

# Board of Directors

## Regular Meeting May 10, 2022 7:00 p.m.

This meeting will be held in the  
**Franklin Pierce High School Corrigan Room**  
located at **11002 18<sup>th</sup> Avenue East** in Tacoma, Washington.

The public may attend in person, online using this Zoom webinar link –  
<https://fpschools.zoom.us/j/87334868957?pwd=TFRmZkowMjNPcVFcWxhRlh3aVZQQQT09>  
or by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.  
Webinar ID: 873 3486 8957 Password: WsRm051022

Audience and community comments are welcome and will be limited to two minutes per person.  
In-person attendees may sign up to comment at the check-in table upon arrival.  
Online Zoom attendees may deliver written comments to or schedule oral comments with  
the Superintendent's Office ([kholtten@fpschools.org](mailto:kholtten@fpschools.org) or 253-298-3010)  
by 3 p.m. on May 9, 2022.

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

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
Franklin Pierce High School - Corrigan Room  
May 10, 2022 – 7 p.m.**

**AGENDA**

This meeting will be held in the **Franklin Pierce High School Corrigan Room** located at **11002 18<sup>th</sup> Avenue East** in Tacoma, Washington.

The public may attend in person, online using this Zoom webinar link – <https://fpschools.zoom.us/j/87334868957?pwd=TFRmZkpwMjNPclVEcWxhRlh3aVZQQT09>

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

Webinar ID: 873 3486 8957 Password: WsRm051022

- 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. Audience/Community

Comments are welcome and will be limited to two minutes per person. In-person attendees may sign up to comment at the check-in table upon arrival. Online Zoom attendees may deliver written comments to or schedule oral comments with the Superintendent’s Office ([kholtlen@fpschools.org](mailto:kholtlen@fpschools.org) or 253-298-3010) by 3 p.m. on May 9, 2022.

*Audience members may exit at this time or stay for the remainder of the meeting.*

**VI. Consent Agenda**

- 1. Minutes: April 12, 2022 ..... A
- 2. Audit of Expenditures: April 2022..... B
- 3. Personnel Action ..... C
- 4. Budget Status Reports: March 2022..... D

**VII. Unfinished Business**

- 1. Policy 1250: Students on Governing Boards ..... E
- 2. Policy 5411: Staff Vacations ..... F

**VIII. New Business**

- 1. Travel Request: Overnight Field Trip with Students – COL 5<sup>th</sup> Grade Camp ..... G
- 2. Travel Request: Overnight Field Trip with Students – FPHS / WHS Cheer Camp ..... H
- 3. Travel Request: Overnight Field Trip with Students – WHS ASB/Leadership..... I
- 4. James Sales New Elementary School Final Acceptance ..... J
- 5. Recommendation to Award Additional Alternates to PAC Contract ..... K
- 6. Contract Award for Renovation of Historic Collins School ..... L
- 7. Resolution 22-R-07: Approve Participation in Vaping Litigation ..... M

**IX. Information**

- 1. Approved Out-of-State Staff Travel Requests ..... N

**X. Closed Session ..... O**

**XI. Adjournment**

Next Meeting: May 24, 2022 at  
Central Avenue Elementary School

## **In-Person Public Meetings during the COVID-19 Pandemic**

Franklin Pierce Schools will follow all health and safety guidance related to public meetings, including applicable federal, state, and local guidance, and the Open Public Meetings Act (OPMA).

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- A COVID-19 Site Supervisor will be present during each meeting to assist with safety processes. Hand sanitizer and face coverings will be available for anyone who requests them.
- All persons attending Franklin Pierce School Board meetings in person will be required to Maintain six feet of physical distance from other people to the extent possible.
- All Franklin Pierce School District properties remain gun-free, smoke-free zones.
- Other health and safety guidelines may be added or removed as the pandemic progresses.
- Anyone unwilling or unable to meet these requirements will not be allowed to attend the meeting in person but they may attend remotely using Zoom webinar. Instructions for joining the meeting online are contained on the agenda.
- Public Comments during the Announcements and Communication portion of the School Board Regular Meeting:
  - In-Person Attendees: Sign up at the check-in table upon arrival at the meeting location.
  - Online Zoom Attendees: Contact Kristin Holten at [kholtten@fpschools.org](mailto:kholtten@fpschools.org) or 253-298-3010 by 3 p.m. the day prior to the meeting to submit written comments or receive instructions for commenting live using the Zoom webinar system.

# **Franklin Pierce Schools**

Jo Anne Matson Administrative Center - 315 129th Street South - Tacoma, WA 98444 – (253) 298-3000

Board directors and audience attended either via Zoom video webinar 812 7137 8257 – (253) 215-8782 or in-person at Franklin Pierce High School Corrigan Room, 11002 18<sup>th</sup> Avenue East, Tacoma, WA 98445.

April 12, 2022

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

### **CALL TO ORDER**

Dr. Mendoza called the special meeting to order at 6:00 p.m.

### **BOARD MEMBERS PRESENT**

Mr. Davis, Dr. Mendoza, Mr. Nerio, Mr. Sablan, Mrs. Sherman.

### **SPECIAL MEETING**

The Board of Directors reviewed and discussed the following items:

1. Superintendent's Update
2. Washington State School Vaping Litigation
3. WSSDA Position Review
4. Drinking Water Resolution
5. School Board Director Survey
6. Board Retreat Date

### **ADJOURNMENT**

There being no business to transact, the special meeting adjourned at 7:02 p.m.

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Secretary of the Board

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President of the Board

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**April 12, 2022**

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

### **CALL TO ORDER**

Dr. Mendoza called the meeting to order at 7:10 p.m.

### **BOARD MEMBERS PRESENT**

Mr. Davis, Dr. Mendoza, Mr. Nerio, Mr. Sablan, Mrs. Sherman.

### **AGENDA**

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

**22-M-31**

### **ANNOUNCEMENTS & COMMENTS FROM THE SUPERINTENDENT**

Dr. Goodpaster commented on district activities and events.

### **ANNOUNCEMENTS & COMMENTS FROM THE BOARD**

Mr. Nerio commented on the Twulshootseed Yard Sign Project.

### **ANNOUNCEMENTS & COMMENTS FROM THE COMMUNITY**

Mr. Kevin Marshall, FPEA President, commented on standardized testing.

### **CONSENT AGENDA**

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

**22-M-32**

#### **(1) Minutes**

Minutes of the Board of Directors were approved for the special and regular meetings held March 8, 2022.

#### **(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 April 12, 2022, authorized the County Treasurer to pay all warrants/transfers specified below.

	<b>NUMBER</b>	<b>AMOUNT</b>	<b>DATE ISSUED</b>
<b>General Fund – Payroll</b>	Direct Dep/Bank Fees	\$6,104,380.94	03/31/2022
	271906-271939	\$25,119.22	03/31/2022
	271940-271972	\$2,871,349.48	03/31/2022
<b>General Fund – A/P</b>	A/P Direct Deposit	\$15,962.37	03/15/2022
	271761-271835	\$286,957.01	03/15/2022
	A/P Direct Deposit	\$327,738.67	03/31/2022
	271847-271900	\$331,804.45	03/31/2022
<b>Capital Projects</b>	A/P Direct Deposit	\$24,012.32	03/15/2022
	271836-271844	\$770,529.15	03/15/2022
	A/P Direct Deposit	\$51,099.17	03/31/2022
	271901-271904	\$109,340.01	03/31/2022
<b>ASB</b>	271845-271846	\$775.00	03/15/2022
	A/P Direct Deposit	\$21,607.77	03/31/2022
	271905	\$75.00	03/31/2022
<b>Trust</b>	A/P Direct Deposit	\$644.19	03/31/2022

**(3) Personnel Action**

**NEW HIRES**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>HIRE DATE</b>
Andre, Claire	Temporary Paraeducator	Brookdale	03/07/2022
Burrows, Randa	Paraeducator	Ford	03/28/2022
Bussell, Dennia	Paraeducator	Franklin Pierce	03/30/2022
Cruz, Sherise	Licensed Practical Nurse	Collins	03/31/2022
Demmert, Lawrence	Full Time Teacher Substitute	Human Resources	03/28/2022
Filisi, Brittany	Full Time Custodian Substitute	Washington	03/25/2022
Grant, Laurie	Licensed Practical Nurse	Ford	03/14/2022
Greenwood, Faustine	Full Time Teacher Substitute	Human Resources	03/28/2022
Gutierrez, Theresa	Paraeducator	Central Avenue	03/16/2022
Hamilton, Kory	Teacher	Franklin Pierce	08/22/2022
Huang Castillo, Yuanxi	Full Time Teacher Substitute	Human Resources	03/24/2022
Masura, Katelyn	Paraeducator	Washington	03/14/2022
Murray, John	Full Time Custodian Substitute	Keithley	03/07/2022
Perez, Vincent	Mechanic	Transportation	03/28/2022
Swift, Peter	Network Systems Administrator	Information Technology	03/25/2022

**NEW HIRES (continued)**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>HIRE DATE</b>
Vazquez, Ivan	IT Support Specialist	Information Technology	03/14/2022
Weigand, Robin	Full Time Custodian Substitute	Ford	03/28/2022
Woolfork, Clay	Network Infrastructure / Systems Manager	Information Technology	04/04/2022
Yevchev, Yana	Paraeducator	Central Avenue	03/30/2022

**TERMINATIONS**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>EFFECTIVE DATE</b>
Beagley, Teresa	Teacher	Brookdale	06/21/2022
Dosser, Terry	Transition Specialist	Teaching & Learning Services	07/01/2022
Elliot, Kendra	Teacher	Midland	06/30/2022
Gilbert, Celena	Teacher	Franklin Pierce	08/31/2022
Land, Debra	Paraeducator	Keithley	03/01/2022
Lee, Christy	Teacher	Franklin Pierce	08/31/2022
Leon, Jacob	Teacher	Washington	08/31/2022
Miles, Hellen	Paraeducator	James Sales	03/11/2022
Nunez, Eduardo	Assistant Principal	Midland	06/30/2022
Nybo, Anne	Nutrition Services Assistant III	Central Avenue	03/07/2022
Quinn, Genesis	Dual Language Teacher	Harvard	04/29/2022
Russell, Jessica	Teacher	Central Avenue	08/31/2022
Saunders, Jamie	Psychologist	Teaching & Learning Services	08/31/2022
Smith, Charmaine	Paraeducator	Franklin Pierce	03/24/2022
Vargas, Britt	Special Ed Teacher	Franklin Pierce	08/31/2022
Warren, Autumn	Teacher	Brookdale	08/31/2022
Wofford, Veronica	Nutrition Services Assistant II	Franklin Pierce	03/21/2022
Wright, Alexys	Teacher	Ford	08/31/2022
Zepeda, Christian	Teacher	Franklin Pierce	03/15/2022
Zurfluh, Donald	Assistant Chief	Hewins ELC	03/31/2022

**APPOINTMENTS / PROMOTIONS / TRANSFERS**

<b>NAME</b>	<b>NEW POSITION &amp; LOCATION</b>	<b>EFFECTIVE DATE</b>
Brist, Lori	Office Coordinator / GATES	03/07/2022
Bolle, Savannah	Custodian / Ford	03/29/2022
Chapman, Breanne	Assistant Principal / Keithley	07/01/2022
Dixon, Shontise	Office Assistant / Hewins ELC	03/16/2022
McElvain, Shay	Assistant Principal / Ford	07/01/2022
Peterman, Paula	Payroll Coordinator / Payroll	03/07/2022
Schenk, Richenda	Financial Coordinator / Franklin Pierce	03/17/2022

**APPOINTMENTS / PROMOTIONS / TRANSFERS (continued)**

<b>NAME</b>	<b>NEW POSITION &amp; LOCATION</b>	<b>EFFECTIVE DATE</b>
Tellis, D Machelie	Assistant Chief / Keithley	02/28/2022
Thompson, Brandon	Assistant Chief / Hewins ELC	03/28/2022
Washam, Jacqueline	Assistant Principal / Washington	07/01/2022
Zurfluh, Cathryn	Assistant Chief / Ford	03/18/2022

**LEAVES OF ABSENCE**

<b>NAME</b>	<b>POSITION / LOCATION</b>	<b>LEAVE TYPE</b>	<b>LEAVING</b>	<b>RETURNING</b>
Albers, Amanda	Teacher / Midland	General Leave 1.0	06/21/2022	09/01/2023
Betts, Bonnie	Occupational Therapist	General Leave 0.2	06/21/2022	09/01/2023
Kalapus, Kayde	Teacher / Harvard	General Leave 1.0	06/21/2022	09/01/2023
Sok, Sathoun	Teacher / Ford	General Leave 1.0	06/21/2022	09/01/2023

**(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 February 2022.

**POLICY 1815: ETHICAL CONDUCT FOR SCHOOL BOARD DIRECTORS**

**22-M-33**

It was moved by Mr. Nerio, seconded by Mrs. Sherman, and unanimously passed that the Board of Directors adopt new Board Policy 1815: Ethical Conduct for School Board Directors..

**POLICY 1822: TRAINING AND PROFESSIONAL DEVELOPMENT FOR SCHOOL BOARD DIRECTORS**

**22-M-34**

It was moved by Mr. Sablan, seconded by Mr. Davis, and unanimously passed that the Board of Directors adopt revised Board Policy 1822: Training and Professional Development for School Board Directors.

**POLICY 1825: ADDRESSING SCHOOL BOARD DIRECTOR VIOLATIONS**

**22-M-35**

It was moved by Mr. Davis, seconded by Mrs. Sherman, and unanimously passed that the Board of Directors adopt new Board Policy 1825: Addressing School Board Director Violations.

**POLICY 2418: WAIVER OF HIGH SCHOOL GRADUATION CREDITS**

**22-M-36**

It was moved by Mrs. Sherman, seconded by Mr. Nerio, and unanimously passed that the Board of Directors adopt revised Board Policy 2418: Waiver of High School Graduation Credits.

**OVERNIGHT FIELD TRIP TRAVEL REQUEST – WHS**

**22-M-37**

It was moved by Mr. Nerio, seconded by Mr. Sablan, and unanimously passed that the Board of Directors approve the overnight field trip travel request with Washington High School TRIO students to Seattle and Bellingham.

**INFORMATION TECHNOLOGY SURPLUS**

**22-M-38**

It was moved by Mr. Sablan, seconded by Mrs. Sherman, and unanimously passed that the Board of Directors approve the surplus of listed items.

**BATES TECHNICAL COLLEGE INTERLOCAL COOPERATIVE AGREEMENT FOR EDUCATIONAL SERVICES**

**22-M-39**

It was moved by Mr. Davis, seconded by Mr. Nerio, and unanimously passed that the Board of Directors approve the Bates Technical College Interlocal Agreement for Educational Services.

**2021-2022 TEAMSTERS LOCAL UNION NO. 313 COVID-19 AGREEMENT**

**22-M-40**

It was moved by Mr. Sablan, seconded by Mrs. Sherman, and unanimously passed that the Board of Directors approve the 2021-2022 Agreement by and between Franklin Pierce School District and Teamsters Local Union No. 313 (Transportation Bargaining Unit).

**RESOLUTION 22-R-06: LEAD IN DRINKING WATER ACTION PLAN**

**22-M-41**

It was moved by Mr. Davis, and seconded by Mr. Nerio, to adopt Resolution 22-R-06: Lead in Drinking Water Action Plan. It was then moved by Mrs. Sherman and seconded by Mr. Sablan, to amend Attachment A by moving prep room sinks to the list of sources periodically sampled for lead. The amended motion unanimously passed that the Board of Directors adopt Resolution 22-R-06: Lead in Drinking Water Action Plan with the noted change to Attachment A.

**POLICY 1250: STUDENTS ON GOVERNING BOARDS**

Dr. Goodpaster, Superintendent, presented new Board Policy 1250: Students on Governing Boards for first reading. This item will be placed on the agenda for action at the next regularly scheduled Board of Directors meeting.

**POLICY 5411: STAFF VACATIONS**

Ms. Brandy Marshall, Director of Human Resources, presented revised Board Policy 5411: Staff Vacations for first reading. This item will be placed on the agenda for action at the next regularly scheduled Board of Directors meeting.

**PROCEDURE 1250P: STUDENTS ON GOVERNING BOARDS**

Dr. Goodpaster, Superintendent, presented new Board Procedure 1250P: Students on Governing Boards as an information only item.

**PROCEDURE 3211P: GENDER-INCLUSIVE SCHOOLS**

Mr. Julien Pollard, Equity Coordinator, presented revised Board Procedure 3211P: Gender-Inclusive Schools as an information only item.

**APPROVED OUT-OF-STATE STAFF TRAVEL REQUESTS**

Dr. Goodpaster, Superintendent, presented a list of recently approved out-of-state staff travel requests as an information only item.

**ADJOURNMENT**

Dr. Mendoza announced that the next regular meeting of the Board of Directors will be held on Tuesday, May 10, 2022, beginning at 7 p.m. The meeting will be held remotely or in the Franklin Pierce High School Corrigan Room depending on current public health and open public meeting regulations.

There being no further business to transact, the meeting adjourned at 7:50 p.m.

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Secretary of the Board

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President of the Board



# Franklin Pierce Schools

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

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## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Tammy Bigelow, Director of Business Services  
**DATE:** May 10, 2022  
**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 May 10, 2022, 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	\$6,138,468.49	4/29/2022
	272079-272107	\$18,391.13	4/29/2022
	272108-272141	\$2,933,487.20	4/29/2022
<b>General Fund – A/P</b>	A/P Direct Deposit	\$18,036.55	4/15/2022
	291974-272061	\$1,196,612.88	4/15/2022
	272078	\$39,017.41	4/15/2022
	A/P Direct Deposit	\$497,667.49	4/29/2022
	272142-272186	\$284,980.61	4/29/2022
<b>Capital Projects</b>	A/P Direct Deposit	\$24,035.51	4/15/2022
	272062-272071	\$1,412,006.34	4/15/2022
	A/P Direct Deposit	\$13,993.95	4/29/2022
	272187-272194	\$115,997.40	4/29/2022
<b>ASB</b>	A/P Direct Deposit	\$130.69	4/15/2022
	272072-272077	\$1,115.00	4/15/2022
	A/P Direct Deposit	\$12,963.22	4/29/2022
	272195	\$60.00	4/29/2022
<b>Trust</b>	A/P Direct Deposit	\$160.83	4/29/2022



# Franklin Pierce Schools

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

## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Brandy Marshall, Director of Human Resources  
**DATE:** May 10, 2022  
**SUBJECT:** Personnel Action

### NEW HIRES

NAME	POSITION	LOCATION	HIRE DATE	REASON
Cano-Dominguez, Oliva	Teacher	Midland	08/22/2022	Leave Replacement
Castro, Norma	Temporary Paraeducator	Keithley	04/12/2022	Leave Replacement
Chaffin, Kathryn	Temporary Paraeducator Counseling Office /	Keithley Franklin	04/18/2022	Leave Replacement
Cowden, Krystal	Registration Coordinator	Pierce	04/11/2022	Replacement
Escobedo, Melissa	Teacher	Washington	08/22/2022	Replacement
Humphrey, Delia	Office Assistant	Christensen	04/14/2022	Replacement
Johnson, Carman	Teacher	Collins	08/22/2022	Replacement
Massie, Maria Carolina	Teacher	Harvard	08/22/2022	Replacement
Nix, Cassandra	Paraeducator	Elmhurst	04/25/2022	Replacement
Ohlemiller, Katrina	Special Education Teacher	Brookdale	08/22/2022	Growth
Schatzabel, Leah	Teacher	Brookdale	08/22/2022	Replacement
Sebastian Peinador, Maria Jesus	Teacher	Harvard	08/22/2022	Growth
Tith, Sovyda	Teacher	Christensen Teaching &	08/22/2022	Replacement
Ulmer, Brooke	School Psychologist	Learning	08/22/2022	Replacement
Versalenko, Rachel	Teacher	Midland	08/22/2022	Growth
Wegleitner, Alissa	Special Education Teacher	Midland	08/22/2022	Growth
Wilder, Courtnie	Administrator's Assistant	Ford	05/03/2022	Replacement
Williams, Brianna	Teacher	Washington	08/22/2022	Replacement

### TERMINATIONS

NAME	POSITION	LOCATION	HIRE DATE	EFFECTIVE DATE	REASON
Arias, Jaleesa	Teacher	Collins	01/06/2020	08/31/2022	Resignation
Babcock, Ryker	Assistant Chief	Elmhurst	08/16/2021	04/15/2022	Resignation
Barnett, Mishele	Teacher	Keithley	08/23/2021	06/30/2022	Resignation
Bolle, Savannah	Custodian	Ford	09/20/2021	04/21/2022	Resignation
Brastad, Hilary	Teacher	Central Avenue	08/21/2017	08/31/2022	Resignation

**TERMINATIONS (continued)**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>HIRE DATE</b>	<b>EFFECTIVE DATE</b>	<b>REASON</b>
Ferguson, Kari	Assistant Principal	Brookdale	07/01/2019	06/30/2022	Resignation
Goodman, Audra	Assistant Principal	Ford	01/31/2003	06/30/2022	Resignation
Granados, Andrea	Teacher	Midland	08/19/2013	08/31/2022	Resignation
Hesseltine, Nathan	Bus Driver	Transportation	01/30/2020	04/27/2022	Resignation
Hunter, Michael	Teacher	Keithley	08/22/2016	08/31/2022	Resignation
Kamel, Cara	Teacher	Midland	08/19/2019	08/31/2022	Resignation
Kaufmann, Lynette	ECEAP Teacher	Hewins ELC	09/10/2018	06/21/2022	Retirement
Lancaster, Aidan	Paraeducator	GATES	10/26/2020	08/31/2022	Resignation
Maxwell, LaTanya	Teacher	Midland	08/25/1999	08/31/2022	Resignation
Nakata, Jennifer	Social Worker	Keithley	11/27/2017	06/30/2022	Resignation
Nelson, Rose	Paraeducator	Washington	06/16/2011	08/31/2022	Resignation
Oller, Jessica	Paraeducator	Washington	08/31/2021	08/31/2022	Resignation
Rehwinkel, Janet	Bus Driver	Transportation	09/06/1989	05/31/2022	Retirement
Rooney, Katie	Information Technology Specialist (Librarian)	Central Avenue	11/07/1988	08/31/2022	Retirement
Smith, Rene	Paraeducator	James Sales	12/14/2021	04/18/2022	Resignation
Taylor, Leslie	Teacher	Keithley	01/27/2020	06/30/2022	Resignation
Watt, Alexis	Teacher	Christensen Teaching & Learning	08/23/2021	08/31/2022	Resignation
Williamson, Adam	Program Specialist	Learning	08/16/2005	08/31/2022	Resignation
Workman, Kristina	Paraeducator	Keithley	08/31/2022	04/25/2022	Resignation
Yant, Cindy	Office Manager	Brookdale	09/08/1993	06/29/2022	Retirement
Zhang, Allison	Teacher	James Sales	08/23/2021	08/31/2022	Resignation

**APPOINTMENTS / PROMOTIONS / TRANSFERS**

<b>NAME</b>	<b>PREVIOUS POSITION &amp; LOCATION</b>	<b>EFFECTIVE DATE</b>	<b>NEW POSITION &amp; LOCATION</b>	<b>REASON</b>
Bucher, Jamie	FT Custodial Substitute / Franklin Pierce	04/18/2022	Custodian / Keithley	Promotion
Huggler, Cheryl	Paraeducator / Central Avenue	05/16/2022	Nutrition Services Asst III / Central Avenue	Reassignment
Murray, John	FT Custodial Substitute / Keithley	04/18/2022	Assistant Chief / Collins	Promotion
Skaggs, Kimi	Chief Custodian / Franklin Pierce	05/02/2022	Custodial Manager / Support Services	Promotion

**LEAVES OF ABSENCE**

<b>NAME</b>	<b>POSITION / LOCATION</b>	<b>LEAVE TYPE</b>	<b>LEAVING</b>	<b>RETURNING</b>
Cathcart, Melyssa	Teacher / Collins	General Leave 1.0	06/21/2022	09/01/2023
Galbraith, Jennifer	Teacher / Ford	General Leave 1.0	06/21/2022	09/01/2023

**SPECIAL ACTION**

<b>NAME</b>	<b>POSITION / LOCATION</b>	<b>REASON</b>
Zepeda, Christian	Teacher / Franklin Pierce	Incorrect termination date 03/15/2022; corrected date 08/31/2022



# Franklin Pierce Schools

315 129<sup>th</sup> Street S, Tacoma, WA 98444  
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## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Tammy Bigelow, Director of Business Services  
**DATE:** May 10, 2022  
**SUBJECT:** Budget Status Reports, March 2022

Attached are the Budget Status Reports for all funds for March 2022.

### General Fund

As of March 31, 2022, the ending fund balance was \$8,368,867. Property tax received was \$738,857 in March for a total revenue of \$10,081,766. Expenditures totaled \$10,001,350 with an excess of revenues over expenditures of \$80,416.

### Capital Project Fund

As of March 31, 2022, the ending fund balance was \$23,728,043. Property tax received was \$119,740. Local income from interest and impact fees totaled \$86,341.

#### Expenditures:

- **Bond: \$737,646**
- **Technology Levy: \$185,568**
  - Network Infrastructure: \$89,312
  - New Computers: \$35,152
  - Fiber: \$18,512
  - VOIP Charges: \$23,389
  - Other Software: \$772
  - Utilities: \$12,931
  - Bell & Clock: \$5,500

### Debt Service Fund

Property tax collections in March totaled \$492,594 with ending fund balance of \$1,245,328.

### Associated Student Body Fund

Ending fund balance was \$485,196.

### Transportation Vehicle Fund

Ending fund balance was \$956,290.

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 2021 (September 1, 2021 - August 31, 2022)

For the FRANKLIN PIERCE SCHOOLS School District for the Month of March, 2022

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	14,380,077	738,857.34	7,440,804.39		6,939,272.61	51.74
2000 LOCAL SUPPORT NONTAX	498,691	19,055.97	304,592.13		194,098.87	61.08
3000 STATE, GENERAL PURPOSE	75,095,502	5,913,038.23	39,205,224.07		35,890,277.93	52.21
4000 STATE, SPECIAL PURPOSE	23,833,298	1,993,989.05	12,531,865.91		11,301,432.09	52.58
5000 FEDERAL, GENERAL PURPOSE	85,000	6,661.45	48,192.98		36,807.02	56.70
6000 FEDERAL, SPECIAL PURPOSE	22,318,926	1,410,164.87	8,108,887.48		14,210,038.52	36.33
7000 REVENUES FR OTH SCH DIST	0	.00	676.15		676.15-	0.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	125,000.00		125,000.00-	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	136,211,494	10,081,766.91	67,765,243.11		68,446,250.89	49.75
<u>B. EXPENDITURES</u>						
00 Regular Instruction	68,937,121	4,898,083.53	34,545,479.96	23,538,468.01	10,853,173.03	84.26
10 Federal Stimulus	453,400	177,568.56	1,589,492.92	596,252.76	1,732,345.68-	482.08
20 Special Ed Instruction	21,409,576	1,601,064.21	11,425,163.91	8,265,051.02	1,719,361.07	91.97
30 Voc. Ed Instruction	3,722,389	391,372.92	2,542,325.00	1,574,031.53	393,967.53-	110.58
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	13,727,075	941,679.99	6,590,991.96	4,567,003.57	2,569,079.47	81.28
70 Other Instructional Pgms	913,699	55,464.52	438,875.24	261,459.16	213,364.60	76.65
80 Community Services	732,851	52,179.22	382,983.40	247,154.03	102,713.57	85.98
90 Support Services	30,467,555	1,883,937.52	14,911,618.53	10,034,848.03	5,521,088.44	81.88
<u>Total EXPENDITURES</u>	140,363,666	10,001,350.47	72,426,930.92	49,084,268.11	18,852,466.97	86.57
<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>	4,152,172-	80,416.44	4,661,687.81-		509,515.81-	12.27
<u>F. TOTAL BEGINNING FUND BALANCE</u>	12,000,000		13,030,555.40			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	7,847,828		8,368,867.59			
<u>(E+F + OR - G)</u>						

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the FRANKLIN PIERCE SCHOOLS School District for the Month of March, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	2,571,001	119,740.06	1,227,630.69		1,343,370.31	47.75
2000 Local Support Nontax	564,500	27,977.59	294,094.19		270,405.81	52.10
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	9,228,000	58,363.48	58,363.48		9,169,636.52	0.63
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
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>12,363,501</b>	<b>206,081.13</b>	<b>1,580,088.36</b>		<b>10,783,412.64</b>	<b>12.78</b>
<b>B. EXPENDITURES</b>						
10 Sites	0	285,316.15	578,657.51	2,461,552.57	3,040,210.08-	0.00
20 Buildings	46,728,000	484,119.38	9,923,738.32	20,244,824.67	16,559,437.01	64.56
30 Equipment	4,400,000	185,568.31	2,901,202.05	2,147,935.22	649,137.27-	114.75
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	1,100	.00	950.00	0.00	150.00	86.36
<b>Total EXPENDITURES</b>	<b>51,129,100</b>	<b>955,003.84</b>	<b>13,404,547.88</b>	<b>24,854,312.46</b>	<b>12,870,239.66</b>	<b>74.83</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>D. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</b>	<b>38,765,599-</b>	<b>748,922.71-</b>	<b>11,824,459.52-</b>		<b>26,941,139.48</b>	<b>69.50-</b>
<b>F. TOTAL BEGINNING FUND BALANCE</b>	<b>42,222,687</b>		<b>35,552,503.24</b>			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>	<b>3,457,088</b>		<b>23,728,043.72</b>			

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the FRANKLIN PIERCE SCHOOLS School District for the Month of March, 2022

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	10,277,213	492,594.61	4,790,724.87		5,486,488.13	46.62
2000 Local Support Nontax	10,000	120.01	1,015.96		8,984.04	10.16
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>	<u>10,287,213</u>	<u>492,714.62</u>	<u>4,791,740.83</u>		<u>5,495,472.17</u>	<u>46.58</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	3,770,000	.00	3,770,000.00	0.00	.00	100.00
Interest On Bonds	5,882,700	.00	2,978,850.00	0.00	2,903,850.00	50.64
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>	<u>9,662,700</u>	<u>.00</u>	<u>6,749,450.00</u>	<u>0.00</u>	<u>2,913,250.00</u>	<u>69.85</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	<u>624,513</u>	<u>492,714.62</u>	<u>1,957,709.17-</u>		<u>2,582,222.17-</u>	<u>413.48-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>2,197,913</u>		<u>3,203,037.67</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE</u>	<u>2,822,426</u>		<u>1,245,328.50</u>			
<u>(E+F + OR - G)</u>						

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the FRANKLIN PIERCE SCHOOLS School District for the Month of March, 2022

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 GENERAL STUDENT BODY	307,027	26,562.56	58,675.35		248,351.65	19.11
2000 ATHLETICS	206,700	18,676.65	98,854.41		107,845.59	47.83
3000 CLASSES	49,500	5.00	13,527.00		35,973.00	27.33
4000 CLUBS	136,300	3,125.46	21,284.03		115,015.97	15.62
6000 PRIVATE MONEYS	34,981	444.00	20,679.58		14,301.42	59.12
<u>Total REVENUES</u>	734,508	48,813.67	213,020.37		521,487.63	29.00
B. EXPENDITURES						
1000 GENERAL STUDENT BODY	320,707	2,348.19	25,037.01	0.00	295,669.99	7.81
2000 ATHLETICS	209,600	15,331.27	46,775.36	0.00	162,824.64	22.32
3000 CLASSES	47,600	3,569.50	11,009.20	400.00	36,190.80	23.97
4000 CLUBS	169,550	1,969.07	17,018.76	0.00	152,531.24	10.04
6000 PRIVATE MONEYS	16,500	.00	9,123.60	0.00	7,376.40	55.29
<u>Total EXPENDITURES</u>	763,957	23,218.03	108,963.93	400.00	654,593.07	14.32
C. EXCESS OF REVENUES						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	29,449-	25,595.64	104,056.44		133,505.44	453.34-
D. TOTAL BEGINNING FUND BALANCE	350,000		381,139.83			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE	320,551		485,196.27			
<u>C+D + OR - E</u>						

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the FRANKLIN PIERCE SCHOOLS School District for the Month of March, 2022

	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	173.97	584.94		1,415.06	29.25
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	380,000	.00	.00		380,000.00	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	708,126	.00	.00		708,126.00	0.00
9000 Other Financing Sources	0	.00	39,750.00		39,750.00-	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	<u>1,090,126</u>	<u>173.97</u>	<u>40,334.94</u>		<u>1,049,791.06</u>	<u>3.70</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>1,090,126</u>	<u>173.97</u>	<u>40,334.94</u>		<u>1,049,791.06</u>	<u>3.70</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	1,687,000	.00	.00	1,682,136.82	4,863.18	99.71
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>	<u>1,687,000</u>	<u>.00</u>	<u>.00</u>	<u>1,682,136.82</u>	<u>4,863.18</u>	<u>99.71</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>596,874-</u>	<u>173.97</u>	<u>40,334.94</u>		<u>637,208.94</u>	<u>106.76-</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>915,694</u>		<u>915,955.56</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>318,820</u>		<u>956,290.50</u>			



# Franklin Pierce Schools

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## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Dr. Lance Goodpaster, Superintendent  
**DATE:** May 10, 2022  
**SUBJECT:** Policy 1250: Students on Governing Boards

### **BACKGROUND INFORMATION**

New Board Policy 1250: Students on Governing Boards recognizes the value of communicating with students and receiving their input and perspectives. To foster this relationship with students, the Board will annually seat three student representatives as preferential voting board members of the Franklin Pierce Board of Directors.

### **RECOMMENDATION**

I move that the Board of Directors adopt new Board Policy 1250: Students on Governing Boards.

### **ACTION REQUIRED**

## **STUDENTS ON GOVERNING BOARDS**

The Franklin Pierce Board of Directors recognizes the value of communicating with students and receiving their input and perspectives. To foster this relationship with students, the Board will annually seat three student representatives as preferential voting board members of the Franklin Pierce Board of Directors. Student representative candidates will be elected by their respective student bodies and forwarded to the Board of Directors for final selection.

Student representatives on the Board are expected to attend all meetings. The student representatives will contribute to Board discussion by providing student insight and perspective, serving as a liaison for the associated student body and reporting to students about the work of the Board and district activities. Student representatives will not attend executive sessions, make motions, or hold Board offices.

**Adoption Date: 5/10/22**  
**Franklin Pierce Schools**  
**Revised:**  
**Classification: Discretionary**



# Franklin Pierce Schools

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## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Brandy Marshall, Director of Human Resources  
**DATE:** May 10, 2022  
**SUBJECT:** Policy 5411: Staff Vacations

### **BACKGROUND INFORMATION**

Board Policy 5411: Staff Vacations contains proposed updates to accurately reflect our current practices. Since this policy revision was introduced to you at our last board meeting, significant changes to the format have occurred to make it easier to navigate and implement. Changes to policy guidelines are limited to the ones already highlighted during the first reading.

### **RECOMMENDATION**

I move that the Board of Directors adopt revised Board Policy 5411: Staff Vacations.

### **ACTION REQUIRED**

## STAFF VACATIONS

Regular full-time employees (12 months/year) shall accrue vacation and personal leave according to the following guidelines (unless an applicable collective bargaining agreement or individual employment contract provides otherwise).

- Use of vacation days is subject to supervisor approval and vacation days cannot be used until they are earned. Employees taking more days off than vacation days earned shall have the excess days charged as leave without pay.
- Vacation days may be accumulated from year to year to a maximum equal to two years of earned vacation (which shall be calculated once a year on the last working day of the contractual period).
- Upon termination, an employee shall be paid for unused vacation days earned. However, payment for unused, earned vacation in excess of thirty (30) days will not be made. Upon retirement, employees may only cash out a total of thirty (30) days of vacation during their last two (2) years of employment prior to retirement.

All employee groups listed below, as well as unrepresented personnel who work less than 260-days per year, shall be provided two (2) days of personal leave each year. This personal leave is non-accumulative and not eligible for cash-out.

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### **Superintendent, Deputy/Assistant Superintendent, and Executive Director**

**Vacation:** Vacation benefits are determined by contract.

---

### **Director, Assistant Director, Public Information Officer, and Supervisor**

(July 1 to June 30 employees)

**Vacation:** Twenty-five (25) vacation days

**Extra Work Days:**

- **Director, Asst. Director, Public Information Officer:** Ten (10) extra work days
- **Supervisor:** Seven (7) extra work days

Vacation days will be front loaded on July 1 of each year. The above administrators may submit a request to the payroll office to receive pay for a maximum of ten (10) additional days of pay for Director, Assistant Director, and Public Information Officer, and seven (7) additional days of pay for Supervisor, annually at the per diem rate of 1/223. The above administrators may submit a request to the payroll office to buy back a maximum of ten (10) vacation days annually at their per diem rate of 1/223. Such requests need to be received by the last work day of June.

---

**Administrative Support Personnel (Confidential Exempt)**

(September 1 to August 31 employees)

Vacation days for Administrative Support Personnel (Confidential Exempt) twelve (12) month employees shall be based on the following schedule for completed years of continuous service:

<u>Completed Years of Continuous Service</u>	<u>Vacation Days</u>
One (1) year .....	Twenty (20) days
Four (4) years.....	Twenty-five (25) days
Twenty (20) years .....	Thirty (30) days

Administrative support personnel may submit a request to the payroll office to buy back a maximum of seven (7) vacation days annually at their regular rate of pay. Such requests need to be received by the last work day of June.

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**Unrepresented Personnel – 260-day employees**

(September 1 to August 31 employees)

Vacations for regular twelve (12) month employees shall be based on the following schedule for completed years of continuous service:

<u>Completed Years of Continuous Service</u>	<u>Vacation Days</u>
One (1) year .....	Ten (10) days
Four (4) years .....	Fifteen (15) days
Ten (10) years.....	Twenty-three (23) days

Legal References:	RCW 41.50.150	Retirement benefits based on excess compensation – Employer liable for extra retirement costs
	WAC 415-108-510	(PERS) First-in-first-out
	WAC 415-112-415	(TRS) Accounting method for determining when leave earned
	AGO 1976 No. 10	Accumulation of sick leave while on leave

**Adoption Date: 11/18/08**  
**Franklin Pierce Schools**  
**Revised: 10/12/10, 7/2/13; 1/13/15; 8/18/15, 9/11/18; 5/10/22**  
**Classification: Optional**



## Franklin Pierce Schools

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### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Dr. Lance Goodpaster, Superintendent  
**DATE:** May 10, 2022  
**SUBJECT:** Travel Request: Overnight Field Trip with Students

### **BACKGROUND INFORMATION**

**Group:** 5<sup>th</sup> Grade, Collins Elementary  
**Destination:** Longbranch, WA  
**Purpose:** 5<sup>th</sup> Grade Camp

Procedure 2320P: Field Trips, Excursions, and Outdoor Education and Procedure 6213P: Travel and Meal Reimbursement Procedures requires Board approval on travel requests for overnight field trips with students.

### **RECOMMENDATION**

I move that the Board of Directors approve the overnight field trip travel request with 5<sup>th</sup> grade Collins Elementary School students.

### **ACTION REQUIRED**

# FRANKLIN PIERCE SCHOOLS APPLICATION FOR OVERNIGHT FIELD TRIP WITH STUDENTS

**Directions:** Email this completed form to your building principal for approval **8 weeks** prior to the proposed trip. If approved, the principal will email it to the superintendent for approval, who will then submit it to the School Board for approval. Field trip application forms must be submitted to the office of the superintendent **at least 2 weeks** before a School Board meeting prior to the proposed trip for Board approval. **Travel requests must be approved before finalizing travel and financial arrangements.** Confirmation of approval or denial will be sent after the Board meeting.

Date of Application: April 27, 2022

School: Collins Elementary

Name of Teacher/Advisor/Travelers: Breyan Dobner, Mallory Schramm, Sarah Uri

Class/Group: 5th grade

How many students will be attending?: 81

How many adults will provide supervision? 12-18

Conference Name/Activity: 5th grade camp

Destination (City, State): Longbranch, WA

Departure Date: Monday, June 6, 2022

Departure Time: 9:45 am

Return Date: Wednesday, June 8, 2022

Estimated Return Time: 2:00 pm

Method of Transportation: School buses

Educational Objective(s): To learn about the environment and different habitats. It will build long-lasting

memories and relationships

Describe activities planned for trip: Team-building activities, social emotional learning.

## ESTIMATED TRAVEL COSTS

		Cost	Funding Source	
<b>Payroll</b>	Substitutes	\$ _____	_____	<b>Comments:</b>
<b>Procurement Card</b>	Registration Fee	\$ _____	_____	
	Lodging	\$ <u>10000.00</u>	<u>Fundraising and PTA Grant</u>	
	Transportation	\$ <u>1000.00</u>	<u>Fundraising and PTA Grant</u>	
	Other	\$ _____	_____	
<b>Reimbursement</b>	Mileage	\$ _____	_____	
	Meals	\$ _____	_____	
	<b>TOTAL</b>	\$ <u>11000.00</u>	_____	

For more information, refer to Board Policy 2320 and Procedure 2320P regarding field trips, and Policy 6213 and Procedure 6213P regarding reimbursement for travel expenses. If the trip is approved and volunteers are needed, additional steps found in Procedure 5630P must be followed within specific timelines.



## Franklin Pierce Schools

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### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Dr. Lance Goodpaster, Superintendent  
**DATE:** May 10, 2022  
**SUBJECT:** Travel Request: Overnight Field Trip with Students

### **BACKGROUND INFORMATION**

**Group:** Cheer Staff, FPHS and WHS  
**Destination:** Ellensburg, WA  
**Purpose:** AWSL Cheerleadership Camp

Procedure 2320P: Field Trips, Excursions, and Outdoor Education and Procedure 6213P: Travel and Meal Reimbursement Procedures requires Board approval on travel requests for overnight field trips with students.

### **RECOMMENDATION**

I move that the Board of Directors approve the overnight field trip travel request with Franklin Pierce and Washington high school cheer students.

### **ACTION REQUIRED**

# FRANKLIN PIERCE SCHOOLS APPLICATION FOR OVERNIGHT FIELD TRIP WITH STUDENTS

**Directions:** Email this completed form to your building principal for approval **8 weeks** prior to the proposed trip. If approved, the principal will email it to the superintendent for approval, who will then submit it to the School Board for approval. Field trip application forms must be submitted to the office of the superintendent **at least 2 weeks** before a School Board meeting prior to the proposed trip for Board approval. **Travel requests must be approved before finalizing travel and financial arrangements.** Confirmation of approval or denial will be sent after the Board meeting.

Date of Application: April 27, 2022

School: Washington and Franklin Pierce High Schools

Name of Teacher/Advisor/Travelers: Wendy Malich, Brielle Peirce, Amanda Brassfield

Class/Group: Cheer staff

How many students will be attending?: 22

How many adults will provide supervision? 3 FPSD staff and 20 on site Leadership staff

Conference Name/Activity: AWSL Cheerleadership Camp

Destination (City, State): Ellensburg, WA

Departure Date: July 11, 2022

Departure Time: 9:30 am

Return Date: July 15, 2022

Estimated Return Time: 4:00 pm

Method of Transportation: AWSL provided charter bus from Tacoma Mall

Educational Objective(s): Cheerleadership camp is the only cheer camp sanctioned by the AWSP. The camp will provide opportunities for the cheerleaders to learn leadership skills and cheers.

Describe activities planned for trip: Breakout sessions designed to provide leadership opportunity.

## ESTIMATED TRAVEL COSTS

		Cost	Funding Source	
<b>Payroll</b>	Substitutes	\$ _____	_____	<b>Comments:</b>  Cost is \$495 per student and coach with a \$75 travel fee.  Ms. Malich will be working the camp so no fees are charged for her.
<b>Procurement Card</b>	Registration Fee	\$ 11,880	0133 28 7340 7200 7200 0000 1	
	Lodging	\$ _____	_____	
	Transportation	\$ 1,800	same as above	
	Other	\$ _____	_____	
<b>Reimbursement</b>	Mileage	\$ _____	_____	
	Meals	\$ _____	_____	
	<b>TOTAL</b>	\$ 13,680	_____	

For more information, refer to Board Policy 2320 and Procedure 2320P regarding field trips, and Policy 6213 and Procedure 6213P regarding reimbursement for travel expenses. If the trip is approved and volunteers are needed, additional steps found in Procedure 5630P must be followed within specific timelines.



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---

### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Dr. Lance Goodpaster, Superintendent  
**DATE:** May 10, 2022  
**SUBJECT:** Travel Request: Overnight Field Trip with Students

### **BACKGROUND INFORMATION**

**Group:** ASB/Leadership, WHS

**Destination:** Randle, WA

**Purpose:** AWSL Summer Leadership Camp

Procedure 2320P: Field Trips, Excursions, and Outdoor Education and Procedure 6213P: Travel and Meal Reimbursement Procedures requires Board approval on travel requests for overnight field trips with students.

### **RECOMMENDATION**

I move that the Board of Directors approve the overnight field trip travel request with Washington High School ASB/Leadership students.

### **ACTION REQUIRED**

# FRANKLIN PIERCE SCHOOLS APPLICATION FOR OVERNIGHT FIELD TRIP WITH STUDENTS

**Directions:** Email this completed form to your building principal for approval **8 weeks** prior to the proposed trip. If approved, the principal will email it to the superintendent for approval, who will then submit it to the School Board for approval. Field trip application forms must be submitted to the office of the superintendent **at least 2 weeks** before a School Board meeting prior to the proposed trip for Board approval. **Travel requests must be approved before finalizing travel and financial arrangements.** Confirmation of approval or denial will be sent after the Board meeting.

Date of Application: April 18, 2022

School: Washington High School

Name of Teacher/Advisor/Travelers: Heath Booth

Class/Group: ASB/Leadership

How many students will be attending?: 10

How many adults will provide supervision? 20 chaperones will be present at the camp

Conference Name/Activity: AWSL Summer Leadership Camp/Mt Olympus

Destination (City, State): Cispus Learning Center, Randle, WA

Departure Date: 7/12/2022

Departure Time: 8:00 AM

Return Date: 7/17/2022

Estimated Return Time: 4:00 PM

Method of Transportation: Transportation will be provided by the camp

Educational Objective(s): Develop student leaders

Describe activities planned for trip: Students will participate in various leadership development activities

## ESTIMATED TRAVEL COSTS

		Cost	Funding Source	
<b>Payroll</b>	Substitutes	\$ <u>0</u>	_____	<b>Comments:</b>
<b>Procurement Card</b>	Registration Fee	\$ <u>4,250</u>	_____	
	Lodging	\$ _____	_____	
	Transportation	\$ <u>680</u>	_____	
	Other	\$ _____	_____	
<b>Reimbursement</b>	Mileage	\$ _____	_____	
	Meals	\$ _____	_____	
	<b>TOTAL</b>	<b>\$ <u>4,930</u></b>	_____	

For more information, refer to Board Policy 2320 and Procedure 2320P regarding field trips, and Policy 6213 and Procedure 6213P regarding reimbursement for travel expenses. If the trip is approved and volunteers are needed, additional steps found in Procedure 5630P must be followed within specific timelines.



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---

### MEMORANDUM

**TO:** Board of Directors  
**FROM:** Robin Heinrichs, Executive Director of Support Services  
**DATE:** May 10, 2022  
**SUBJECT:** Final Acceptance of James Sales Replacement Elementary School Project

### **BACKGROUND INFORMATION**

Board approval is required for final acceptance of the James Sales Replacement Elementary School project. A final inspection has been made by Erickson McGovern Architects, our consultants, and the Franklin Pierce Schools Support Services administrators. To the best of our knowledge, the work for this project has been completed in accordance with the terms and conditions of the contract documents, including drawings and specifications dated June 27, 2019. It is recommended that the Board accept this project as complete.

### **RECOMMENDATION**

I move that the Board of Directors accept the work performed for the James Sales Replacement Elementary School project as complete in accordance with the terms and conditions of the contract documents, including drawings and specifications dated June 27, 2019.

### **ACTION REQUIRED**



May 4, 2022

Board of Directors  
Franklin Pierce School District No. 402  
315 129<sup>th</sup> St. South  
Tacoma, WA 98444

Re: James Sales New Elementary School  
Recommendation for Final Acceptance

Board:

A final inspection has been made by our office, our consultants, the district's project manager and the Executive Director of Support Services. It has been established to the best of our knowledge that the work for the James Sales New Elementary School project has been completed in accordance with the terms and conditions of the Contract Documents dated June 27, 2019. We recommend the acceptance of the Project by the Franklin Pierce School District.

We certify that the Franklin Pierce School District has constructed the James Sales New Elementary School in Tacoma with 25,581 square feet of state-eligible new construction. Total building area is 60,966 square feet.

Sincerely,

Erickson McGovern, P.L.L.C.

A handwritten signature in blue ink, appearing to read 'Ray Mow'.

Raymond Mow, A.I.A.  
Principal

Cc: Robin Heinrichs, Executive Director Support Services



# Franklin Pierce Schools

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## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Robin Heinrichs, Executive Director of Support Services  
**DATE:** May 10, 2022  
**SUBJECT:** Recommendation to Award Additional Alternates to the Contract for Construction of the Franklin Pierce School District Performing Arts Center

### **BACKGROUND INFORMATION**

On February 22, 2022, the Board of Directors awarded a contract to construct the Franklin Pierce School District Performing Arts Center to Jones and Roberts Company of Olympia, Washington in the amount of \$14,040,000.00 which included the base bid of \$14,025,000.00 plus Alternate A-3 for \$15,000.00. I recommend the contract be increased by the award of two additional alternate bid items:

Alternate A-4 HS Entry Vestibule	\$305,000.00
Alternate T-1 Acoustic Tower Shells	<u>\$107,000.00</u>
Additional Contract Award	\$412,000.00

The revised contract award will be \$14,452,000.00

A copy of the bid tabs showing all bidders on the contract and the pricing for the alternate has been included as reference. I recommend increasing the award of the construction contract for the Franklin Pierce School District Performing Arts Center to Jones and Roberts Company to include bid alternates A-4 and T-1.

### **RECOMMENDATION**

I move that the Board of Directors increase the award of the contract for construction of the Franklin Pierce Performing Arts Center to Jones and Roberts Company of Olympia, Washington in the amount of \$412,000.00 for a total of \$14,452,000.00. This revised amount includes the base bid and bid alternates A-3, A-4, and T-1.

### **ACTION REQUIRED**



BIDDERS		Forma Construction	Lewis/Cutler Construction	Kassel & Associates	Pease Construction, Inc.
BID BOND		Yes	Yes	Yes	Yes
NUMBER OF ADDENDA		1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5
BASE BID		\$14,575,000.00	\$15,519,500.00	\$14,397,000.00	\$14,068,000.00
TRENCH EXCAVATION SAFETY PROVISIONS		\$2,500.00	\$5,000.00	\$5,000.00	\$10,000.00
UNIT PRICES					
1	Excavation of Unsuitable Soil (Per Bank Cubic Yard)	\$25.00	\$42.00	\$28.00	\$40.00
2	Import and Place Structural Fill (Per Bank Cubic Yard)	\$30.00	\$37.00	\$33.00	\$50.00
ALTERNATE BIDS					
A-1	Phenolic Cladding	\$119,500.00	\$195,700.00	\$387,000.00	\$250,000.00
A-2	Not used	n/a	n/a	n/a	
A-3	Leak Detection	\$15,700.00	\$16,600.00	\$15,000.00	\$15,000.00
A-4	HS Entry Vestibule	\$499,600.00	\$454,950.00	\$188,000.00	\$274,000.00
T-1	Acoustic Tower Shells	\$110,000.00	-\$52,900.00	\$195,000.00	-\$1,000.00
T-2	Added Rigging	\$76,600.00	\$78,200.00	\$142,000.00	\$76,000.00
AV-1	Wireless Microphone	-\$19,600.00	-\$18,000.00	-\$20,000.00	-\$40,000.00
AV-2	AV Loose Equipment	-\$16,800.00	-\$15,000.00	-\$17,000.00	-\$38,000.00
SUBCONTRACTOR LISTING					
HVAC		Crescent Mechanical	Crescent Mechanical	Capital Heating and Cooling	Capital Heating and Cooling
PLUMBING		Crescent Mechanical	Crescent Mechanical	Diamond Plumbing and Heating	Capital Heating and Cooling
ELECTRICAL		Systems Solutions of Washington	Groff Electric	Systems Solutions of Washington	Systems Solutions
FIRE SPRINKLER		Fireshield	Knight Fireprotection	knight fireprotection	FSI
EARTHWORK		JSB Contractors	CSE	JSB Contractors	JSB Contractors
STRUCTURAL STEEL INSTALL		Riverside Steel Erectors	PCS Erectors	Riverside Steel Erectors	Riverside
REBAR INSTALLATION		Farwest Steel	Lewis Cutler	Grizzly Bar	Grizzly

THIS IS TO CERTIFY THAT THE ABOVE FIGURES ARE A TRUE AND ACCURATE TABULATION OF BIDS RECEIVED:

Ray Mow, AIA



BIDDERS		Jones & Roberts Co.	Pease & Sons Inc.	Neeley Construction	Lincoln Construction	
BID BOND		Yes	Yes	Yes	Yes	
NUMBER OF ADDENDA		1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	
BASE BID		\$14,025,000.00	\$14,315,318.00	\$14,040,000.00	\$15,218,000.00	
TRENCH EXCAVATION SAFETY PROVISIONS		\$1,000.00	\$500.00	\$5,000.00	\$2,500.00	
UNIT PRICES						
1	Excavation of Unsuitable Soil (Per Bank Cubic Yard)	\$45.00	\$44.00	\$28.00	\$28.00	
2	Import and Place Structural Fill (Per Bank Cubic Yard)	\$40.00	\$39.00	\$28.00	\$33.00	
ALTERNATE BIDS						
A-1	Phenolic Cladding	\$157,000.00	\$222,264.00	\$320,000.00	\$260,000.00	
A-2	Not used	n/a				
A-3	Leak Detection	\$15,000.00	\$19,836.00	\$15,000.00	\$17,000.00	
A-4	HS Entry Vestibule	\$305,000.00	\$378,328.00	\$315,000.00	\$317,000.00	
T-1	Acoustic Tower Shells	\$107,000.00	\$110,532.00	\$107,000.00	\$109,000.00	
T-2	Added Rigging	\$74,000.00	\$76,963.00	\$74,000.00	\$76,000.00	
AV-1	Wireless Microphone	-\$19,500.00	-\$32,358.00	-\$20,000.00	-\$20,000.00	
AV-2	AV Loose Equipment	-\$16,500.00	-\$29,357.00	-\$17,000.00	-\$17,000.00	
SUBCONTRACTOR LISTING						
HVAC		Capital Heating and Cooling	delta technology	Capital Heating and Cooling	Capital Heating and Cooling	
PLUMBING		Pac West Mechanical	pease piping	Capital Heating and Cooling	Pac West Mechanical	
ELECTRICAL		System Solutions of Washington	System Solutions	System Solutions of Washington Inc	System Solutions	
FIRE SPRINKLER		Knight Fire	Knight Fire	Firesield Inc	Fire Sprinklers Inc	
EARTHWORK		Capital Septic and Excavation	Capital Septic and Excavation	JSB Contractors LLC	Fenix Earthworks	
STRUCTURAL STEEL INSTALL		Riverside Steel Erectors	Pease & Sons Inc.	Pipers-Caluori Steel Erectors LLC	Moe's Welding	
REBAR INSTALLATION		Jones and Roberts	Pease & Sons Inc.	Farwest Steel Reinforcing Company	Grizzley Bar	

THIS IS TO CERTIFY THAT THE ABOVE FIGURES ARE A TRUE AND ACCURATE TABULATION OF BIDS RECEIVED:

Ray Mow, AIA



# Franklin Pierce Schools

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---

## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Robin Heinrichs, Executive Director of Support Services  
**DATE:** May 10, 2022  
**SUBJECT:** Recommendation to Award Contract for Facilities Improvement of the Historic Collins School

### **BACKGROUND INFORMATION**

Historic Collins School has been designated as the replacement site for the GATES High School and the Transitions programs. The Washington Department of Enterprise Services' (DES) Energy Savings Performance Contracting Program (ESPC) enables school districts to select from a list of preapproved Energy Services Companies (ESCO) to perform overall contracting and project management services to complete facilities improvement energy upgrades. Our district has selected ATS Automation, an approved DES state roster ESCO Company to perform the energy upgrades and associated scope of work at Historic Collins School facility through a contract with DES under the ESPC program.

The guaranteed maximum project cost is \$9,945,740.00. The fee charged by DES to administer the contracted work is \$114,376.00 for the total project cost of \$10,060,116.00

A copy of ATS Automation's Energy Services Proposal has been included as reference.

### **RECOMMENDATION**

I move that the Board of Directors award the contract for energy facilities improvements of Historic Collins School to ATS Automation through Washington Department of Enterprise Services' ESPC program in the amount of \$10,060,116.00.

### **ACTION REQUIRED**



# Energy Services Proposal

**Prepared for:**

Franklin Pierce School District

**Project:**

Old Collins Elementary IAQ & Energy  
Upgrades

**Prepared By:**

ATS Automation

05/3/2022

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## Project Contact List

ESCO Contact:

Moe Salem

206-226-0393

[Moes@atsinc.org](mailto:Moes@atsinc.org)

Client Agency Contact:

Robin Heinrichs

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[rheinrichs@fpschools.org](mailto:rheinrichs@fpschools.org)

DES Contact:

Steve Butros

360-407-9381

[steve.butros@des.wa.gov](mailto:steve.butros@des.wa.gov)

## Section 1: Executive Summary

### 1.1. Summary & Proposed Services

ATS Automation is pleased to present this proposal for the implementation of energy conservation and facilities improvement measures at customer site.

This proposal describes the scope of work, costs, guarantees, and other aspects of the project which ATS Automation will implement for Franklin Pierce School District (hereinafter referred to as Owner) as contracted through the Department of Enterprise Services (hereinafter referred to as DES). The work performed will be in accordance with the 2019 – 2021 Statewide Master Energy Services Agreement (hereinafter referred to as MESA) and the “General Conditions for Washington State Energy Savings Performance Contracting, Effective July 1, 2019” (hereinafter referred to as General Conditions).

The services in this proposal include construction, and system verification. Although Owner will operate and maintain the new equipment, ATS Automation will provide an initial commissioning of the system installed and will provide commissioning documentation of system operation and performance, proving the installed systems are functioning as designed to realize the necessary savings. In addition, ATS will provide ongoing measurement & verification support for the length of the contractual M&V period.

### 1.2. Project Background

ATS Completed a preliminary energy audit for Franklin Pierce School District – Old Collins Elementary. The goal of the energy audit was to reduce the energy and operational costs of the facilities. The following Facilities Improvement Solutions (FIS) were studied during the Energy Audit Phase

#### Selected Measures:

- 1.0 HVAC IAQ Energy Upgrade
- 2.0 Windows Upgrades
- 3.0 Lighting Upgrades
- 4.0 Water Conservation

#### Future Phase:

- 5.0 Solar Photovoltaic

### 1.3. Project Description

ATS is supporting Franklin Pierce School in improving the indoor air quality while reducing energy consumption at Old Collins Elementary building through newer energy efficient system and optimized control sequences and operations.

ATS Automation guarantees that the maximum project cost will not exceed **\$9,945,740** This cost does not include sales tax and DES project management fee, with sales tax and DES fee included the total project cost is **\$11,084,527**. ATS Automation doesn't guarantee the value of the sales tax or the DES fee. For this project total project's scope of work ATS Automation is guaranteeing 161,069 kwh in annual energy savings. The estimated energy cost savings are \$6,926 per year, ATS guarantees the units of energy savings and not the cost of energy savings. The project also has a guaranteed water savings of 420 CCF per year, the estimated water cost savings per year are \$1,260. ATS guarantees the units of water saving and not the cost of the water savings.

## Environmental Impact

There is a direct and positive quantitative environmental impact to the proposed energy efficiency work. The energy savings will reduce greenhouse gas production by 245,614 lbs of CO<sub>2</sub>. ATS calculates the environmental impact by calculating CO<sub>2</sub> emissions based the EPA eGRID Summary Table 2016 NWPP subregion emission, the U.S. Energy Information Administration CO<sub>2</sub> Coefficients, and the U.S. EPA Greenhouse Gas Equivalencies Calculator.

The below figure highlights the positive environmental impact.

### Old Collins Elementary Energy Efficiency Upgrades Environmental Impact & Greenhouse Gas Equivalencies



Fuel	Annual Savings	Units	Annual CO2 Savings (lbs)	Annual CO2 Savings (metric tons)
Electricity	161,069	kWh	245,614	111.409
Natural Gas	-	therms	-	-
LP Steam	-	M lbs	-	-
HP Steam	-	M lbs	-	-
Fuel Oil	-	gallons	-	-
Propane	-	gallons	-	-
<b>Total</b>			<b>245,614</b>	<b>111.41</b>



Emission Factors			
Fuel	Value	Units	Source
Electricity	1.52	lbs CO <sub>2</sub> /kWh	EPA eGRID Summary Table 2016 NWPP subregion Non-baseload output emission rates
Natural Gas	11.70	lbs CO <sub>2</sub> /therm	U.S. Energy Information Administration CO <sub>2</sub> Emissions Coefficients (2/2/2016)
LP Steam	180.38	lbs CO <sub>2</sub> /M lbs	enwave (Seattle Steam) 2014 SSC Emission Factor 156 lbs CO <sub>2</sub> /MMBtu
HP Steam	186.26	lbs CO <sub>2</sub> /M lbs	enwave (Seattle Steam) 2014 SSC Emission Factor 156 lbs CO <sub>2</sub> /MMBtu
Fuel Oil	22.40	lbs CO <sub>2</sub> /gallon	U.S. Energy Information Administration CO <sub>2</sub> Emissions Coefficients (2/2/2016)
Propane	12.70	lbs CO <sub>2</sub> /gallon	U.S. Energy Information Administration CO <sub>2</sub> Emissions Coefficients (2/2/2016) <a href="https://www.eia.gov/environment/emissions/co2_vol_mass.php">https://www.eia.gov/environment/emissions/co2_vol_mass.php</a>

### The annual Carbon Dioxide savings is equivalent to:



**23.84**  
Passenger vehicles driven for one year



**273063.02**  
Miles driven by an average passenger vehicle



**121881.25**  
Pounds of coal burned



**1.448**  
Tanker trucks' worth of gasoline



**12.03**  
Home's energy use for one year



**0.557**  
Railcars' worth of coal burned



**256.24**  
Barrels of oils consumed



**133.69**  
Acres of U.S. forest's worth of carbon sequestering per year

Carbon Dioxide Equivalencies Source: U.S. EPA Greenhouse Gas Equivalencies Calculator  
<https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

#### **1.4. Guarantees**

ATS Automation guarantees that the maximum project cost will not exceed \$9,945,740 This cost does not include sales tax and DES project management fee, with sales tax and DES fee included the total project cost is \$11,084,527. ATS Automation doesn't guarantee the value of the sales tax or the DES fee.

For this project total project's scope of work ATS Automation is guaranteeing 161,069 kwh in annual energy savings. The estimated energy cost savings are \$6,926 per year, ATS guarantees the units of energy savings and not the cost of energy savings. The project also has a guaranteed water savings of 420 CCF per year, the estimated water cost savings per year are \$1,260. ATS guarantees the units of water saving and not the cost of the water savings.

ATS Automation guarantees the performance of the project scope per "Section 4 Energy Cost Savings & Guarantees" of this Energy Services Proposal.

#### **1.5. Conclusion**

This project is a great opportunity for the Owner to reduce energy consumption and reduce their overall carbon emissions. The proposed project scope met Owner cost effectiveness criteria identified in the Audit Proposal.

ATS Automation is looking forward to supporting the Owner with this project, our goal is to deliver this project with excellence and per the project's requirements

## Section 2: Scope of Work

### 2.1. Facility Improvement Solutions (FIS) Summary

Please see section 2.5 for a detailed scope of work

#### 1.0 Heat pumps and Control Replacement

### 2.2. ESCO Services

- 1) Energy Audit: The energy audit was complete and will be delivered under the Directed Engineering Study.
- 2) Design Services: Provide a detailed engineering design as needed to obtain DES and Owner review and approval to the proposed system, and to obtain scope of work installation construction pricing. Provide construction support services, startup and testing. Provide as-built drawing and relevant O&M documentation.
- 3) Construction Services: Provide or cause to be provided, all material, labor, and equipment, including pay for permits, fees, bonds, and insurance — required for the complete and working installation of the ESCO equipment.
  - a. ATS Automation may perform portions of the construction work or may subcontract portions to qualified firms. ATS Automation will substantiate all construction costs to DES and Owner, per MESA and General Conditions.
  - b. Upon completion of the installation of the equipment, including startup, operational verification, and training in accordance with the proposal, ATS Automation will provide to DES and Owner a “Notice of Commencement of Energy Savings” (hereinafter referred to as NCES). NCES will be received by DES and Owner within 30 days of NCES commencement date.
  - c. When the scope of work (or portion thereof designated and approved by DES and Owner) is sufficiently complete, in accordance with the contract documents, so Owner has full and unrestricted use and benefit of the facilities, ATS Automation will submit a “Notice of Substantial Completion” to the Owner.
- 4) Construction Management: ATS Automation will provide a dedicated construction manager who will provide contract administration services for the project. The Owner is expected to coordinate day to day communication with tenants and any scheduled of tenant relocation in and around occupied areas.
- 5) Operator Training: ATS Automation will provide ongoing training for the building staff during construction and at the end of the project.
- 6) Performance Maintenance: ATS Automation will provide ongoing monitoring and support services to help ensure predicted saving are achieved per the term of the agreement. The system performance maintenance process will follow the measurement and verification plan.
- 7) Equipment Maintenance: ATS Automation will provide no equipment maintenance or repairs after the warranty period. Following the completion of the installation and Owner acceptance of the equipment, Owner shall provide all necessary service, repairs, and adjustments so that the equipment will continue perform in the manner and to the extent set for in the proposal. ATS Automation shall have no obligation to service or maintain the equipment after the warranty period.
- 8) Warranty: ATS Automation will warrant equipment for one year following “Notice of Substantial Completion”. Specific information regarding equipment warranty will be passed on to DES and Owner.
- 9) Hazardous Waste: Should the project require removal or disposal of hazardous material, ATS Automation may have the hazardous material or substances removed and disposed of at the request of the Owner. ATS Automation will not assume ownership of the material but may act on behalf of the Owner to properly remove and dispose of the material. The Owner shall pay ATS Automation for the cost of such work. The Owner agrees and acknowledges that it has not relied on or employed ATS Automation to analyze or identify the presence of any hazardous substance on the Owner’s premises. The cost of hazardous material abatement and disposal is not included in the proposal, with the exception of PCB ballasts.

### 2.3. Extent of Subcontracting

ATS Automation may subcontract the energy audit, design, construction management, startup, and training portions of this contract to qualified firm(s) upon review and approval by DES and Owner. ATS will self-perform all control system work under a lump sum sub scope of work to be provided by the service or construction groups at ATS Automation

## 2.4. Project Schedule

The following information lists several milestone dates for the project. ATS Automation will develop a detailed schedule outlining all the various design, preconstruction, construction, and closeout tasks associated with the project and the interfaces with other construction work not under this proposal (if applicable).

The total number of project days between project commencement and NCES will be up to 575 calendar days from the date of construction contract issuance by the Department of Enterprise Services.

Design: 6-1-2022 to 10-1-2022

Construction: 8-1-2022 to 7-31-2023

Commissioning 7-1-2023 to 9-1-2023

Project Closeout 10-1-2023 to 12-30-2023

A full construction schedule will be developed at project kickoff.

## 2.5. Detailed Scope of Work

### FIS 1.0 HVAC IAQ Energy Upgrades

#### *Facility Needs & Desired Outcome*

The current HVAC system in the facility is outdated and energy inefficient. The configuration of the HVAC doesn't allow optimized indoor air quality circulation and control the intent of this measure is to upgrade the HVAC system for the entire school per the scope of work below.

#### *Scope*

#### *Demo and Abatement:*

- Remove and dispose asbestos containing material as identified in the regulated material survey.
  - Vinyl tile and mastic building 100 and building 200, and 300– Required to remove and install new floor mounted heat pumps, and to repair or replace any carpet that will be impacted by the HVAC scope of work during project installation.
  - Duct wrapping building 100
  - Exterior HVAC vent Sealant as required to install new HVAC system
- Demo any existing ceiling that impedes the installation of the new HVAC system and associated duct work and low voltage controls wiring
- Demo any existing line voltage and low voltage electrical wiring that can't be reused as part of the new HVAC system
- Demo existing HVAC system and all associated duct work and controls
- Demo any wall partitions, doors, or casework that impede the installation of the new HVAC system components including mechanical units, electrical low and line voltage, and ductwork.
- Reclaim refrigeration and disposition of all existing HVAC refrigeration lines

### *Mechanical*

- Install 15 new Airedales vertical packaged heat pumps in classroom
- Install all ductwork for supply, return, and exhaust air per the design system requirements.
- Provide labor and materials required to install (10) new Trane or similar brand heat pump systems, all heat pumps are to match existing tons and have a SEER of 16 and an HSPF of 9.0 or higher.
- Install (2) VRF systems for the office spaces with ERV's. (1) system to be 6.5 ton and (1) system to be 24-ton, final equipment selection will be based on the final mechanical design.
- Install all refrigeration and piping and insulation as required to make system operational
- Install 15-ton split system for the gym space, to include duct sox. System layout will depend on the final mechanical design.
- Install a new weight room HVAC unit, final system size will be determined during design.
- Install (4) ERV units in building 100 and (4) ERV units in building 200
- Provide plumbing condensate piping as needed to install all HVAC units. This includes (50) HVC condensate connection
- Install (5) floor drains
- Install ERV unit in portable classroom. Install (2) range hoods with fans in portables
- Install high efficiency hot water heater in portable (40 gallons), include a HWC circulation pump
- Install (2) range hoods with fans in building 200
- Provide full system balancing and commissioning

### *Electrical*

- Provide and install (1) 2,000A 208V, 3 phase switchboard Required for the new HVAC system
- Provide and install (1) 800 A 208v 3-phase distribution board required for the new HVAC System
- Provide and install (6) 225A panelboards
- Provide and install (3) 100A panel boards
- Provide and install FA low voltage cabling and hardware as required to serve the new HVAC system and low voltage specialty electrical systems
- Provide line voltage wiring for all new HVAC units
- Replace all low voltage electrical specialty wiring and hardware that was removed during demo.
- Provide low voltage control for the VRF internal system controls.

### *Control System*

- Install Alerton Bacnet system for all new VRF system components
- Install Alerton Bacnet system for all new Airedale units

- Run new low voltage wiring and hardware for all low voltage specialty control system
- Provide all new hardware for the low voltage specialty control system
- Optimize HVAC system for energy efficiency and indoor air quality control
- Integrate Alerton controls to the VRF systems' low voltage control
- Provide full low voltage control systems commissioning and testing
- Provide owner training

*Other:*

- Replace all ceilings, walls, and doors that were demoed
- Repair any roof penetrations that were impacted by the installation of the new HVAC system
- Replace all demoed casework that was removed to install the new HVAC system, electrical system, or low voltage control systems
- Replace all damaged carpets or floors that were impacted by construction
- Patch and paint any exterior or interior walls that were impacted by construction
- Modify and existing wall partitions to optimize the performance of the new HVAC system for space comfort and indoor air quality control. This includes the installation of a vestibule at the entry of the building to reduce heat loss and as required by the energy code. This also includes to modify wall partitions to meet the indoor air exchange requirements per space occupancy requirements and HVAC system layout.

## FIS 2.0 Windows Replacement

### *Facility Needs & Desired Outcome*

The existing windows are single paned windows. For the new HVAC to provide energy efficiency and indoor air quality control, the existing windows need to be replaced to meet the HVAC system requirements.

### *Scope*

- Remove and dispose asbestos containing material as identified in the regulated material survey.
  - Windows glazing putty – building 100
  - Windows sealant – building 100
- Demo and dispose existing single pane windows and flashing

- *Install (66) Milgard V400 Tuscany series Vinyl double pane windows. Final sizing and selection will be developed during design*
- Storefront: install Kawneer 500 wide stile door panels with insulated tempered glazing – final configuration to be developed during design
- Patching and painting of any wall modification as needed
- Installation of center post per window. Cap center posts between windows with white brake metal flashing
- Framing and finish work for storefront vestibule

## FIS 3.0 Lighting Upgrades

### *Facility Needs & Desired Outcome*

The last lighting upgrade project at old Collins Elementary is over 10 years old, with the installed ballasts and lamps reaching the end of their useful life expectancy. The school district is looking to upgrade the school’s interior lighting to LED. The LED retrofit will remove all ballasts and re-use existing fixtures. The LED project will reduce the lighting energy consumption while providing a lighting solution that has a life expectancy of over 12 years. Having uniform lighting distribution in the classroom will provide a better learning environment for our students and educators. The initial lighting survey has shown multiple areas at the high school that are not providing the right light level in the classroom environment because of the deterioration in the performance of the current lighting fixtures. The LED technology not only saves energy but helps us ensure that our high school classrooms have the right lighting levels to establish a quality learning environment that promotes student learning.

### *Scope*

Lighting: Retrofit the interior spaces & Exterior of the elementary school with energy efficient LED retrofit solutions that are UL and DLC listed in existing fixtures. This includes spaces such as classrooms, restrooms, offices, common spaces, storage etc. Below is a preliminary fixture scope selection, final selection will depend on the final lighting design. Any changes to the selection fixtures will require a review and approval by the owner. ATS is responsible for all electrical demo, ceiling modification to install new fixtures, and patching and painting any interior walls that may be impacted by the lighting system upgrade.

**Please see table below for a detailed lighting audit with preliminary existing and proposed fixtures; the table also included the energy savings per fixture. The table can be zoomed in through PDF to read the line per line data.**



## FIS 4.0 Water Conservation

### *Facility Needs & Desired Outcome*

The goal of this measure is to reduce the water consumption in the facility by upgrading water urinals, toilets, sinks, to reduce water consumption and to align with the HVAC floorplan layout.

### *Scope*

- Demo and dispose existing urinals, toilets, and sinks.
- *Install (15) wall mounted low flow water toilets and privacy partitions*
- 13 new low flow lavatories
- 3 water efficient drinking fountains
- (1) low flow science sink
- (2) low flow showers ADA style
- (2) low flow art room sinks
- All new mixing valve at sinks and lavatories
- (2) low flow sinks
- (3) eye wash low flow stations
- Modify existing plumbing to align with sink and toilet locations. Replace or repair existing flooring and walls, including any pathing or painting. Final layout will be developed during the design process.

### **2.6. Facility Improvement Solutions Considered**

The following is a list of Facility Improvement Solutions that were considered and identified as part of the audit process, but not included as part of the ESP as outlined in Section 2.5.

#### FIS 10.0: Solar Photovoltaic

#### Clarification Exclusions:

- Per the agreement with Franklin Pierce School District – All project permits, and specialty inspections will be paid directly by the owner
- Per the agreement with Franklin Pierce School District – ATS is excluding site work and fire sprinkler installation. ATS is carrying an allowance of \$600,000 to help address any scope of work that is identified during the design process and is required by Pierce County.
- For scope of work that impact HVAC IAQ and Windows Replacement ATS will follow the ESSER funding federal requirements. This includes following the Davis Bacon act Requirements for the entire project as outlined under 29CFR 5.5. Franklin Pierce School District will send a copy of the Davis Bacon Act 29 CFR 5.5 to ATS, and the provisions of CFR 5.5 will be followed by ATS and all subcontractors.
- ATS is responsible for the security of the construction site including locking the building each night

## Section 3: Project Costs

### 3.1. Maximum Project Cost

ATS Automation guarantees that the maximum project cost will not exceed \$9,945,740 This cost does not include sales tax and DES project management fee, with sales tax and DES fee included the total project cost is \$11,084,527. ATS Automation doesn't guarantee the value of the sales tax or the DES fee.

#### Project Cost Table

Project	Collins Elementary IAQ & Energy Upgrades										
Date	5/2/2022										
FIS #	Facility Improvement Solution Name	Controls	Plumbing	Mechanical	Electrical	Lighting	Specialty	Windows	Total		
1	Indoor Air Quality Improvement Full Mechanical Retrofit	\$ 650,000	\$ 250,000	\$ 2,290,000	\$ 770,000		\$ 1,380,000		\$ 5,340,000		
2	Windows Upgrades						\$ 122,000	\$ 385,000	\$ 507,000		
3	Lighting Upgrades	\$ -				\$ 250,000			\$ 250,000		
4	Water Conservation		\$ 150,000				\$ 100,000		\$ 250,000		
<b>TOTAL BASE FIS CONSTRUCTION COST</b>		<b>\$ 650,000</b>	<b>\$ 400,000</b>	<b>\$ 2,290,000</b>	<b>\$ 770,000</b>	<b>\$ 250,000</b>	<b>\$ 1,602,000</b>	<b>\$ 385,000</b>	<b>\$ 6,347,000</b>		
<b>A. Construction Costs</b>											
	Total Base FIS Construction Cost	From Above - Does not include Site Supervision							\$ 6,347,000		
	Site Supervision								\$ 185,000		
	Total Labor and Material Cost	Total Base FIS Construction Cost + Site Supervision							\$ 6,532,000		
	Construction Bonds	1.60%	Percent of Total Labor and Material Cost						\$ 144,512		
										<b>A. TOTAL CONSTRUCTION COST</b>	<b>\$ 6,676,512</b>
<b>B. Professional Services Fees</b>											
	Audit	Lump Sum	\$ 50,000						\$ 50,000		
	Design	Lump Sum							\$ 500,000		
	Construction Management		6.00%						\$ 391,920		
	Overhead		10.00%						\$ 653,200		
	Profit		5.00%						\$ 326,600		
										<b>B. TOTAL PROFESSIONAL SERVICES COST</b>	<b>\$ 1,921,720</b>
<b>C. Other Project Costs</b>											
	Project Contingency		9.40%						\$ 739,008		
	Allowances	Lump Sum							\$ 600,000		
	Apprenticeship Incentive		\$1,000						\$ 1,000		
	M&V Year 1	Lump Sum	\$ 7,500						\$ 7,500		
										<b>C. TOTAL OTHER PROJECT COSTS</b>	<b>\$ 1,347,508</b>
<b>D. Total Guaranteed Maximum Project Cost (A + B + C)</b>										<b>\$ 9,945,740</b>	
<b>E. Non-Guaranteed Costs</b>											
	Estimated Sales Tax		10.30%						\$ 1,024,411		
	DES Fee	Lump Sum	\$ 114,376						\$ 114,376		
										<b>TOTAL NON-GUARANTEED COSTS</b>	<b>\$ 1,138,787</b>
<b>F. Maximum Projected Project Cost (D + E)</b>										<b>\$ 11,084,527</b>	

### 3.2. Project Cost Summary

Items included in the maximum project cost include

- 1) Engineering audit, including the cost to complete the energy services proposal
- 2) Engineering design
- 3) Pre-construction and construction management services
- 4) Installation of ATS Automation equipment including the following costs
  - a. All costs paid by ATS Automation for the installation of the equipment. This includes costs paid to subcontractors or directly to ATS Automation personnel, when related to installation or system verification of ATS Automation equipment.
  - b. Reimbursable ESCO travel expenses per MESA and General Conditions.
  - c. Costs of all equipment, materials, suppliers, and equipment incorporated in the work, including cost of transportation thereof.
  - d. Cost of rental charges, including transportation and maintenance, of all materials, supplies, equipment, temporary facilities, and hand tools not owned by the workers, which are consumed in the performance of the work. Equipment purchased for construction and charged to Owner will become property of Owner at end of project.
  - e. Costs for all bonds, which ATS Automation is required to purchase and maintain.
  - f. Sales, use of similar taxes related to work and for which ATS Automation is liable imposed by the government authority.
  - g. Permit Fees, royalties, and deposits lost for causes other than ATS Automation negligence.
  - h. Demolition cost and cost of removal of all debris unless specifically excluded within the scope of work.
  - i. Costs incurred due to an emergency affecting the safety of persons and property.
  - j. Other costs incurred in the performance of the work if and to the extent approved in advance in writing by the Owner.
  - k. The cost of construction financing, as negotiated with Owner and DES.
  - l. Cost of equipment startup, training, system verification, balancing and facilities operational transitional services performed by ATS Automation.
  - m. ATS Automation fee. This includes ATS Automation remuneration for the compensation of personnel, expenses, risks related to the project general conditions including overhead, and profit.
  - n. ATS Automation shall provide a schedule of values. The schedule of values will include all costs related to the installation of ATS Automation Equipment.

### 3.3. ESCO Project Construction Contingency

A contingency in the amount of \$739,008 is established for this project, this amount doesn't not include sales tax.

### 3.4. Allowances

An allowance of \$600,000 is established for this project, this amount doesn't not include sales tax. This allowance is specifically for Pierce County unknown scope of work modification costs during permitting. This can include items such as additional interior work or exterior work to meet jurisdiction permit requirements. These items will be further clarified and quantified during the design and design submittal process.

### 3.5. Ongoing Services

ATS Automation will complete a one-year measurement and verification plan in accordance with the measurement and verification plan that is outlined in this proposal.

### 3.6. Accounting Records

ATS Automation shall check all material, equipment, and labor entering into the work and shall keep such full and detailed accounts per General Conditions for proper financial management.

### 3.7. Reconciliation of Labor & Material Costs

- 1) The financial amount is based on estimate of labor and material costs. In recognition that actual labor and material costs may vary from the estimate the following procedures are established to reconcile this difference.
  - a. When actual labor & material costs of the agreed upon scope of work in the energy services proposal between ATS Automation and the Owner and not including any Owner requested change orders or

change of scope exceed the estimated labor & material costs (plus contingency), the additional expense will be borne by ATS Automation without affecting the Owner's payment.

- b. When the actual labor and material costs are less the estimated labor and material costs (plus contingency), the remaining funds will be retained by the Owner.
- c. There shall be no cost savings split between the Owner and ATS Automation for any scope of work that is identified as a fixed price in the energy services proposal.

### **3.8. ESCO Compensation**

- 1) Terms: Net 30 days from date invoice received by Owner, monthly bills as the job progresses.
- 2) Finance charges on unpaid balances: payment due and unpaid shall be subject to interest charges per RCW 39.76.
- 3) Retention will be released within 45 days after receipt of all lien releases, L&I, revenue and employment security certificates and releases by the Owner.
- 4) ATS Automation may charge a construction period finance for projects whereby the anticipated billing lags the earned schedules of values by more than 90 days. Construction period finance will be calculated on the un-billed balance in excess of three months at the rate of prime plus 2% per annum. Charges accrue until balances are paid in full. Interest charges will be calculated daily, computed monthly.

### **3.9. Termination Value**

- 1) At any time, Owner may terminate the scope of work for Cause or Convenience. See General Conditions for termination process and requirements.
- 2) Any outstanding invoices for in progress or completed scope of work including energy auditing, design, pre-construction, construction, commissioning, and measurement & verification are due to ATS Automation before the termination of the agreement unless agreed upon between ATS Automation and DES and the Owner.

### **3.10. Terms of Agreements**

- 1) ATS Automation will serve as the active energy services company (ESCO) for Owner ESCO Selection process following RCW 39.35. ATS will continue to be the active ESCO without an onset date. The Owner can terminate the active ESCO services partnership with ATS Automation once all active energy services projects are completed including the measurement and verification process. ATS Automation requires a (30) day notice from the Owner requesting the termination of the active Energy Services Partnership.

### **3.11. ESCO Project Construction Bond**

ATS will provide a construction bond in the estimated amount of \$144,512 with sales tax the performance bond total cost is \$159,397

## Section 4: Energy & Water Cost Savings & Guarantees

### 4.1. Energy Savings Guarantee

ATS Automation is prepared to guarantee the energy & water savings from the facilities improvement solutions per the guaranteed energy savings in section 4.4. The guaranteed period will be for the duration of the M&V plan, which for this project is proposed for (1) years starting on the date of commencement of energy savings. ATS automation will follow the measurement and verification plan as outlined in section 4.5 to document the guaranteed energy savings. If the Owner chooses to cancel the measurement and verification ongoing services or once the measurement and verification plan is over, ATS Automation's guarantee will end at the same point in time.

ATS Automation energy guarantees for this project are based on the customer's specific utility rates as defined in the below table.

Utility Type	Utility	Rate
Electricity – Consumption	Elmhurst Mutual Power & Light	\$0.043 / kWh
Water – Consumption	Tacoma Water	\$2.80 /ccf

### 4.2. FIS Specific Performance Assurance Methodology

- ATS Automation will follow the measurement and verification plan to document energy savings for the project. Baseline energy savings in the measurement & verification plan refer to the existing operating conditions that were used to calculate energy cost savings. The systems must be operated per the proposed measurement & verification Plan to ensure energy cost saving are attained, this is defined under the proposed section of the measurement and verification Plan.
- The Owner shall follow all the requirements under this agreement to realize the energy savings from this project. This includes following all the Owner responsibilities listed in this energy services proposal.

### 4.3. Standard of Comfort

The following section provides the standards of comfort, which the owner must maintain to ensure the comfort of the occupants and staff, and upon which all energy calculations were based with the temperature exception noted in the indoor conditions section below.

#### HVAC COMFORT

Heating, ventilating, and air conditioning (HVAC) systems provided by ATS Automation will provide comfort and indoor air quality in accordance with the Standards of Comfort below. This standard will pertain only to buildings and areas of buildings in which ATS Automation is installing HVAC equipment that has direct control over space comfort conditions. HVAC comfort conditions cannot be guaranteed when operable windows or doors are open.

#### INDOOR CONDITIONS

##### Occupied:

Winter Heating Minimum Set-point – 70 degrees F (Superseded by DOH Regs)

Winter Heating Maximum Set-point – 74 degrees F (Superseded by DOH Regs)

Summer Cooling Minimum Set-point – 74 degrees F (where mechanical cooling systems are employed)

Summer Cooling Maximum Set-point – 78 degrees F (where mechanical cooling systems are employed)

##### Unoccupied:

Minimum – 55 degrees F

Maximum – 85 degrees F (where mechanical cooling systems are employed)

Exceptions for critical areas:

A critical area is defined as an area that must maintain the following temperature set-points all the time to maintain instrument tuning.

Heating Set-point – 68 degrees F

Cooling Set-point – 72 degrees F

Relative Humidity (If humidity control provided):

Minimum - 40%

Maximum - 60%

Minimum outside air per occupant:

Minimum outside air per occupant shall be in accordance with American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) standards and Washington State Ventilation and Indoor Air Quality Code.

Illumination Levels Design:

It is ATS Automation’s intent to provide energy efficient lighting conditions that effectively meet the needs of the occupants and accommodate the application requirements. Where deemed appropriate, ATS Automation will follow IESNA recommendations for illumination criteria in the absence of the client’s preferred lighting standards.

**4.4. Guaranteed Annual Energy & Water Savings Summary**

Electrical Energy Savings Summary						
Facility Improvement Solution	Building	Guarantee Multiplier	Baseline Energy Consumption	Proposed Energy Consumption	Annual Energy Savings	Annual Energy Cost Savings
Energy Savings FIS 1,2, and 3	Old Collins Elementary	90%	396,012 kWh	234,943 kWh	161,069 kWh	\$6,926
<b>Total</b>			396,012 kWh	234,943 kWh	161,069 kWh	\$6,926

The **ELECTRICAL ENERGY SAVINGS** from this project is 161,069 kWh per year.

KBtu Savings Summary Savings Summary						
Facility Improvement Solution	Building	Guarantee Multiplier	Baseline Energy Consumption	Proposed Energy Consumption	Annual Energy Savings	Annual Energy Cost Savings
Energy Savings FIS 1,2, and 3	Old Collins Elementary	90%	1,351,193 kBtu	801,626 kBtu	549,567 kBtu	\$6,926
<b>Total</b>			1,351,193 kBtu	801,626 kBtu	549,567 kBtu	\$6,926

The **GUARANTEED TOTAL ENERGY SAVINGS** from this project is 549,567 kbtu per year.

Electrical Energy Savings Summary						
Facility Improvement Solution	Building	Guarantee Multiplier	Baseline Energy Consumption	Proposed Energy Consumption	Annual Water Saving	Annual Water Cost Savings
Water Savings FIS 4	Old Collins Elementary	90%	9,000 CCF	8,550 CCF	450 CCF	\$1,260
<b>Total</b>			396,012 kWh	8,550 CCF	450 CCF	\$1,260

The **Guaranteed WATER SAVINGS** from this project is 450 CCF

#### 4.5. Measurement & Verification Plan

The Measurement and Verification (M & V) Plan is for one a one-year period starting at the commencement of energy saving usually occurring after the commissioning phase of the project period. The M&V plan is below

 Project: Old Collins Elementary IAQ & Energy Upgrades Date: 5/3/2022							Verification						
FIS	Facility or Facilities	IPMVP Option	KPP	Key Performance Parameter	Baseline Values	Proposed Values	Baseline Tasks	Post Retrofit Tasks	Annual Tasks				
1.0: HVAC IAQ & Energy Upgrades	Old Collins Elementary	A		HVAC Systems	Existing conditions.			Replace existing Heat Pumps with higher energy efficient units. Document unit efficiencies after installation	Confirm high efficiency Heat Pumps VRF Performance through trend logs				
				1.			New VRF and Heat Pumps	Removal of Existing Heat Pumps					
				2.	Setpoints	Existing conditions.		Occupied Heating = 68-72°F Occupied Cooling = 70°F-7472°F Unoccupied = 55-85°F	Identify areas where setpoints are outside of proposed values.	Verify as-built temperature setpoints to confirm they are in the expected proposed range.	Document any changes in setpoints that impact energy use.		
				3.	Sequence of Operation	Existing conditions.		Optimized Control System Sequence of Operation	Identify current sequence of operation.	Develop facility guide for the new system HVAC operation	Review a sample of the new HVAC system units trend data to verify proper operation.		
2.0: Windows Replacement	Old Collins Elementary	A		Windows Efficiency	Existing conditions.			Review submittals. Confirm installed units match submittals and are rated with the proposed efficiency values. Final efficiency values will be outlined in the design documents	Confirm new windows are still operating correctly and properly maintained.				
				1.			Double Pane High efficiency Windows	Confirm Units efficiency through submittals and nameplate data					
				3.0: Lighting Upgrades	Old Collins Elementary	A		Fixture Types and Quantities	See detailed lighting audit.	See detailed lighting audit.	See detailed lighting audit.	Review lighting contractor's as-built documentation.	Report fixture performance including the annual maintenance required to maintain fixture operation and energy savings. Include fixture failure rates or other required maintenance.
				2.				Fixture Input Watts	See detailed lighting audit.	See detailed lighting audit.	See detailed lighting audit.	Industry standard values based on fixture type. Contractor shall measure a 5% sample of each fixture type and size. Compare actual energy use to proposed energy use.	Verify as-built conditions and manufacturer submittal information. Contractor shall measure a 5% sample of each fixture type and size. Compare actual energy use to proposed energy use.
3.	Annual Operating Hours	See detailed lighting audit.	See detailed lighting audit.	See detailed lighting audit.				Collected during customer interview.	Collected during customer interview. Spot check with logging.	Document any changes in operating hours that impact energy use.			
4.0: Water Conservation	Old Collins Elementary	A		Water Fixtures	Existing conditions.	Low flow Urinals, Toilets, and Faucets	Confirm Units efficiency through submittals and nameplate data	Review submittals. Confirm installed units match submittals and are rated with the proposed efficiency values. Final efficiency values will be outlined in the design documents	Confirm new fixtures are still operating correctly and properly maintained.				

#### 4.6. Ongoing System Responsibility

The owner shall provide the following services as part of this energy services project, if these services are not provided, energy savings and associated guarantees will be modified to reflect the associated impact.

- 1) Maintain all equipment per manufacturer’s recommendations and proposed maintenance schedule.
- 2) Provide ATS Automation with utility billing information on quarterly basis for the duration of the ongoing service period.
- 3) The Owner shall notify ATS Automation in writing with regards to any changes or alteration to buildings that will affect energy usage. This notification must be provided within two weeks of the change. This includes occupancy or use change, plug load changes, scheduling changes, and other operational changes impacting the facilities energy systems.

**4.7. Non-Performance**

In the event the equipment performance is not met, and the Owner has met his ongoing system responsibility, ATS Automation accepts responsibility for additional electricity used by the equipment as a result of the reduced performance. ATS Automation may, at its option, execute any of the following options:

- 1) Repair or replace equipment as required to meet required performance.
- 2) Make payments for the extra energy consumption to the Owner. ATS Automation will negotiate a payment plan and structure with Owner and DES. The payment will be calculated based upon the quantity of additional electricity used and the base customer utility rate.

**4.8. Change of Use**

In the event that the Owner chooses to make changes to the facility that requires changes to setpoints, longer operating hours, or other Owner directed facilities changes impacting our energy services project:

- 1) Savings deemed as met described above will continue to be deemed as met.
- 2) Additional cost of extended equipment operation is a cost of the change, not due to a failure of ATS Automation or their equipment.
- 3) ATS Automation shall not be responsible for any increase in energy, maintenance, or any other cost incurred as a result of the extended equipment operation.
- 4) ATS Automation at its option may make a baseline energy use adjustment to account for a change of use at any facility.

**4.9. Renegotiation**

During the course of the project implementation ESCO, Owner, and DES may agree to project modifications that would potentially change the energy savings. Additionally, local code officials may require unanticipated changes not directly related to the project scope. In either event, both parties shall negotiate in good faith to restructure the project to maintain the intent of this agreement.

**4.10. Project Specific Inclusion Goals**

State Certification Category	% of Contract Project DES Agency Goals	Project Specific Goals	Contractor
Minority-owned business	10%	0%	NA
Women-owned business	6%	0%	NA
Veteran-owned business	5%	0%	NA
Small/mini/micros business	5%	0%	NA

This project does not meet the DES Diverse Inclusion Plan Master Energy Services Agreement (MESA) for the following reasons:

ATS has walked small business and minority business through the scope of work. Due to project timing and workload in the market we have not been able to find an interested sub-contractor to be part of our team. During the design process our team will reach out to additional Minority, Woman, Veteran, and Small Business Contractors.



# Franklin Pierce Schools

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## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Dr. Lance Goodpaster, Superintendent  
**DATE:** May 10, 2022  
**SUBJECT:** Resolution 22-R-07: Approve Participation in Vaping Litigation

### **BACKGROUND INFORMATION**

As we discussed during our work session on April 12, 2022, vaping is a significant issue across the country and our schools are certainly impacted. Following our discussion, the Board indicated an interest in participating in the mass action lawsuit. Passing Resolution 22-R-07: Approve Participation in Vaping Litigation will allow us to formally join with other school districts across Washington state and the nation in their efforts to lessen the future impacts of vaping on our students and schools.

### **RECOMMENDATION**

I move that the Board of Directors adopt Resolution 22-R-07: Approve Participation in Vaping Litigation.

### **ACTION REQUIRED**



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## **RESOLUTION 22-R-07** **APPROVE PARTICIPATION IN VAPING LITIGATION**

**WHEREAS**, nicotine addiction, misuse, and misinformation is a growing issue among students in our community, state, and nation;

**WHEREAS**, the rise in nicotine-related issues is being driven by the overt marketing of and ready access to vaping products among our students;

**WHEREAS**, this school district has had to bear the burden of addressing students' use of vaping products;

**WHEREAS**, JUUL Labs, Inc. is the largest vaping company in the country and the leader in marketing such products to our students;

**WHEREAS**, there is currently litigation taking place seeking to hold JUUL Labs, Inc. responsible for this issue (the Mass-Action Lawsuit);

**WHEREAS**, the Mass-Action Lawsuit filed against JUUL Labs, Inc. seeks to recover damages on behalf of schools to address the damage caused by the vaping epidemic;

**WHEREAS**, the law firms Stevens Clay, P.S., and Frantz Law Group, APLC, have entered into a co-counsel agreement to facilitate Washington schools joining the Mass-Action Lawsuit;

**WHEREAS**, the Stevens Clay law firm has offered to represent this school district in joining the Mass-Action Lawsuit on a pro bono basis;

**WHEREAS**, the Frantz Law Group has offered to represent this school district in joining the Mass-Action Lawsuit pursuant to a contingency fee arrangement that provides for no fees, costs, or expenses unless there is a recovery in the lawsuit; and

**WHEREAS**, a nominal amount of school personnel time is anticipated for this school district to participate in the Mass-Action Lawsuit.

**NOW, THEREFORE BE IT RESOLVED THAT** the Franklin Pierce School Board approves and enters into the representation arrangement with these law firms.

**BE IT FURTHER RESOLVED THAT** the School Board directs the Superintendent to execute the necessary documents to join in the Mass-Action Lawsuit.

Adopted by majority of the Board of Directors of the Franklin Pierce School District No. 402 at the regular meeting held on Tuesday, May 10, 2022.

BOARD OF DIRECTORS  
FRANKLIN PIERCE SCHOOL DISTRICT

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ATTEST:

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Secretary of the Board



# Franklin Pierce Schools

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## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Dr. Lance Goodpaster, Superintendent  
**DATE:** May 10, 2022  
**SUBJECT:** Approved Out-of-State Staff Travel Requests

Travel Dates	Traveler Name(s)	Conference/Destination	Funding Source(s)
05/31/22-06/03/22	Rosita Castellano	National Community Schools & Family Engagement Conference • Los Angeles, CA	• OSSI Funds
06/26/22-06/29/22	Claire Bowlby, Sonia Ceballos, Paul Elery, Diana Hernandez, Katie Kehoe, Marcelino Ruiz-Martell, Sandra Postell	ATDLE 2022 National 2-Way Bilingual Immersion Conference • Riverside, CA	• ESSER Dual Language Funds
6/27/22-6/30/22	Paul Cavanagh, Jimmie Goode	PBL World 2022 (Project-Based Learning) • American Canyon, CA	• CTE & Perkins Funds



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## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Dr. Lance Goodpaster, Superintendent  
**DATE:** May 10, 2022  
**SUBJECT:** Closed Session

### **BACKGROUND INFORMATION**

In accordance with Board Policy 1410, a closed session of the Board to discuss professional negotiations with an employee will be held for approximately 30 minutes with no action to follow. The Board will reconvene following the closed session to adjourn the regular meeting of the Board of Directors.

### **RECOMMENDATION**

None.

### **ACTION REQUIRED**

None. The closed session discussion is for information only.