitor its reopening plan throughout the year and update as needed. We strongly urge you to continue your work engaging your parents, families, students, employees, and community partners while developing your reopening plan.



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**



# **2020 SCHOOL REOPENING PLAN:**

## **Franklin Pierce School District #402**

**Planned school reopening date: September 8, 2020**

**Planned last day of the 2020–21 school year date: June 22, 2021**

## Part I - MANDATORY Health Requirements

The local educational agency (LEA) must use the [Department of Health \(DOH\) and Labor and Industries \(L&I\) guidance](#) to create reopening plans aligned to health and safety requirements. All LEAs should maintain consistent communication with their local health authorities as reopening plans evolve.

**Please attest (and describe where appropriate) to the health mandates below.**

- 1) Our district has identified our primary **local health officer(s)**.  
☒ Yes
  - a. Please list the name(s) of your primary local health officer(s): Dr. Anthony Chen
- 2) Our district has identified a primary **district-level point of contact** for our reopening effort.  
☒ Yes
  - a. Please list the name and contact information for your primary district-level point of contact: Lance Goodpaster, Superintendent, lgoodpaster@fpschools.org, (253) 298-3010
- 3) We have reviewed the U.S. Centers for Disease Control and Prevention (CDC) definition of **high-risk employees** and we have clearly communicated with staff their opportunity to identify themselves as high-risk.  
☒ Yes
  - a. We are engaging self-identified high-risk employees to address accommodations consistent with L&I requirements and the Governor's proclamation about high-risk employees.  
☒ Yes
- 4) We have reviewed our **drop-off and pick-up plans** to provide proper physical distancing and minimal opportunities for parents and other adults, who are not staff, to enter our buildings.  
☒ Yes
- 5) We have a **daily health screening plan** in place for students and staff.  
☒ Yes
  - a. Please identify which health screening protocol best fits your school district planning.  
☒ Our plan will rely primarily on a screening process conducted at school or on buses.  
☐ Our plan is to rely on attestations, but to screen staff who do not

provide an attestation that a screen was done at home before school and students who do not provide an attestation that a screening was conducted by a parent, guardian, or caregiver before school.

- 6) We have altered our indoor classroom and common spaces and reconfigured our processes to ensure **six feet of physical distance** between all persons in our school facilities as a planning framework.

☒ Yes

- a. We are using additional common spaces to ensure six feet of physical distance between all persons in our school facilities as a planning framework.

☒ Yes

☐ No

- b. We are using additional community-based spaces outside of our school facilities to ensure six feet of physical distance between all persons in our school facilities as a planning framework.

☐ Yes

☒ No

- c. We understand that this is a planning framework and there will be limited times when students and/or staff may need to be within six feet for short periods of time.

☒ Yes

- d. We understand there are limited exceptions to the six-foot rule, but we will accommodate students with disabilities or others who meet the exceptions in order to deliver equitable services, which may include providing additional personal protective equipment (PPE) to staff and/or the student.

☒ Yes

- 7) We have altered physical spaces, reconfigured schedules, and adopted necessary plans to provide **meals to students** that ensures six feet of physical distance between all persons as a planning framework.

☒ Yes

- 8) We have established clear expectations and procedures to ensure **frequent hand washing** in all of our facilities for students and staff.

☒ Yes

- 9) We have established clear expectations with students, staff, and families that all persons in our facilities will be wearing **face coverings** consistent with DOH and L&I requirements, including any of the narrow exceptions identified by DOH and L&I in guidance.

☒ Yes

- a. We have an adequate supply of face coverings on our premises to accommodate students who arrive at school without a face covering.

- ☒ Yes  
☐ No

- b. We will provide adequate face coverings and other PPE requirements to protect all staff in each building and/or worksite consistent with the law and L&I guidance.

- ☒ Yes

- 10) We have developed busing plans to maximize **physical distancing** on our buses as much as possible on a given bus route.

- ☒ Yes

- a. We recognize that busing is an exception to the six-foot rule, as long as we exercise proper cleaning, maximum ventilation when reasonable, face coverings on students and adults, and proper PPE for our drivers.

- ☒ Yes

- 11) We have developed a **cleaning regimen** in our facilities and buses consistent with DOH guidance and the Infection Control Handbook 2010.

- ☒ Yes

- 12) We have clearly established procedures, in coordination with our local health authority, to **report any suspected or known cases of COVID-19**.

- ☒ Yes

- a. We understand that contact tracing and any other procedures to identify additional COVID-19 cases are to be conducted and led by the local health authority, the Washington State Department of Health, or a designee at the direction of the public health authority.

- ☒ Yes

## Part II – Statutory Education Requirements

- 13) We have established a school calendar to accommodate **180 instructional days and the required instructional hours** assuming all of the guided learning planned by and under the direction of the certificated teacher counts (in-person face-to-face, distance learning on screen with a teacher, independent learning assigned and evaluated by a teacher, and any other directed learning) subject to the State Board of Education requirements outlined in [WAC 180-16-200](#).

- ☒ Yes  
☐ No

- a. We have created a flexible calendar with additional days that may be needed to address short-term school closure in the event that our facilities are not accessible as

directed by a public health authority or the Governor, and for which we were not able to make an immediate transition to Continuous Learning 2.0.

- ☒ Yes  
☐ No

b. Please upload a copy of your school calendar.

14) In order to accommodate the instructional hours requirements, please describe your typical **weekly schedule** for students and professional collaboration. Include any reasonable options to maximize **cohorts** of students to reduce the risk of possible virus transmissions.

- i. For elementary, please describe: The student day will be 8:30 to 3:30. At all grade levels students will be divided into cohort groups with each cohort group receiving equal amounts of both synchronous teacher led instruction and asynchronous teacher directed instruction each day. Professional collaboration time is included each week on Wednesdays during the student's asynchronous learning time.
- ii. For middle school, please describe: The student day will be 8:30 to 3:30. At all grade levels students will be divided into cohort groups with each cohort group receiving equal amounts of both synchronous teacher led instruction and asynchronous teacher directed instruction each day. Professional collaboration time is included each week on Wednesdays during the student's asynchronous learning time.
- iii. For high school, please describe: The student day will be 8:30 to 3:30. At all grade levels students will be divided into cohort groups with each cohort group receiving equal amounts of both synchronous teacher led instruction and asynchronous teacher directed instruction each day. Professional collaboration time is included each week on Wednesdays during the student's asynchronous learning time.

15) We have a plan to take **daily attendance** for all students, regardless of our teaching modality, as well as a tiered approach to supporting students not participating and aligned to the OSPI attendance rules.

- ☒ Yes

a. We have a clear plan for ongoing communication with students and families, and we have provided a means by which all students will be required to check in daily even on days when the student is not physically present at school.

- ☒ Yes

16) We have identified **learning standards** across grade levels and/or content areas to ensure instructional time and professional learning are effectively tied to our reopening plan.

- ☒ Yes  
☐ No

17) We have determined our 2020–21 **grading policies**.

- ☒ Yes  
☐ No

- a. If yes: We have reviewed our grading practices, learned from decision-making this spring, and established the following grading system:
- For elementary, please describe: (Grades K-5) 1-4 by standard in each content area.
  - For middle school, please describe: (Grade 6) 1-4 by standard in each content area; (Grades 7-8) 1-4 by standard in each content area, with an overall averaged score, which is converted to a letter grade of A-C or Incomplete.
  - For high school, please describe: (Grades 9-12) 1-4 by standard in each content area, with an overall averaged score, which is converted to a letter grade of A-C or Incomplete.

## Part III – Additional Expectations

18) Our district has a specific plan to support students who received “**incompletes**” in the spring of 2020.

- ☒ Yes  
☐ No

- a. If yes: Please briefly describe that plan: Each school is examining their list of incompletes and creating work plans, prioritizing rising seniors, and then 10th and 11th graders, to complete the standards necessary to earn credit in the course. Because of our standards based gradebook, we can identify the specific standard(s) needing to be assessed and proficiency. Reteaching and Assessments in these standards will be delivered during our designed Learning Lab time, in subsequent coursework where applicable, and in extended office hours with teachers.

19) Our district developed summer learning and services opportunities for **students who needed additional support** to be ready for success this fall.

- ☒ Yes  
☐ No

- a. If yes: What percentage of your students did you provide services to? 3.2%
- b. If yes: Please briefly describe the learning and service opportunities you provided, including any programs or targeted supports: We provided summer learning opportunities, credit retrieval, and credit attainment in some courses free of charge this summer. (Grades PK-8) 117 students engaged in summer learning through our Title program with language arts, math, science, art, and SEL instruction; 19 students

had IEPs, 4 students were EL, and 4 students qualified for McKinney Vento services. (Grade 8) 9 students participated in PE summer school. Grades 9-12 summer school (0.5 credits earned; 12 Washington State History; 49 or more PE; 12 Math; 14 Science; 11 Social Studies; 7 ELA). Several students earned 1.0 credits with either combo PE+APEX or APEX+APEX. Grades 8-12 Pierce County Skills Center summer school course completers included 18 students (3 Family Health; 5 Graphic Design; 2 Automotive; 1 Pre-PT; 1 Pre-Vet; 1 Pre-Pharm; 1 MS Office; 4 Physical Fitness Tech).

- c. If yes: Please briefly describe your process for prioritizing your students furthest from educational justice: We served every student who requested support.

20) We have a plan to perform a **universal screening** of each student when they return to school to better understand their strengths, learning needs, and social-emotional needs.

- ☒ Yes  
☐ No

- a. If no: Please briefly describe the efforts you are engaging in with respect to screening students when they return to school in the fall: \_\_\_\_\_

21) Our district has developed a **family and community engagement** process that includes strategies to reach non-English speaking families to inform our reopening plan.

- ☒ Yes

- a. Please briefly describe your engagement strategy and the organizations or individuals who took part in your planning effort: Communication (phone, email and text message in other languages); available translators for back to school needs assessment; available translators for remote learning orientation; Spanish phone line; Language Link for IT consultations; Will push out Language Link with additional referrals.

22) Our district has invested in additional accessible **technology, hardware, or connectivity** for students and educators as we have prepared for fall reopening.

- ☒ Yes  
☐ No

- a. Please identify the percentage of students that you believe have adequate technology and connectivity to learn remotely during the 2020–21 school year.

- ☐ 0 – 30%  
☐ 31 – 40%  
☐ 41 – 50%

- ☐ 51 – 60%
- ☐ 61 – 70%
- ☒ 71 – 80%
- ☐ 81 – 90%
- ☐ 91 – 100%

- b. Please briefly describe your strategy to accommodate students during the 2020–21 school year who do not have adequate technology or connectivity to effectively learn remotely: FPS is requiring all students to utilize district issued laptops for the 2020-2021 school year. Schools are conducting needs assessments prior to the start of the school year to identify needs around technology equipment, connectivity, food access, and childcare.

23) Our district has provided **professional learning** for our educators to prepare them for effective instruction during the 2020–21 school year.

- ☐ Yes
- ☒ No

- a. If yes: Please briefly describe the professional learning provided or facilitated by the district: \_\_\_\_\_
- b. If no: Please briefly describe the professional learning the district will provide or facilitate prepare staff for effective instruction during the 2020–21 school year. We have developed 4 days of training through PRAD before the school year begins - for preparation - technology, emphasis standards, classroom management/routines/procedures in remote setting/SEL, and a menu of differentiated professional learning opportunities that will be available throughout the fall and into the school year to address ongoing needs.

24) Our district has selected a primary **learning management system** for consistent use with students across the district during the 2020–21 school year.

- ☒ Yes
- ☐ No

- a. If yes: Please select or write-in the primary learning management system the district is using with students:

- ☐ Google Classroom
- ☐ Microsoft Teams
- ☐ Schoology
- ☒ Canvas
- ☐ Seesaw



- ☐ Moodle
- ☐ Other (write-in): \_\_\_\_\_

# FRANKLIN PIERCE SCHOOLS

## 2020-21 Calendar

 No School	 All Offices Closed	 First/Last Day	 Conferences	 Early Release (3.5 hours)	 Make Up Day
---	--	--	---	---	---

### August

31 ..... Teacher Training (PRAD)

### September - 17 School days

1-3 ..... Teacher Training (PRAD)

8 ..... First Day of School

#### AUG/SEPTEMBER 2020

S	M	T	W	Th	F	S
	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### MARCH 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### March - 22 days

10 ..... Early Release 3.5 hours

**Elementary Only**

10 ..... 2nd Trimester Ends, Day 114

16-19 ..... Early Release 3.5 hours

**Conferences - High School Only**

26 ..... Possible No School (Make Up)

### October - 21 days

5 ..... PRAD Training - No School

#### OCTOBER 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### APRIL 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### April - 17 days

2 ... 3rd Quarter Ends (MS/HS), Day 130

5-9 ..... Spring Break - No School

### November - 18 days

10 ..... 1st Quarter Ends, Day 45 (MS/HS)

11 ..... Veterans Day - No School

25 ..... Early Release 3.5 hours

**All Schools**

26-27 ..... Thanksgiving - No School

#### NOVEMBER 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

#### MAY 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### May - 19 days

24-27 ..... Early Release 3.5 hours

**Conferences - Elementary & Middle Only**

28 ..... No School

31 ..... Memorial Day - No School

### December - 14 days

2 ..... Early Release 3.5 hours

**Elementary Only**

2 ..... 1st Trimester Ends, Day 58

21-31 ..... Winter Break - No School

#### DECEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### JUNE 2021

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### June - 16 days

16 ..... Early Release 3.5 hours

**Elementary Only**

16 ..... 3rd Trimester Ends, Day 176

22 ..... Early Release 3.5 hours

**Last Day of School - All Schools**

23-24 ..... Possible Make Up Day

### January - 18 days

1 ..... Winter Break - No School

18 ..... MLK Jr. Day - No School

25 ..... PRAD Training - No School

#### JANUARY 2021

S	M	T	W	Th	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### JULY 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### July

4 ..... Independence Day

5 ..... Independence Day Observed

### February - 18 days

3 ... 1st Semester Ends (MS/HS), Day 91

4-5 ..... Early Release 3.5 hours

**Middle & High School Only**

15-16 ..... Midwinter Break - No School

#### FEBRUARY 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

#### AUGUST 2021

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### August



## Franklin Pierce Schools

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

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### MEMORANDUM

**TO:** Board of Directors  
**FROM:** James Hester, Deputy Superintendent of PK-12  
**DATE:** August 18, 2020  
**SUBJECT:** Memorandum of Understanding with the Franklin Pierce Education Association (FPEA)

### **BACKGROUND INFORMATION**

The Franklin Pierce School District has agreed to the attached memorandum of understanding with the Franklin Pierce Education Association (FPEA) related to the unprecedented COVID-19 outbreak. This agreement clarifies instructional delivery expectations, leave options, and other terms of service.

### **RECOMMENDATION**

I move that the Board of Directors approve the Memorandum of Understanding By and Between Franklin Pierce Education Association and Franklin Pierce Schools: Agreement Regarding Terms of Employment and Delivery of District Services Impacted by the COVID-19 Crisis as presented.

### **ACTION REQUIRED**

**Memorandum of Understanding  
By and Between  
Franklin Pierce Education Association  
and  
Franklin Pierce Schools**

**Agreement Regarding Terms of Employment and  
Delivery of District Services Impacted by the COVID-19 Crisis**

The District and Association agree upon this Memorandum amidst the COVID-19 pandemic in order to resolve questions regarding employment and District services in this unprecedented time.

For the 2020-21 school year, Franklin Pierce Schools is planning a sustainable and flexible online/remote-only instructional model. There are also potential stages for in-person/online hybrid models that would allow education to pivot at any time between remote, hybrid and in-person learning. These stages will be determined by the impacts of a changing health situation, available resources, and direction from OSPI, our Governor and our Health Department(s). As the public health situation continues to evolve, the District and the Franklin Pierce Education Association will continue to work together to address any concerns that may arise as the District navigates these models. Our model of reopening schools, including all potential hybrid learning models, will prioritize and balance the health and safety of our students, staff and entire district-community, positive and justice-driven educational outcomes, the social-emotional needs of students and staff, and thoughtful financial stewardship.

It is the strong preference of the District that teachers deliver all of their lessons from the most professional and engaging setting for our students. The District believes the most professional and engaging setting is for lessons to be delivered from the teacher's classroom. Exceptions will be made for teachers who have been approved for a remote work assignment based on one of the leave categories negotiated in this MOU. If a teacher is not approved for a remote work assignment through one of the approved leave categories in this MOU and still wishes to work remotely they must request and be approved for a remote work assignment from their evaluator. Such requests will be granted provided there are sufficient assurances that the quality of the educational services offered from the alternate setting will not be compromised, and in this case the employee may be required to return to the worksite if a professionally engaging environment is not provided from the alternate setting. Remote work assignments will not be an option for teachers whose students return to schools for small group instruction unless those teachers are approved for a remote work assignment based on one of the leave categories in this MOU. This standard for determining alternate assignments will be reviewed toward the end of September, at which time FPEA will meet with the District to establish future guidelines.

The District may, in its discretion, make home assignments available to employees under the conditions outlined herein to avoid the necessity for use of paid leave.



1. **Health and Safety:** District wide health and safety protocols will be designed to comply with guidance of all applicable public health agencies. Strict compliance with all relevant District safety and health rules will be an essential function of each employee's job. Effective on the date of this MOU, the Franklin Pierce Schools Health and Safety Protocols are described in written guidance from State and Local health officials. See OSPI Document: Reopening Washington Schools 2020.
2. **Compensation:** Employees on continuing contracts, or who have been offered leave replacement contracts for 2020-2021, will continue to be compensated under the terms of the Collective Bargaining Agreement as a result of the school closure(s) related to Coronavirus/COVID-19. There shall be no reduction of compensation for any supplemental contract already in place, as a result of the school closure(s) related to Coronavirus/COVID-19 so long as the work related to the contract is appropriately adapted to the learning platform or assignment. For contracts not yet issued for 2020-2021, the determination of need for the position will be made on a case by case basis. Staff who received a supplemental stipend contract in 2019-20 from Appendix C, D and/or E in the Collective Bargaining Agreement, and have not been offered the same supplemental stipend contract for 2020-21, may apply for an alternative supplemental stipend contract.
3. **Leaves:** COVID-19 presents unique health, family, disability and staffing challenges for the District and its employees. The following provisions are included to provide clear, objective, and practical options for the District and the employees facing those challenges. In all cases, strict compliance with all relevant District safety and health rules will be an essential function of each employee's job.
  - a. **Employees with COVID-19/Suspected COVID-19:** Employees who have been diagnosed with COVID-19, or are experiencing symptoms of COVID-19 and are seeking a medical diagnosis, may not come to work at a District work site and may access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:
    - i. Alternative assignment for work/services which may be provided from home, if available and if the employee is well enough and chooses to work remotely (see paragraph 3.j and k below);
    - ii. Emergency Paid Sick Leave (EPSL) under the federal Families First Coronavirus Response Act (FFCRA), with supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$511/day) by other paid leaves identified below;
    - iii. Leave for illness, injury or emergency;
    - iv. Shared leave;
    - v. Personal leave;
    - vi. Washington Paid Family Medical Leave (PFML);
    - vii. Worker's compensation (Under certain circumstances, claims from health care providers and first responders involving COVID-19 may



be allowed. Other claims that meet certain criteria for exposure will be considered on a case-by-case basis.)

- viii. Family Medical Leave Act (unpaid leave except for continued health insurance benefits);
- ix. Unpaid leave of absence for the period of the temporary disabling condition;
- x. long-term disability benefits to the extent available through SEBB; and
- xi. Unemployment benefits.

If these benefits leave an employee in a situation where the employee will experience a substantial hardship, the District and Association will meet upon request to discuss whether any other options may be available to the employee.

- b. **Employees Quarantined Due to Possible Exposure to COVID-19:** Employees who have been advised by a public health agency to quarantine at home due to possible exposure to COVID-19 may not come to work at a District work site and may access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- i. Alternative assignment for work/services which may be provided from home, if available (see paragraph 3.j and k below);
- ii. EPSL with supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$511/day) by (a) paid administrative leave if the quarantine was due to reported exposure at a District work site; or (b) other paid leaves identified below if the quarantine was due to reported exposure elsewhere;
- iii. Paid administrative leave if the employee has exhausted EPSL, an alternative work assignment for work/services provided at home is unavailable, and the quarantine was due to reported exposure at a District work site;
- iv. Leave for illness, injury or emergency;
- v. Personal leave;
- vi. Worker's compensation (Under certain circumstances, claims from health care providers and first responders involving COVID-19 may be allowed. Other claims that meet certain criteria for exposure will be considered on a case-by-case basis.)
- vii. Unpaid leave of absence for the period of the quarantine; and
- viii. Unemployment benefits.

- c. **Employees Caring for Someone with COVID-19/Suspected COVID-19:** Employees who are caring for an individual who is subject to quarantine because that individual has been diagnosed with COVID-19, or is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, may not come to work at a District work site and may access any or all of

the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- i. Alternative assignment for work/services which may be provided from home, if available (see paragraph 3.j and k below);
- ii. EPSL with supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$200/day) by other paid leaves identified below;
- iii. Leave for illness, injury or emergency;
- iv. Shared leave;
- v. Personal leave;
- vi. Washington Paid Family Medical Leave (PFML);
- vii. Family Medical Leave Act (unpaid leave except for continued health insurance benefits);
- viii. Unpaid leave of absence for the period of time the employee is unable to come to work at a District work site; and
- ix. Unemployment benefits.

d. **High-Risk Employees:** Employees who are at high risk of severe illness or death from COVID-19 as that term is defined by the Governor's proclamation(s) may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

- i. Alternative assignment for work/services which may be provided from home, if available (see paragraph 3.j and k below);
- ii. EPSL with supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$511/day) by other paid leaves identified below;
- iii. Leave for illness, injury or emergency;
- iv. Personal leave;
- v. Unpaid leave of absence for the 2020-21 school year; and
- vi. Unemployment benefits.

Documentation of high-risk status: No documentation will be required for an employee who is "high-risk" as a result of being age 65 or older. For employees who have a health condition that falls within the "at increased risk" category, as defined by the Centers for Disease Control, no documentation will be required except for documentation of the underlying condition (e.g. an employee who is a high risk as a result of Type II diabetes mellitis need only present documentation of that diagnosis and does not need to present a doctor's statement indicating that the condition places them at higher risk). Employees with a condition that falls within the list of conditions the CDC indicates "might be at an increased risk for severe illness from COVID-19" must submit verification of both the diagnosis and a doctor's statement indicating that the employee's particular circumstances place the employee at increased risk for severe illness from COVID 19.



- e. **Higher Risk Individual in the Employee's Household:** Employees who themselves are not at higher risk but have someone in the household who is at higher risk of severe illness or death from COVID-19 as that term is defined by the Governor's proclamation may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:
- i. Alternative assignment for work/services which may be provided from home, if available (see paragraphs 3.j and k below);
  - ii. EPSL, if applicable, with supplementation up to the employee's regular daily salary if the employee's salary exceeds the statutory EPSL cap (\$200/day) by other paid leaves identified below;
  - iii. Leave for illness, injury or emergency;
  - iv. Personal leave; and
  - v. leave of absence for the 2020-21 school year.
- f. **Employees with Children Impacted by School Closure/Loss of Child Care:** An employee who must care for the employee's child because of a school closure or unavailability of the care provider due to COVID-19 precautions may choose to come to work at a District work site when required by the employee's assignment or may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:
- i. Alternative assignment for work/services which may be provided from home, if available (see paragraph 3.j and k below);
  - ii. EPSL for eligible employees at the statutory amount (\$200/day);
  - iii. Emergency Family and Medical Leave (EFML) for eligible employees under the FFCRA (partially unpaid, and partially paid at 2/3 regular wages up to a maximum of \$200/day);
  - iv. Emergency leave per Section 39.10 of the CBA (up to a maximum of five (5) days per year;
  - v. Personal leave; and
  - vi. Unpaid leave of absence for the 2020-21 school year.

The District will seek community partners to provide child care options to employees.

- g. **Employees Who Cannot Wear a Face Covering or Other Required PPE:** An employee whose assignment requires work at a District work site and who cannot wear personal protective equipment (PPE) required for the employee's assignment, including but not limited to a face covering, may choose to access any or all of the following benefits upon presentation of appropriate documentation from the employee's health care provider and under the terms of the applicable collective bargaining agreement (CBA) or law:



- i. Alternative assignment for work/services which may be provided from home, if available (see paragraph 10 below);
  - ii. Leave for illness, injury or emergency;
  - iii. Personal leave;
  - iv. Unpaid leave of absence for the 2020-21 school year; and
  - v. Other accommodations identified through the interactive process of the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination (WLAD).
- h. **Employees Who Choose to Not Wear a Face Covering or Other Required PPE:** An employee whose assignment requires work at a District work site and who does not have a documented inability to properly wear PPE required for the employee's assignment, including but not limited to a face covering, but nevertheless does not wish to do so, may not attend work onsite and may access the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:
  - i. Personal leave; and
  - ii. Resignation or unpaid leave at District discretion.
- i. **Employees Who Otherwise Choose to Not Work at a District Work Site Due to Concern for Safety:** Employees who allege their workplace is unsafe are encouraged to immediately report their concerns to their supervisor and/or the workplace safety committee. Such employees may in limited circumstances also have recourse through the Department of Labor & Industries under WAC 296-360-150.

An employee whose assignment requires work at a District work site and who does not fit within the conditions of paragraphs 1-8 above, may choose to access any or all of the following benefits under the terms of the applicable collective bargaining agreement (CBA) or law:

  - i. Personal leave; and
  - ii. Unpaid leave of absence for the 2020-21 school year.
- j. **Alternative Work Assignments Provision One:** When an employee's assignment requires work/services at a District work site and the employee cannot (for the reasons outlined above), or is a high-risk employee and chooses to not, work at a District work site, the District will consider the feasibility of assigning the employee to available work that can be provided remotely from home or another alternate worksite on the condition that the employee is qualified and able to provide such services. When choosing from among multiple employees for the same available assignment, the District will prioritize employees in the following order:
  - i. Employees who hold the appropriate training, licensing, endorsement or other qualifications for the position;

- ii. Employees quarantined due to possible exposure to COVID-19;
- iii. Employees caring for someone with COVID-19/suspected COVID-19;
- iv. Higher risk employees or employees with a higher risk individual in the employee's household;
- v. Employees with children impacted by school closure;
- vi. Employees who cannot wear a mask or other required PPE;

If two or more employees have equal priority under the conditions above, the District will use District seniority to make the assignment. Once an assignment of such work is made, the District will not be required to reassign employees previously awarded such assignments in order to accommodate remote assignments for other employees whose need for an alternative assignment arises later in the school year.

- k. **Alternative Work Assignments Provision Two:** To maximize the District's options for meeting the educational, social and emotional needs of students in the unusual circumstances of the 2020-21 school year, the Association and District agree to the following limited opportunity for temporary reassignment of employees:
  - i. An employee may be temporarily assigned to provide services outside the employee's normal job description if work within the employee's job description is unavailable due to the temporary closure of school facilities;
  - ii. Such employee may only be assigned to perform work for which the employee is appropriately trained, licensed (if applicable) and prepared to perform;
  - iii. Such assignment shall not, without the employee's agreement, exceed the hours normally assigned to such employee;
  - iv. Unless otherwise agreed, such as to accommodate a request for part-time work, such employee shall be paid the regular salary, wages and benefits the employee would receive from the employee's normal assignment;
  - v. Such temporary assignments may, with advance notice to the Association, include a reassignment of employees (a) to work within the jurisdiction of another bargaining unit, or (b) from other bargaining units to work residing within the jurisdiction of this bargaining unit; provided, the other bargaining unit agrees to similar provisions, and further provided that union dues, if any, paid by the employee will continue to be paid to the representative of the employee's original bargaining unit;
  - vi. The temporarily reassigned employee retains a right to return to the employee's original assignment upon resumption of normal school operations, subject to existing contract rights of the District to reduce the workforce and/or reassign employees within the same bargaining unit; and



- vii. This provision applies exclusively to the assignments and job duties of FPEA-represented employees, unless agreed to by other bargaining units. FPEA-represented employees will not be assigned job duties performed by job classifications in other bargaining units without the agreement of any affected bargaining unit(s).
  - I. **Possible Limitations:** All the contractual, insurance and statutory leave benefits referenced above have specific rules or external agencies that govern their application, and the terms of this agreement will be interpreted consistent with those rules and agencies. Some of the leave entitlements may require documentation from a health care provider. The leave entitlements within the FFCRA (both EPSLA and EFMLA) currently expire December 31, 2020, and the parties agree to meet prior to that date to reconsider whether the leave entitlements above will be amended. If the Governor or appropriate health agencies issue changes in the definition of "high risk employees," the parties agree to meet as soon as possible to address future guidance for such employees based on these decisions and/or proclamations.
4. **Evaluation:** The District shall engage in certificated educator evaluations for the 2020-21 school year as described in the guidance issued by OSPI on August 7, 2020.
- a. For employees on a modified comprehensive evaluation focusing in two areas, the areas of focus will be selected pursuant to Section 11B.8(A) of the CBA, which states: "The criterion area to be evaluated shall be proposed by the teacher prior to, or at the first pre-observation conference, must be approved by the evaluator, and may have been identified in a previous comprehensive summative evaluation as benefiting from additional attention or as an area of expertise to be further developed."
  - b. Employees who were on a Plan of Assistance in 2019-2020, or who were previously notified they would be on a Plan of Assistance starting in 2020-2021, will receive a full comprehensive evaluation in 2020-2021 and will have their plans of assistance modified as necessary to reflect the unique circumstances of online instruction.
5. **Instructional and Service Delivery Model:** Effective on the date of this MOU, the instructional and service delivery model is described in the District's Reopening Plan. Timelines of transitions to models with more in-person instruction will be based upon the public health guidelines issued by the state Department of Health.
6. **Re-Opening Work Groups:** Workgroups will continue to meet as needed during the 2020-2021 school year. Staff will continue to be compensated for their time

outside of their contracted work day or be provided release time from their teaching duties.

7. **Communication:** The District will continue to provide updates regarding recommendations and requirements from appropriate public health authorities at the state and county level and the Office of the Superintendent of Public Instruction related to school operations and appropriate measures under way to minimize the spread of the virus.
8. **Specialists:** Given the unique situation of 2020-2021, in order to support the modified schedule that has been planned, it is understood that specialists may have more than the seven (7) class periods per day set forth in Section 24.2 of the CBA.
9. **Work Day:** It is understood that there will be an increase in individually directed planning time overall during the remote instructional model. Therefore, at alternative educational settings (GATES, ELC), a full 30 minutes before and after school may not be available as during normal operations for "WAC time."
10. **Conferences:** The District may move conference dates, in consultation with the Association, to accommodate meetings with parents and students during the first few days of school.
11. **Professional Development:** For the 2020-2021 School Year only, the following changes will be made to 23.3. and 8.8:
  - 23.3—Staff will have the option to participate in professional development prior to PRAD week. This could include attending sessions at New Teacher Orientation or courses that have been approved by the District. Staff will consult with their Building Principal for prior approval. If a staff member exercises this option, they can trade these trainings for a portion of their 7 PD requirement and/or 5 Evening Event requirement.
  - 8.8—Rather than inserting time during PRAD week for Safe Schools Training, staff will complete their Safe Schools Training on their own time and be able to trade this time for a portion of their 7 PD requirement and/or 5 Evening Event requirement.
12. **Effective Dates:** This MOU shall be in effect for the 2020-21 school year and shall sunset on the last instructional day of the school year, or earlier if it is determined to be safe to bring all students and staff back for in-person instruction. All other provisions of the collective bargaining agreement shall remain in full effect. This MOU is not precedent-setting and is intended to address the specific and unprecedented health emergency presented by COVID-19.





## Franklin Pierce Schools

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

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### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Carolyn Treleven, Executive Director of Teaching and Learning  
**DATE:** August 18, 2020  
**SUBJECT:** Interagency Agreements with the PSESD Involving the Native American Education Program and the Title VII Indian Education Formula Grant CFDA #84.060A

### **BACKGROUND INFORMATION**

The interagency agreements with the Puget Sound Educational Service District (PSESD) will allow Franklin Pierce Schools to contract with the Native American Education Program to increase the academic success of Native American students using the Title VII Indian Education formula grant. Working together, these agencies can identify district program goals and indicators of progress for Native American student performance, Native American parent and family engagement, and district staff professional development. All district costs related to these agreements are paid by federal funds.

### **RECOMMENDATION**

I move that the Board of Directors approve the interagency agreements between Franklin Pierce Schools and the Puget Sound Educational Service District to allow for Native American Education Program services from September 2020 through August 2021.

### **ACTION REQUIRED**



## INTERAGENCY AGREEMENT September 1, 2020 – August 30, 2021

This agreement outlines the responsibilities of the **Puget Sound Educational Service District's Native American Education Program and the Franklin Pierce School District** in collaboration to support the academic success and cultural connections of Native American students through the Title VII Indian Education formula grant.

*Understanding the unique situation presented by the Covid-19 pandemic and its effect on school districts, school buildings, and classroom learning, both parties understand parts of the agreement could change depending on Washington state, OSPI, and district protocols announced during the entirety of the agreement.*

The Native American Education Program will work with the District to identify district program goals and indicators of progress for Native American student performance, Native American parent and family engagement, and district staff professional development. The Native American Education Program Manager will report progress on the identified goals to the district on a semester basis.

The agencies will agree upon which schools are to receive targeted services. This will be based on the number of Native American students within each school, the school's ability to provide space for a coordinator up to twice a month, and the school's readiness to benefit from Native American Education Program services.

For the **participating schools**, Puget Sound Educational Service District will provide:

- Native American Education Coordinators will work with students in one-on-one and small group sessions (adhering to district health and safety measures in place) to provide research-based, culturally integrated instruction and cultural connections.
- Native American Education Coordinators will assist Native students to find academic assistance resources in any class they need support in (upon request or we will initiate).
- Native American Education Coordinator participation on student assistance teams or multi-disciplinary teams involving targeted students (upon request).
- Cultural events and family nights interspersed throughout the year to include students and other family members.
- Work with the district to find eligible Native students and provide them with a federal 506-Heritage registration form and sign them up.
- Keep on file and locked in program office each 506 form of students in the program that are accessible any time for the district to review.
- Provide to the district an annual list of each student signed up for the program
- Family guidance to address student-learning needs.
- Communication to school staff and parents on students' participation and progress in cultural literacy development and after school activities conducted.



## **INTERAGENCY AGREEMENT**

### **September 1, 2020 – August 30, 2021**

Schools in the participating district which the program is unable to visit regularly, the Puget Sound Educational Service District NAEP will provide support upon request:

- In-service training to school staff on Native American culture, effective methods of teaching Native American students, and Native American parent engagement.
- Consultation on appropriate materials and approaches for Native American students.
- Classroom presentations on Native American cultures, especially those in the Northwest.
- Invitations via email/social media/fliers to Native American students and families to provide information on the program, family night invites, and Native events in the region.

#### **The District agrees to:**

- Provide access to the district's online learning program to create and post lessons and videos for participating students to access.
- A district email for all three Native program staff (one already has an account).
- Student email addresses of students who are already signed up for the program.
- Ensure schools are willing to allow students to participate (if interested and available when called for) once or twice a month for 45-minute sessions.
- Provide access to the academic records of all students in the program to meet grant-based data collection requirements. This includes grades, test scores, attendance, graduation dates.
- Provide relevant student data on all students in the district to support the PSED NAEP in identifying who may be eligible for the program (the Alpha list).
- Allow PSED NAEP staff to distribute the federal 506 heritage form required to be a part of the program to students and families via mailings, school handouts, and at district events.
- Provide the Native American Education Coordinators with a district identification badge.
- Contact the Native American Program Manager with questions, concerns, or suggestions to improve program services to meet their school's Native community and their school's needs.

#### **Schools the program works in agree to:**

- Provide space for Native American Education Coordinators to meet with individual students targeted for culturally integrated instruction. Understanding that this may look different or may not be possible in some schools due to Covid-19 health and safety restrictions.
- Allow Native American Education Coordinators to work with students monthly or every other week for culturally integrated instruction.
- Provide space for Native American Education Coordinators to meet with groups of students in cultural clubs during non-school time (i.e. before or after school, recess, etc.).
- Assist in the timely distribution and collection of 506 Heritage Forms.



## **INTERAGENCY AGREEMENT**

### **September 1, 2020 – August 30, 2021**

Name of District: Franklin Pierce School District

\_\_\_\_\_  
**Lance Goodpaster**  
**FPSD School District Superintendent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Carolyn Treleven**  
**FPSD Executive Director – Teaching & Learning**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Jason LaFontaine**  
**Native American Education Program Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**John Welch**  
**Puget Sound Educational Service District Superintendent**

\_\_\_\_\_  
**Date**





**2020-2021  
TITLE VII INDIAN EDUCATION FORMULA GRANT  
CFDA # 84.060A**

**Agreement number:\_\_\_\_\_**

**Between**

**FRANKLIN PIERCE SCHOOL DISTRICT  
(Hereinafter referred to as FPSD)  
315 129<sup>TH</sup> St.  
Tacoma, WA 98444**

**AND**

**PUGET SOUND EDUCATIONAL SERVICE DISTRICT  
(Hereinafter referred to as CONTRACTOR)  
800 Oakesdale Ave SW  
Renton, WA 98057**

**I. PROGRAM FUNCTION**

The purpose of this agreement is to provide funds for the CONTRACTOR to manage and provide a direct service cultural and educational support program for Native American students in four Pierce County, WA school districts – Franklin Pierce, Peninsula, Sumner and University Place. The program will meet the requirements set forth by the Office of Indian Education and the Department of Education for Title VII grants.

**II. CONDITIONS OF COMMENCEMENT OF PERFORMANCE  
AND  
SCHEDULE OF PERFORMANCE**

The budget takes effect July 1, 2020, and therefore the CONTRACTOR may commence performance of duties and responsibilities, the terms and conditions of which are contained herein, on this date or the date the agreement is executed, whichever is later. FPSD shall reimburse CONTRACTOR for those costs incurred in performance hereunder, for that period between the beginning date of performance and the end date of June 30, 2021.

### **III. FINANCING**

This Agreement is funded in the amount of **\$164,459**. These are federal funds provided pursuant to CFDA # 84.060A. Reimbursement to the CONTRACTOR for approved and completed work will be made within thirty (30) days of receipt of the invoice. Approval of payment will be contingent on the submission of a transaction recap report or other documentation showing payment for services provided. FPSD will receive **\$2,000** in project indirect for grant services it provides.

Upon expiration of the contract, any claim for payment not already made shall be submitted no later than **August 30, 2021**.

### **IV. DUTIES OF THE CONTRACTOR**

By accepting the contract, the CONTRACTOR agrees to perform the following functions and duties:

1. Ensure that all funds are restricted to the federal Title VII program and are spent in accordance with PSESD's contract with FPSD.
2. Submit monthly claims for reimbursement to FPSD business office with a final reimbursement claim form/invoice to FPSD by August 30, 2021. Invoices received after this date may not be paid. FPSD reserves the right to refuse payment on invoices inconsistent with Office of Indian Education/Department of Education grant.
3. Provide monthly expenditure reports to the FPSD district contact and business office, showing what has been spent for the month, year to date and the remaining balance on the grant
4. Have monthly contact with the FPSD district contact to keep the district informed about the program
5. The supervisor of the program manager will contact the FPSD in the event any issues arise that the CONTRACTOR deems necessary.
6. Share pertinent correspondence (e-mail/phone, letter) received by the Office of Indian Education/Department of Education with the FPSD.
7. Prepare an annual report for the FPSD to show the results of the program

## V. DUTIES OF FPSD

In order to assist the CONTRACTOR in providing services, FPSD shall perform the following functions and duties within the constraints of the contract. Duties shall include but not be limited to the following:

1. Ensure that the CONTRACTOR is reimbursed in a timely manner for invoices they send.
2. Share all correspondence (e-mail/phone, letter) received by the Office of Indian Education/Department of Education with the CONTRACTOR.
3. Have quarterly contact with the CONTRACTOR to make sure grant requirements are being met.
4. Ensure and assist with the timely completion of mandated data collection, reporting and forms for Office of Indian Education/Department of Education when/if necessary.

## VI. CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Contract Manager for FPSD is:

Name: Tammy Bigelow  
 Address: Franklin Pierce School District  
315 129<sup>th</sup> St.  
Tacoma, WA 98444  
 Phone: (253) 298-3035  
 Email: tbigelow@fpschools.org

The Contract Manager for CONTRACTOR is:

Name: Jason LaFontaine  
 Address: 800 Oakesdale Ave SW  
Renton, WA 98057-1221  
 Phone: (253) 778-7963  
 Email: jlafontaine@psesd.org

## VII. INCORPORATION OF GENERAL TERMS AND CONDITIONS

This agreement includes and incorporates as if fully set forth herein the GENERAL TERMS AND CONDITIONS, which are attached hereto and marked "Attachment A."

We the undersigned agree to the terms of the foregoing contract agreement.

Franklin Pierce School District

Puget Sound ESD

\_\_\_\_\_  
Title: Superintendent

\_\_\_\_\_  
Title: Superintendent

Signed this \_\_\_\_ day of \_\_\_\_\_, 2020.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2020.

### BUSINESS OFFICE USE ONLY:

Account Code: 960 3694-69-0000-20

\$ \_\_\_\_\_

\_\_\_\_\_  
Agreement Number

\_\_\_\_\_  
Budget Manager Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office Approval

\_\_\_\_\_  
Date

## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Liza Klumpar, Chief Technology Officer  
**DATE:** August 18, 2020  
**SUBJECT:** Information Technology Surplus Approval

### **BACKGROUND INFORMATION**

The Information Technology Department requests approval to surplus the listed items which are no longer in use or no longer in useable condition and have been determined to have little or no value to the Franklin Pierce School District. Surplus of technology items is routine and necessary to allow for acquisition of new technology.

### **RECOMMENDATION**

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

### **ACTION REQUIRED**

Item	Make	Model	Quantity
Access Point	Aerohive Wireless	AP230	40
Outdoor Access Point	Aerohive Wireless	AP1130	1
Call Blocker	Sentry		1
Cell Phone	Apple	iPhone 7	1
Display Streaming Device	Apple	Apple TV – A1469	26
iPad	Apple	11 Pro	1
iPad	Apple	Air 2 – 64GB WiFi A1538	465
iPad	Apple	Mini 4 – 64GB WiFi A1566	51
iPad Cart	LapCabby	32V Mini	6
iPad Cart	Ergotron	PowerShuttle	8
iPad Cart	Bretford	Powersync Cart – 40 iPads	22
Laptop	Lenovo	E550	1
Laptop	Apple	MacBook Air 13.3"	26
Laptop	Apple	MacBook Pro A1706	1
Switch	Aerohive Wireless	SR2124P	1
Switch	Aerohive Wireless	SR2148P	1
Word Processor	AlphaSmart	Neo AlphaSmart	1



## Franklin Pierce Schools

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

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### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Lance Goodpaster, Superintendent  
**DATE:** August 18, 2020  
**SUBJECT:** Public Comments during COVID-19

### **BACKGROUND INFORMATION**

To better accommodate public participation during the COVID-19 emergency when remote/virtual board meetings occur, Procedures 1400P: Meeting Conduct, Order of Business, and Quorum and 1430P: Audience Participation are being amended. Beginning September 8, 2020, the public may provide oral comments during the community announcements portion of the regular board meeting agenda. The order of announcements and communication will be reordered to take community comments first. Anyone wishing to address the Board may email or call the Superintendent's Office by 3 p.m. the day before the meeting to coordinate access for speaking during the meeting. Written comments received by 3 p.m. the day before the meeting may be read during the meeting. The email address, mailing address, and phone number to deliver or schedule public comment will be posted on the agenda and the website. Policies 1400 and 1430 (included with the board packet for your reference) remain unchanged.

### **RECOMMENDATION**

None.

### **ACTION REQUIRED**

None. This is an information item only.

## **MEETING CONDUCT, ORDER OF BUSINESS, AND QUORUM**

The district must advertise all meetings, including study sessions and retreats, as meetings that are open to the public. If a Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy 1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced at the meeting and recorded in the minutes (e.g., real estate matters, litigation).

All regular meetings must be held within the district boundaries. Special meetings may be held outside the district with proper notice of the time and location.

### **Meeting Notices**

All public notices of Board meetings should inform persons with disabilities that they may contact the superintendent's office or designee, so that the district can arrange for them to participate in Board meetings. A regular meeting does not require a public notice if held at the time and place provided by Board policy. If the Board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice to the press stating the time, place, and purpose of the meeting.

For special meetings, a district is required to notify those newspapers and radio and television stations that have filed a request for such notification. The districts must also provide written notice and a printed or electronic copy of the agenda to each school director twenty-four (24) hours prior to the meeting. Notice to a director is deemed waived if the director files a written notice of waiver with the Board secretary before or at the time of the commencement of the meeting or by the director's actual attendance at the meeting.

The district must also post notice of the meeting on the district's website, the door of the main district offices, and the door at the location of the meeting if it is different than the district's offices.

At a special meeting, the Board may discuss items that were not on the original agenda, but the Board cannot take final action on any topics that were not identified on the original printed agenda. If the Board is to discuss an item in executive session in accordance with Policy 1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.

No meeting notice is required when the Board is acting as a quasi-judicial body in a matter between named parties (e.g., hearing on discharge, non-renewal or discipline of an employee, unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student, unless the student requests a public meeting) or for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance, or mediation proceedings, or reviewing such proposals made by a bargaining unit.

### **Meeting Recess and Continuation**

The Board may recess a regular, special, or recessed meeting to a specific future time. The district must post notice of such a recess and continuation at or near the door of the meeting room. Notification to the press is not required.

**Audience Participation during the COVID-19 Emergency**

During the COVID-19 emergency when remote/virtual board meetings occur, the public may provide oral or written comments during the announcements and communication portion of the regular board meeting agenda by contacting the Superintendent's Office by 3 p.m. the day before the meeting. The email address, mailing address, and phone number to deliver or schedule public comment will be posted on the agenda and the website.

Date: 5/13/08

Revised: 8/21/12; 8/26/14; 04/16/19; 08/18/20



## AUDIENCE PARTICIPATION

The Franklin Pierce Board of Directors welcomes residents and their comments on educational issues at all Board meetings. In order to permit fair and orderly expression, the Board requests individuals to follow the appropriate procedures as follows.

Specific school questions, concerns, or problems should first be discussed with the teacher or administrator closest to the situation. If the concern or question remains unresolved, the individual may contact the superintendent's office. If the concern still remains unresolved, he/she is requested to seek an agenda location as prescribed below.

- A. Unresolved problems and complaints against individuals shall be submitted to the superintendent in writing and signed.
- B. The superintendent shall report the unresolved problems and complaints against individuals to the Board.
- C. The Board may call an executive session to hear specific complaints against individuals.

Under the agenda items, "Announcements and Communication – Audience/Community", residents who wish to make comment to the Board will first be recognized to speak by the president.

- A. The speaker shall state his/her name and school or attendance area before making comments.
- B. Any one person's comments shall be limited to two (2) minutes unless additional time is granted by the Board.
- C. The president may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant.

Individuals or groups wanting to formally place a topic on the agenda should make a request to the superintendent's office at least ten (10) days prior to the Board meeting.

- A. The person making the request will be given time to present material to the Board when the order of business reaches the item on the agenda.
- B. Not more than ten (10) minutes will be allotted to any one speaker, and no more than twenty (20) minutes to the subject under discussion except with the consent of the Board.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three (3) days before a regular meeting and as soon as possible in advance of a special meeting so that arrangements for the modification can be made.

### **Audience Participation during the COVID-19 Emergency**

During the COVID-19 emergency when remote/virtual board meetings occur, the public may provide oral or written comments during the announcements and communication portion of the regular board meeting agenda by contacting the Superintendent's Office by 3 p.m. the day before the meeting. The email address, mailing address, and phone number to deliver or schedule public comment will be posted on the agenda and the website.



## **MEETING CONDUCT, ORDER OF BUSINESS, AND QUORUM**

The Board will schedule its meetings in compliance with the law and as deemed by the Board to be in the best interests of the district and community. The Board will function through (1) regular meetings, (2) special meetings, and (3) emergency meetings.

### **Regular Meetings**

Regular meetings will be held as follows:

- 1<sup>st</sup> Tuesday of the month: July
- 2<sup>nd</sup> Tuesday of the month: February, March, April, May, September, October, November, and December
- 3<sup>rd</sup> Tuesday of the month: January, June, and August
- 4<sup>th</sup> Tuesday of the month: May

Meetings will begin at 7:00 p.m. (with the exception of the meeting in July beginning at 12:00 p.m.) in the Board Room, or at other times and places as determined by the presiding officer or by majority vote of the Board.

An agenda of the business the Board will transact must be posted on the district website not less than twenty-four (24) hours in advance of the published start time of the meeting.

If the Board will hold regular meetings at places other than the Board Room, or if the Board adjourns to times other than a regular meeting time, the Board will provide notice of the meeting in the same manner as provided for special meetings. All regular meetings of the Board will be held within district boundaries. When a regular meeting date falls on a legal holiday, the meeting will be held on the next business day.

### **Special Meetings**

Special meetings may be called by the president or at the request of a majority of the Board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted, will be delivered to each Board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally, by mail, facsimile, or electronic mail. The notice will be posted on the district's website.

The district will also prominently display the notice at the main entrance of the district's headquarters, as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

A Board member waives the written notice requirement if he or she:

1. Submits a written waiver of notice to the Board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes.

The Board will not take final disposition on any matter other than those items stated in the meeting notice.

### **Emergency Meetings**

In the event of an emergency involving fire, flood, earthquake, possible personal injury, or property damage, the Board may meet immediately and take official action without prior notification.

### **Public Notice**

The Board will give proper public notice for any special meeting, whenever a regular meeting is adjourned to another time, or when a regular meeting is to be held at a place other than the Board Room.

All meetings will be open to the public with the exception of executive sessions or closed sessions authorized by law. The Board will take final action resulting from executive session discussions during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office or designee no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as Board secretary, will be the office of the Board. The district's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

### **Quorum and Voting**

A quorum consists of the majority of all Board members. For school boards with five members, three Board members constitute a quorum. A quorum is required for the transaction of business, including voting. Board members are not required to be physically present to attend a Board meeting. Any or all Board members may attend a Board meeting and vote via any communication platform that provides simultaneous aural communication with those in attendance. Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.

The Board will take no action by secret ballot at any meeting required to be open to the public. Generally, the Board votes on motions and resolutions by "voice" vote, unless a Board member requests to vote by oral roll call, in which case the Board will do so. A motion passes when a majority of those Board members present and voting vote in favor. However, a majority vote of all Board members is required to elect or select a superintendent or Board officer and the Board must vote on these matters by an oral roll call. The Board will vote by an oral roll call whenever required by law.

### **Meeting Conduct and Order of Business**

The Board will conduct all Board meetings in a civil, orderly, and business-like manner. The Board uses *Roberts Rules of Order (Revised)* as a guide, except when Board bylaws or policies supersede such rules. During Board meetings, Board members will refrain from communicating electronically (e.g., by e-mail, text, social media) with their fellow Board members.

The Board will use the agenda to establish its regular order of business. However, either the superintendent or a Board member may request additions or changes to the prepared agenda, and the Board may adopt a revised agenda or order of business by majority vote of the Board members present. At a special meeting, the Board may take final action only on that business contained in the notice of the special meeting.

### **Public Attendance and Comment**

Any member of the public may attend Board meetings, including individuals who do not live within district boundaries. The Board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of public comment, the Board will provide a period at the beginning of the meeting during which visitors may address the Board on any topic within the scope of the Board's responsibility. The Board may structure the public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The Board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the Board imposes will be content neutral.

The Board may require those who wish to speak (but not all attendees) to sign in so that the Board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identify themselves and proceed to make comments within the time limits established by the Board. The Board is not obligated to respond to questions or challenges made during the public comment period and the Board's silence will not signal agreement or endorsement of the speaker's remarks. The Board may control the time, place, and manner of public comment. The chair/president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the Board imposes on itself. Examples of uncivil comments include comments that:

- Are libelous or slanderous;
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the Board meeting.

The Board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the Board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the Board, district, and/or staff that are negative yet still civil in nature, and will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period at the beginning of the meeting, the Board will identify the agenda items that require or would benefit from opportunity for public comment and provide

those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the Board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment—both oral and written—is required before the Board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient, or safe management and operation of the district. Additionally, the Board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the Board to present about his or her firm.

Legal References:	RCW 28A.330.020	Certain board elections, manner and vote required – Selection of personnel, manner
	RCW 28A.320.040	Bylaws for Board and school government
	RCW 28A.330.070	Office of board — Records available for public inspection
	RCW 28A.343.370	Vacancies
	RCW 28A.343.380	Meetings
	RCW 28A.343.390	Quorum — Failure to attend meetings
	RCW 42.30.030	Meetings declared open and public
	RCW 42.30.050	Interruptions — Procedure
	RCW 42.30.060	Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice — Secret voting prohibited
	RCW 42.30.070	Time and places for meetings — Emergencies — Exception
	RCW 42.30.080	Special Meetings
	U.S.C. 12101-12213	Americans with Disabilities Act

## AUDIENCE PARTICIPATION

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of such comment, the Board will provide a period at the beginning of the meeting during which visitors may make formal presentations. Such presentations should be scheduled in advance.

The Board will also allow individuals to express an opinion prior to Board action on agenda items the Board determines require or will benefit from public comment. Written and oral comments will be accepted by the Board before the adoption or amendment of policies not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient, or safe management and operation of the district.

Individuals wishing to be heard by the Board shall first be recognized by the chair. Individuals, after identifying themselves, will proceed to make comments for a period of two minutes, unless more time is allowed by the Board. Any representative of a firm eligible to bid on materials or services solicited by the Board shall also be entitled to express an opinion. The chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that arrangements for the modification can be made.

Legal References: RCW 42.30.030  
RCW 42.30.050

Meetings declared open and public  
Interruptions — Procedures

42 U.S.C. §§ 12101-12213

Americans with Disabilities Act

**Adoption Date: 04/27/93**  
**Franklin Pierce Schools**  
**Revised: 05/14/02; 05/13/08**  
**Classification: Priority**