

Board of Directors Meeting January 17, 2023 7:00 p.m.

**This meeting will be held in the Brookdale Elementary School Gym
located at 611 132nd Street South in Tacoma, Washington.**

The public may attend in person, online using this Zoom webinar link –
<https://fpschools.zoom.us/j/87146795546?pwd=WDV5TGtRa1YrcGp4UUxkZ2kzbHJhUT09>
or by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.
Webinar ID: 871 4679 5546 Password: WsM011723

The Franklin Pierce School Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression, the public may provide oral or written comments during the announcements and communication portion of any board meeting which includes final board action items.

Audience and community comments will be limited to two minutes per person. The board will listen and will not respond or answer questions during the meeting. Instead, if additional discussion is needed, the board will request the superintendent or his designee contact the presenter at a later date.

In-person attendees may sign up to comment at the check-in table. Remote attendees may submit written comments to the Superintendent's Office by 3 p.m. the day prior to the meeting in care of Kristin Holten (kholten@fpschools.org or 315 129th Street South, in Tacoma). More information about audience participation is available in FPS [Board Policy 1430](#) and [Board Procedure 1430P](#).

FRANKLIN PIERCE SCHOOLS

**Jo Anne Matson Administrative Center
315 129th Street South
Tacoma, WA 98444
www.fpschools.org
253-298-3000**

Franklin Pierce School Board's Operating Principles

Operating principles define the beliefs, values, and methods of working together. Successful organizations are the result of effective and dynamic leadership. To ensure 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

BOARD OF DIRECTORS MEETING**January 17, 2023 – 7 p.m.****Brookdale Elementary School Gym****611 132nd Street South, Tacoma, Washington**

The public may attend in person, online using this Zoom webinar link –

<https://fpschools.zoom.us/j/87146795546?pwd=WDV5TGtRa1YrcGp4UUxkZ2kzbHJhUT09>

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

Webinar ID: 871 4679 5546 Password: WsM011723

AGENDA

- I. Call to Order**
- II. Flag Salute**
- III. Establishment of a Quorum**
- IV. Special Recognition**
- V. Adoption of Agenda**
- VI. Announcements and Communication**
 - 1. Superintendent
 - 2. Principal
 - 3. Student Representatives
 - 4. Board of Directors
 - 5. 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. Remote attendees may deliver written comments to or schedule oral comments with the Superintendent's Office (kholtan@fpschools.org or 253-298-3010) by 3 p.m. on January 16, 2023.

Audience members may exit at this time or stay for the remainder of the meeting.
- VII. Consent Agenda**
 - 1. Minutes: December 13, 2022 and January 10, 2023 A
 - 2. Audit of Expenditures: December 2022 B
 - 3. Personnel Action C
 - 4. Budget Status Reports: November 2022 D
- VIII. Unfinished Business**
 - 1. Policy 1610: Conflicts of Interest E
 - 2. Policy 2020: Course Design, Selection, and Adoption of Instructional Materials F
 - 3. Policy 3231: Student Records G
 - 4. Policy 5001: Hiring of Retired School Employees H
 - 5. Policy 5410: Holidays I
 - 6. Policy 5610: Substitute Employment J
- IX. New Business**
 - 1. FPHS Overnight Field Trip Request: FPHS All-State Choir..... K
 - 2. Conditional Teaching Certificates L
 - 3. Information Technology Surplus Approval M
 - 4. Readiness to Learn Community Partner N
 - 5. Resolution 23-R-01: 2023 OSPI Study and Survey Report O
 - 6. Department of Children, Youth & Families Regional Education Agreement P
- X. Proposals**
 - 1. Policy 1005: Key Functions of the School Board Q
 - 2. Policy 6570: Property, Data, and Records Management R
- XI. Information**
 - 1. Procedure 2402P: English Language Arts Mastery-Based Credit S
 - 2. Procedure 2403P: Math Mastery-Based Credit T
 - 3. Procedure 3231P: Student Records U
 - 4. Approved Out-of-State Staff Travel Request V
- XII. Adjournment**

Next Meeting: February 14, 2023

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 894 8885 2010 – (253) 215-8782
or in-person in the Jo Anne Matson Administrative Center Board Room at 315 129th Street South, Tacoma, WA 98444.

December 13, 2022

BOARD OF DIRECTORS – WORK SESSION MINUTES

CALL TO ORDER

Director Davis called the work session to order at 6:06 p.m.

BOARD DIRECTORS PRESENT

Director Davis, Director Sherman, Director Nerio, Director Sablan. Excused: Director Mendoza.

STUDENT REPRESENTATIVES PRESENT

Representative Castaneira, Representative Sasamoto. Excused: Representative McMains.

SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. Superintendent's Update
2. Affirmative Action Update
3. Board Officer Elections
4. Board Vacancy Timeline
5. Adjourn

ADJOURNMENT

There being no business to transact, the special meeting adjourned at 6:47 p.m.

Secretary of the Board

President of the Board

Franklin Pierce Schools

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

Board directors and audience attended either via Zoom video webinar 894 8885 2010 – (253) 215-8782 or in-person in the Jo Anne Matson Administrative Center Board Room at 315 129th Street South, Tacoma, WA 98444.

December 13, 2022

BOARD OF DIRECTORS – MEETING MINUTES

CALL TO ORDER

Director Davis called the meeting to order at 7:02 p.m.

BOARD DIRECTORS PRESENT

Director Davis, Director Sherman, Director Nerio, Director Sablan. Excused: Director Mendoza.

STUDENT REPRESENTATIVES PRESENT

Representative Castaneira, Representative Sasamoto. Excused: Representative McMains.

ELECTION OF 2023 SCHOOL BOARD PRESIDENT

21-M-153

Director Sherman nominated Director Sablan for 2023 School Board President. There were no further nominations. It was moved by Director Sherman, seconded by Director Nerio, and unanimously passed by roll call vote that the Board of Directors elect Director Sablan as the 2023 School Board President.

ELECTION OF 2023 SCHOOL BOARD VICE PRESIDENT

21-M-154

Director Nerio nominated Director Davis for 2023 School Board Vice President. There were no further nominations. It was moved by Director Nerio, seconded by Director Sablan, and unanimously passed by roll call vote that the Board of Directors elect Director Davis as the 2023 School Board Vice President.

ELECTION OF 2023 SCHOOL BOARD PRESIDENT PRO TEMPORE

21-M-155

Director Davis nominated Director Nerio for 2023 School Board President Pro Tempore. There were no further nominations. It was moved by Director Davis, seconded by Director Sherman, and unanimously passed by roll call vote that the Board of Directors elect Director Nerio as the 2023 School Board President Pro Tempore.

AGENDA

22-M-156

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

ANNOUNCEMENTS & COMMENTS FROM THE SUPERINTENDENT

Superintendent Goodpaster commented on district activities and events.

ANNOUNCEMENTS & COMMENTS FROM STUDENT REPRESENTATIVES

- Representative Sasamoto commented on Franklin Pierce High School events and activities.
- Representative Castaneira commented on GATES High School events and activities.

ANNOUNCEMENTS & COMMENTS FROM THE DIRECTORS

- Director Sablan commented on director activities and community events.
- Director Sherman commented on director activities.

ANNOUNCEMENTS & COMMENTS FROM THE COMMUNITY

- FPEA President Kevin Marshall commented on staffing supports.
- Keithley Middle School Teacher TJ Johnson commented on staffing supports.

CONSENT AGENDA**22-M-157**

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

(1) Minutes

Minutes of the Board of Directors were approved for the work session and meeting held November 8, 2022, and the work session held on December 6, 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 December 13, 2022, authorized the County Treasurer to pay all warrants/transfers specified below.

	Number	Amount	Date Issued
General Fund – Payroll	Direct Dep/Bank Fees	\$6,823,831.95	11/30/2022
	273585-273616	\$33,695.67	11/30/2022
	273617-273650	\$3,124,947.62	11/30/2022
General Fund – A/P	A/P Direct Deposit	\$66,609.81	11/15/2022
	273507-273577	\$468,815.01	11/15/2022
	A/P Direct Deposit	\$413,886.77	11/30/2022
	273651-273705	\$421,277.44	11/30/2022
Capital Projects	A/P Direct Deposit	\$543,965.51	11/15/2022
	273578-273582	\$104,271.11	11/15/2022
	A/P Direct Deposit	\$23,332.05	11/30/2022
	273706-273708	\$254,075.08	11/30/2022
ASB	A/P Direct Deposit	\$167.35	11/15/2022
	273583-273584	\$540.00	11/15/2022
	A/P Direct Deposit	\$32,161.96	11/30/2022
	273709	\$12.10	11/30/2022
Trust	A/P Direct Deposit	\$303.90	11/30/2022

(3) Personnel Action**NEW HIRES**

NAME	POSITION	LOCATION	HIRE DATE
Alvarez, Jennifer	Paraeducator	Brookdale	11/21/2022
Balles, Stephen	Full Time Substitute	Human Resources	11/21/2022
Bates, Britteny	Paraeducator	Hewins ELC	11/14/2022
Chittenden, Candyce	Office Assistant	Christensen	11/07/2022
Dailey, Emmalee	Full Time Sub Custodian	Washington	11/22/2022

NEW HIRES (continued)

NAME	POSITION	LOCATION	HIRE DATE
Davis, Traci	Paraeducator	Collins	11/28/2022
Dunivan, Chloe	Teacher	Ford	11/30/2022
Granados Alvarado, Gabriela	Language Access Family Liaison	Superintendent	11/14/2022
Luna, Jacinda	Office Manager	Teaching & Learning Services	11/28/2022
Santiago, Shearn	Paraeducator	Brookdale	11/21/2022
Vargas-Perez, Luis	Paraeducator	Franklin Pierce	11/07/2022
Wallace, Jennifer	Paraeducator	James Sales	11/08/2022
Wanager, Carly	Paraeducator	Central Avenue	10/31/2022
Woldseth, Leslie	Paraeducator	Franklin Pierce	11/30/2022
Yevchev, Yana	Paraeducator	Hewins ELC	11/15/2022

TERMINATIONS

NAME	POSITION	LOCATION	EFFECTIVE DATE	REASON
Farley, Cathryn	Paraeducator	Hewins ELC	10/17/2022	Resignation
Houston, Abigail	Special Ed Teacher	Collins	12/16/2022	Resignation
Martin, Rachael	Teacher	Ford	11/23/2022	Resignation
Paez, Heather	Special Ed Teacher	Christensen	11/18/2022	Resignation

REASSIGNMENTS / PROMOTIONS / TRANSFERS

NAME	EFFECTIVE DATE	NEW POSITION & LOCATION	REASON
Baird, Joshua	11/9/2022	Network System Administrator / Information Technology	Promotion
Masura, Katelyn	10/24/2022	Head Start Teacher / Hewins ELC	Promotion
Moniz, Alejandro	10/31/2022	Custodian / Franklin Pierce	Promotion
Rattan, Sandeep	10/24/2022	Paraeducator / Midland	Reassignment
Tews, Avamua	11/07/2022	NSA II / Franklin Pierce	Promotion
Thompson, Brandon	11/28/2022	Assistant Chief Custodian / Collins	Reassignment
Zulauf, Kevin	12/01/2022	Network Specialist / Information Technology	Reassignment

(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 October 2022.

OVERNIGHT FIELD TRIP WITH STUDENTS – WHS FOOTBALL TEAM**22-M-158**

It was moved by Director Davis, seconded by Director Nerio, approved by the Student Representatives, and unanimously passed that the Board of Directors approve the overnight field trip travel request with Washington High School students for the 2A state football game.

OVERNIGHT FIELD TRIP WITH STUDENTS – FPHS MDC TRIO UPWARD BOUND**22-M-159**

It was moved by Director Nerio, seconded by Director Sherman, approved by the Student Representatives, and unanimously passed that the Board of Directors approve the overnight field trip travel request with Franklin Pierce High School students to colleges, the Getty Museum, and Disneyland.

DISTRICT 3 BOARD DIRECTOR RESIGNATION AND VACANCY**22-M-160**

It was moved by Director Sherman, seconded by Director Davis, approved by the Student Representatives, and unanimously passed that the Board of Directors accept the resignation of Board Director Gil Mendoza effective immediately and begin the process to fill the vacancy created in Director District 3.

2022-2023 HIGHLY CAPABLE STUDENTS PROGRAM PLAN – ANNUAL RENEWAL**22-M-161**

It was moved by Director Nerio, seconded by Director Sherman, approved by the Student Representatives, and unanimously passed that the Board of Directors approve Franklin Pierce Schools' Highly Capable Students Program Plan (iGrants Form Package 217) for the 2022-2023 school year.

CAREER AND TECHNICAL EDUCATION PERKINS V APPLICATION**22-M-162**

It was moved by Director Davis, seconded by Director Sherman, approved by the Student Representatives, and unanimously passed that the Board of Directors approve the Career and Technical Education Perkins V Application for the 2022-2023 school year.

CAREER AND TECHNICAL EDUCATION – NEW COURSE APPROVALS**22-M-163**

It was moved by Director Sherman, seconded by Director Davis, approved by the Student Representatives, and unanimously passed that the Board of Directors approve offering courses College, Career and Community Explorations and College, Career and Community Applications during the second semester of the 2022-2023 school year and beyond.

2022-2023 HEAD START EARLY LEARNING PROGRAM CONTRACT WITH PSED**22-M-164**

It was moved by Director Davis, seconded by Director Nerio, approved by the Student Representatives, and unanimously passed that the Board of Directors approve the Head Start Subaward Agreement between Puget Sound Educational Service District Early Learning Program and Franklin Pierce School District.

POLICY 1610: CONFLICTS OF INTEREST

Superintendent Goodpaster presented revised FPS Policy 1610: Conflicts of Interest for first reading. This item will be placed on the agenda of the next regularly scheduled Board of Directors meeting with action.

POLICY 2020: COURSE DESIGN, SELECTION, AND ADOPTION OF INSTRUCTIONAL MATERIALS

Executive Director Vicki Bates presented revised FPS Policy 2020: Course Design, Selection, and Adoption of Instructional Materials for first reading. This item will be placed on the agenda of the next regularly scheduled Board of Directors meeting with action.

POLICY 3231: STUDENT RECORDS

Deputy Superintendent James Hester presented revised FPS Policy 3231: Student Records for first reading. This item will be placed on the agenda of the next regularly scheduled Board of Directors meeting with action.

POLICY 5001: HIRING OF RETIRED SCHOOL EMPLOYEES

Executive Director of Human Resources and Business Services Brandy Marshall presented revised FPS Policy 5001: Hiring of Retired School Employees for first reading. This item will be placed on the agenda of the next regularly scheduled Board of Directors meeting with action.

POLICY 5410: HOLIDAYS

Executive Director of Human Resources and Business Services Brandy Marshall presented revised FPS Policy 5410: Holidays for first reading. This item will be placed on the agenda of the next regularly scheduled Board of Directors meeting with action.

POLICY 5610: SUBSTITUTE EMPLOYMENT

Executive Director of Human Resources and Business Services Brandy Marshall presented revised FPS Policy 5610: Substitute Employment for first reading. This item will be placed on the agenda of the next regularly scheduled Board of Directors meeting with action.

POLICY 1220: BOARD OFFICERS AND DUTIES OF BOARD DIRECTORS

Superintendent Goodpaster presented revised FPS Policy 1220: Board Officers and Duties of Board Directors as an information only item.

PROCEDURE 2020P: COURSE DESIGN, SELECTION, AND ADOPTION OF INSTRUCTIONAL MATERIALS

Executive Director of Teaching and Learning Services Vicki Bates presented revised FPS Procedure 2020P: Course Design, Selection, and Adoption of Instructional Materials as an information only item.

PROCEDURE 3231P: STUDENT RECORDS

Deputy Superintendent Hester presented revised FPS Procedure 3231P: Student Records as an information only item. Upon Board of Directors request, this procedure will be placed on the agenda of the next regularly scheduled Board of Directors meeting with action for further discussion.

FORM 3231F: STUDENT RECORDS

Deputy Superintendent Hester presented revised FPS Form 3231F: Student Records as an information only item.

POLICY 5201: DRUG-FREE SCHOOLS, COMMUNITY, AND WORKPLACE

Executive Director of Human Resources and Business Services Brandy Marshall presented revised FPS Policy 5201: Drug-Free Schools, Community, and Workplace as an information only item.

APPROVED OUT-OF-STATE STAFF TRAVEL REQUESTS

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

EXECUTIVE SESSION

Director Sablan announced an executive session of the Board of Directors at 8:22 pm for approximately 30 minutes with no action to follow to review the performance of a staff member in accordance with RCW 42.30.110 and Board Policy 1410: Executive or Closed Sessions. Director Sablan reconvened the meeting at 9:06 pm.

ADJOURNMENT

Director Sablan announced that the next regular meeting of the Board of Directors with action will be held on Tuesday, January 17, 2023, beginning at 7:00 p.m. The meeting will be held in the Brookdale Elementary School gym.

There being no further business to transact, the meeting adjourned at 9:07p.m.

Secretary of the Board

President of the Board

Franklin Pierce Schools

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

January 10, 2023

BOARD OF DIRECTORS – WORK SESSION MINUTES

CALL TO ORDER

Director Sablan called the work session to order at 6:00 p.m.

BOARD DIRECTORS PRESENT

Director Nerio, Director Sablan, Director Sherman. Excused: Director Davis.

STUDENT REPRESENTATIVES PRESENT

Representative McMains. Excused: Representative Castaneira, Representative Sasamoto.

SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. Superintendent's Update
2. Mid-Year Report Submission & Presentations
3. Preview Superintendent Mid-Year Evaluation Forms
4. 2022 OSPI Study and Survey Report
5. Legislative Conference & Day on the Hill Attendance
6. Preview Director 3 Interview Questions
7. Adjourn

ADJOURNMENT

There being no business to transact, the special meeting adjourned at 8:15 p.m.

Secretary of the Board

President of the Board

MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: January 17, 2023
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 January 17, 2023, 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.

	Number	Amount	Date Issued
General Fund – Payroll	Direct Dep/Bank Fees	\$6,691,087.78	12/30/2022
	273792-273825	\$35,492.37	12/30/2022
	273826-273859	\$3,064,236.82	12/30/2022
General Fund – A/P	A/P Direct Deposit	\$27,583.70	12/15/2022
	273710-273779	\$500,906.08	12/15/2022
	A/P Direct Deposit	\$786,837.34	12/30/2022
	273860-273916	\$284,227.00	12/30/2022
Capital Projects	A/P Direct Deposit	\$567,660.76	12/15/2022
	273780-273785	\$92,961.67	12/15/2022
	A/P Direct Deposit	\$27,009.44	12/30/2022
	273917-273924	\$31,654.15	12/30/2022
ASB	A/P Direct Deposit	\$1,346.21	12/15/2022
	273786-273791	\$3,298.97	12/15/2022
	A/P Direct Deposit	\$20,559.76	12/30/2022
	273925-273926	\$925.97	12/30/2022
Trust	A/P Direct Deposit	\$250.00	12/30/2022

MEMORANDUM

TO: Board of Directors
FROM: Brandy Marshall, Executive Director of Human Resources and Business Services
DATE: January 17, 2023
SUBJECT: Personnel Action

NEW HIRES

NAME	POSITION	LOCATION	HIRE DATE	REASON
Aloisio, Brittany	Paraeducator	Central Avenue	1/3/2023	Growth
Do, Dung	Full Time Sub Custodian	Keithley	12/12/2022	Replacement
Downs, Edward	Paraeducator	Washington	1/4/2023	Growth
Doyle-Jones, Maria	Paraeducator	Ford	1/3/2023	Growth
Graves, Jennefer	Paraeducator	Christensen	12/8/2022	Replacement
Graves, Richard	Bus Driver	Transportation	12/15/2022	Replacement
Johnson, Sherry	Dispatcher	Transportation	1/3/2023	Replacement
Kemp-Cardey, Kacey	Full Time Sub Custodian	Ford	12/28/2022	Replacement
Kippenhan, Abigail	Teacher	Ford	1/5/2023	Replacement
Richardson, Aaron	Full Time Sub Custodian	Franklin Pierce	12/27/2022	Replacement
Sattler, Hannah	Farm Program Assistant	Farm	1/3/2023	Replacement
Spencer, Bridget	Nutrition Services Assist III	Franklin Pierce	1/3/2023	Replacement
Sunflower Wirth, Phoebe	Paraeducator	Harvard	1/3/2023	Replacement
Sutton, Tammy	Transportation Coordinator	Transportation	1/3/2023	Replacement

TERMINATIONS

NAME	POSITION	LOCATION	HIRE DATE	EFFECTIVE DATE	REASON
Allison, Kevin	Groundskeeper	Support Services	08/29/2022	12/16/2022	Termination
Bass, Charissa	Counselor	Elmhurst	08/20/2018	08/31/2023	Resignation
Conley, Latisha	Center Coordinator	Hewins ELC	09/02/2014	11/30/2022	Resignation
Davis, Traci	Paraeducator	Collins	11/29/2022	12/09/2022	Resignation
Farber, Tamara	Teacher	Christensen	08/16/2010	08/31/2023	Resignation
Lionheart, Zoey	Paraeducator	Franklin Pierce	10/05/2021	12/30/2022	Resignation
Lopez, Bianca	Paraeducator	Harvard	08/31/2021	12/05/2022	Resignation
Murray, John	Custodian	Collins	09/27/2021	11/23/2022	Resignation
Obee, Eric	Custodian	GATES	06/21/2017	12/02/2022	Resignation
Steele, Alexandria	Paraeducator	Harvard	03/31/2022	11/23/2022	Resignation
Wedde, Sienna	Teacher	Washington	08/20/2018	08/31/2023	Resignation
Wilber, Melia	Paraeducator	Brookdale	09/08/2020	01/06/2023	Resignation

APPOINTMENTS / PROMOTIONS / TRANSFERS

NAME	PREVIOUS POSITION & LOCATION	EFFECTIVE DATE	NEW POSITION & LOCATION	REASON
Guerrero, Peter	Full Time Sub Custodian / Washington	12/21/2022	Custodian / Franklin Pierce	Promotion
Loman, Michael	Custodian / Franklin Pierce	12/12/2022	Assistant Chief Custodian / Early Learning	Promotion
Scott, Gary	Full Time Sub Custodian / Ford	12/20/2022	Custodian / Ford	Promotion
Webber, Matyson	Custodian / Ford	12/09/2022	Assistant Chief Custodian / GATES	Promotion



Franklin Pierce Schools

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

MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: January 17, 2023
SUBJECT: Budget Status Reports, November 2022

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

General Fund

As of November 30, 2022, the ending fund balance was \$6,986,311. Property tax received was \$908,657 in November for a total revenue of \$7,069,433. Expenditures totaled \$11,341,382 with an excess of expenditures over revenues of \$4,271,949.

Capital Project Fund

As of November 30, 2022, the ending fund balance was \$17,655,590. Property tax received was \$146,922. Local income from interest and impact fees totaled \$77,806.

Expenditures:

- **Bond: \$627,263**
- **Technology Levy: \$283,431**
 - Network Infrastructure: \$11,502
 - Security Cameras: \$4,770
 - New Computers: \$234,811
 - Fiber: \$16,171
 - Other software: \$1,510
 - Utilities: \$11,198
 - Bell & Clock System: \$3,469

Debt Service Fund

Property tax collections in November totaled \$604,157 with an ending fund balance of \$8,697,833. Principal and interest are due December 1st in the amount of \$7,093,850.

Associated Student Body Fund

Ending fund balance was \$539,917.

Transportation Vehicle Fund

Ending fund balance of \$1,401,356.

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 2022 (September 1, 2022 - August 31, 2023)For the FRANKLIN PIERCE SCHOOLS School District for the Month of November, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	17,327,660	908,657.78	7,350,078.22		9,977,581.78	42.42
2000 LOCAL SUPPORT NONTAX	600,000	53,913.06	181,547.13		418,452.87	30.26
3000 STATE, GENERAL PURPOSE	76,159,943	4,113,398.60	16,877,489.69		59,282,453.31	22.16
4000 STATE, SPECIAL PURPOSE	25,353,221	1,305,631.50	5,224,296.79		20,128,924.21	20.61
5000 FEDERAL, GENERAL PURPOSE	170,000	.00	2,816.05		167,183.95	1.66
6000 FEDERAL, SPECIAL PURPOSE	34,954,307	687,832.11	1,468,187.91		33,486,119.09	4.20
7000 REVENUES FR OTH SCH DIST	700	.00	541.15		158.85	77.31
8000 OTHER AGENCIES AND ASSOCIATES	42,000	.00	42,000.00-		84,000.00	100.00-
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 154,607,831	 7,069,433.05	 31,062,956.94		 123,544,874.06	 20.09
 <u>B. EXPENDITURES</u>						
00 Regular Instruction	71,390,206	5,575,908.47	16,281,208.41	45,160,061.24	9,948,936.35	86.06
10 Federal Stimulus	8,753,281	151,776.66	781,253.46	10,211,833.81	2,239,806.27-	125.59
20 Special Ed Instruction	23,369,301	1,749,024.16	5,007,245.18	14,696,643.33	3,665,412.49	84.32
30 Voc. Ed Instruction	6,132,744	455,752.57	1,290,082.77	3,277,815.21	1,564,846.02	74.48
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	14,012,583	1,127,369.53	3,258,088.95	9,333,813.41	1,420,680.64	89.86
70 Other Instructional Pgms	1,865,498	52,275.19	143,467.39	443,052.62	1,278,977.99	31.44
80 Community Services	709,971	67,637.05	189,633.64	513,366.51	6,970.85	99.02
90 Support Services	30,966,885	2,161,638.85	7,056,442.87	15,653,235.18	8,257,206.95	73.34
 <u>Total EXPENDITURES</u>	 157,200,469	 11,341,382.48	 34,007,422.67	 99,289,821.31	 23,903,225.02	 84.79
 <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>	2,592,638-	4,271,949.43-	2,944,465.73-		351,827.73-	13.57
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 12,000,000		 9,930,777.11			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 9,407,362		 6,986,311.38			
<u>(E+F + OR - G)</u>						

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)For the FRANKLIN PIERCE SCHOOLS School District for the Month of November, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	2,874,707	146,922.81	1,188,407.14		1,686,299.86	41.34
2000 Local Support Nontax	595,200	77,806.19	203,980.46		391,219.54	34.27
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	7,712,319	.00	.00		7,712,319.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 11,182,226	 224,729.00	 1,392,387.60		 9,789,838.40	 12.45
 <u>B. EXPENDITURES</u>						
10 Sites	350,000	58,645.29	178,790.04	96,989.65	74,220.31	78.79
20 Buildings	23,263,000	568,618.19	1,888,370.38	13,965,297.31	7,409,332.31	68.15
30 Equipment	2,000,000	298,380.27	691,787.14	1,726,876.77	418,663.91	120.93
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	950	.00	.00	950.00	.00	100.00
 <u>Total EXPENDITURES</u>	 25,613,950	 925,643.75	 2,758,947.56	 15,790,113.73	 7,064,888.71	 72.42
 <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>	14,431,724-	700,914.75-	1,366,559.96-		13,065,164.04	90.53-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 16,000,000		 19,022,150.23			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 1,568,276		 17,655,590.27			
<u>(E+F + OR - G)</u>						

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)For the FRANKLIN PIERCE SCHOOLS School District for the Month of November, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	10,667,700	604,157.47	4,886,801.58		5,780,898.42	45.81
2000 Local Support Nontax	10,000	18,322.82	36,123.40		26,123.40-	361.23
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>	 10,677,700	 622,480.29	 4,922,924.98		 5,754,775.02	 46.10
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	4,190,000	.00	.00	0.00	4,190,000.00	0.00
Interest On Bonds	5,713,277	.00	.00	0.00	5,713,277.00	0.00
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	10,000	.00	600.00	0.00	9,400.00	6.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 9,913,277	 .00	 600.00	 0.00	 9,912,677.00	 0.01
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	764,423	622,480.29	4,922,324.98		4,157,901.98	543.93
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 3,322,223		 3,775,508.67			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 4,086,646		 8,697,833.65			
<u>(E+F + OR - G)</u>						

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

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

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 GENERAL STUDENT BODY	304,000	4,789.52	38,277.77		265,722.23	12.59
2000 ATHLETICS	211,300	7,027.99	58,693.87		152,606.13	27.78
3000 CLASSES	45,500	1,554.50	18,099.35		27,400.65	39.78
4000 CLUBS	148,950	5,310.81	15,374.86		133,575.14	10.32
6000 PRIVATE MONEYS	25,000	1,660.00	2,318.00		22,682.00	9.27
<u>Total REVENUES</u>	734,750	20,342.82	132,763.85		601,986.15	18.07
<u>B. EXPENDITURES</u>						
1000 GENERAL STUDENT BODY	303,300	7,743.78	26,442.84	2,063.96	274,793.20	9.40
2000 ATHLETICS	214,100	12,784.24	36,036.74	1,595.00	176,468.26	17.58
3000 CLASSES	46,100	7,120.00	7,940.87	0.00	38,159.13	17.23
4000 CLUBS	147,450	3,394.59	6,298.38	0.00	141,151.62	4.27
6000 PRIVATE MONEYS	21,000	1,731.88	3,220.18	0.00	17,779.82	15.33
<u>Total EXPENDITURES</u>	731,950	32,774.49	79,939.01	3,658.96	648,352.03	11.42
<u>C. EXCESS OF REVENUES</u>						
<u>OVER(UNDER) EXPENDITURES</u> <u>(A-B)</u>	2,800	12,431.67-	52,824.84		50,024.84	> 1000
<u>D. TOTAL BEGINNING FUND BALANCE</u>	450,000		487,092.61			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	452,800		539,917.45			
<u>C+D + OR - E)</u>						

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)For the FRANKLIN PIERCE SCHOOLS School District for the Month of November, 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	1,000	4,244.97	10,676.12		9,676.12-	> 1000
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	400,000	.00	.00		400,000.00	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	1,464,515	.00	.00		1,464,515.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	1,865,515	4,244.97	10,676.12		1,854,838.88	0.57
 B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
 C. <u>Total REV./OTHER FIN. SOURCES</u>	1,865,515	4,244.97	10,676.12		1,854,838.88	0.57
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	2,301,186	.00	.00	2,837,634.82	536,448.82-	123.31
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>	2,301,186	.00	.00	2,837,634.82	536,448.82-	123.31
 E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
 F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
 G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	435,671-	4,244.97	10,676.12		446,347.12	102.45-
 H. <u>TOTAL BEGINNING FUND BALANCE</u>	858,905		1,390,680.41			
 I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
 J. <u>TOTAL ENDING FUND BALANCE</u>	423,234		1,401,356.53			
<u>(G+H + OR - I)</u>						



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: January 17, 2023
SUBJECT: Policy 1610: Conflicts of Interest – Districts with 2,000 or More Students

BACKGROUND INFORMATION

WSSDA has updated Policy 1610: Conflicts of Interest to reflect revised statutory language, including SB 6326 – Municipal Conflicts of Interest – Various Provisions (2020). This legislation amended threshold amounts regarding certain exceptions to the rule on conflicts of interest. WSSDA also revised the title to clarify that school boards select either Policy 1610 or 1611 based on the number of students attending the district. Additionally, WSSDA has issued a new and revised version of its [Avoiding Conflicts of Interest](#) booklet, which is available using the included link and on the WSSDA website. WSSDA recommends board directors review the updated information.

RECOMMENDATION

I move that the Board of Directors adopt revised FPS Policy 1610: Conflicts of Interest – Districts with 2,000 or More Students.

ACTION REQUIRED

CONFLICTS OF INTEREST DISTRICTS WITH 2,000 OR MORE STUDENTS

Neither a board director nor a district officer (such as the superintendent) may benefit, directly or indirectly, in any contract made by, through, or under the director's or officer's supervision, except as permitted below:

- A. A director or officer may enter into a contract with the district to offer goods or services (except legal counsel) if the director or officer does not receive more than \$1,500.00 in any calendar month under the contract. The district will maintain a list of all contracts covered under this paragraph, and the list will be available for the public to inspect and copy.
- B. A director may be designated as clerk and/or purchasing agent of the district.
- C. The spouse of a director or officer may be employed as a substitute teacher on the same terms and at the same compensation as other substitute teachers in the district. For a director's or officer's spouse to be employed as a substitute teacher, the superintendent must find that the number of qualified substitute teachers in the district is insufficient to meet the district's anticipated needs and the superintendent must ensure that substitute teachers are fairly and impartially assigned to available positions.
- D. If a director's or officer's spouse was employed by the district as a classified or certificated employee before the director or officer took office, the spouse's employment contract can be renewed. The terms of the contract must be commensurate with the pay plan or collective bargaining agreement operating in the district for that position.
- E. A director or officer may have a remote interest in a contract. The interest, though, must be disclosed prior to board action and must be recorded in the official minutes.

A director may not vote on the authorization, approval, or ratification of a contract in which he or she is beneficially interested and to which one of the exemptions described above applies. Before the board approves a contract in which a director is beneficially interested, the director must disclose his or her interest to the board, and the director's interest must be noted in the official minutes.

Before the board approves the employment of a director, or director's or an officer's spouse, the superintendent or designee will inform the board of other individuals who are qualified for and interested in the position(s) to be filled. The district will not discriminate in any way against any applicant for a position or employee based on a family relationship with a director or officer. All employment decisions will be made by choosing the applicant that furthers the best interests of the school district.

Whenever a director, or his or her spouse is employed by the district, the director will refrain from participating in or attempting to influence any board action affecting the employment status of the director, or his/her spouse. Actions affecting employment status include, but are not limited to, hiring, establishing compensation and fringe benefits, setting working conditions, conducting performance evaluations, and considering or imposing discipline and termination.

The superintendent will maintain a log of any contract subject to this policy and will annually, or when a new director assumes office, inform the board of the existence of those contracts.

Legal References:	RCA 28A.330.240	Employment contracts
	RCW 28A.405.250	Certificated employees, applicants for certificated position, not to be discriminated against — Right to inspect personnel files
	RCW 28A.635.050	Certain corrupt practices of school officials — Penalty
	RCW 42.23.030	Interest in contracts prohibited— Exceptions
	RCW 42.23.040	Remote interests



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MEMORANDUM

TO: Board of Directors
FROM: Vicki Bates, Executive Director of Teaching and Learning Services
DATE: January 17, 2023
SUBJECT: Policy 2020: Course Design, Selection, and Adoption of Instructional Materials

BACKGROUND INFORMATION

FPS Policy 2020: Course Design, Selection, and Adoption of Instructional Materials is updated to be consistent with the WSSDA model and provide appropriate flexibility and timeliness in the adoption of supplemental materials. Approval of supplemental materials is delegated to the Teaching & Learning Services department, under the standard district application and approval criteria.

RECOMMENDATION

I move that the Board of Directors adopt revised FPS Policy 2020: Course Design, Selection, and Adoption of Instructional Materials.

ACTION REQUIRED

COURSE DESIGN, SELECTION, AND ADOPTION OF INSTRUCTIONAL MATERIALS

The board recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the course designs shall be evaluated, adapted, and developed on a continuing basis. Instructional materials shall be selected to ensure alignment with state learning standards and enable all students to master foundational skills and knowledge to achieve college and career readiness.

Definitions

For the purpose of Policy 2020 and Procedure 2020P, the following definitions will apply:

Course Design is the process that includes identifying and sequencing essential content supporting students' skill development towards state learning standards. Course design involves providing appropriate instructional materials, professional development, and support systems for teachers as they implement the course.

Instructional Materials are all materials designed for use by students and their teachers as learning resources to help students to acquire facts, skills, and/or to develop cognitive processes. These instructional materials, used to help students meet state learning standards, may be printed or digital, and may include textbooks, technology-based materials, other educational media, and assessments. They may carry different licensing types from open to all rights reserved. For the purposes of this policy, there are four categories of instructional materials:

Core Instructional Materials are the primary instructional resources for a given course or subject. They are district-approved and provided to all students to help meet learning standards and provide instruction towards grade-level and course requirements.

Supplemental Materials are used in conjunction with the core instructional materials of a course. These items extend and support instruction. They include, but are not limited to, books, periodicals, visual aids, video, sound recordings, computer software and other digital content.

Intervention Materials are designed to support strategic or intensive intervention for students who are at risk of not meeting established learning standards. Intervention materials are used with students to accelerate progress toward particular learning goals based on systematic assessment, decision making, and progress monitoring.

Temporary Supplemental Materials are those items used in conjunction with the core instructional materials of a course that are of interest or value for a short period of time and are chosen within district-established guidelines. They are not intended to supplant the adopted curriculum nor be used on a regular instructional basis. Examples might include timely articles from relevant, reliable sources, websites, or news broadcasts. The use of temporary supplemental materials for time periods of over one year requires consideration of the materials as either part of the core instructional materials for the

course or supplemental materials for the course depending on the nature and scope of the materials.

Instructional Materials Committee is the body that makes adoption recommendations to the school board based on superintendent-established procedures.

Course Design

The superintendent or designee will establish procedures for course design that:

- Provide for the regular review of selected content areas and implementation of any suggested changes.
- Provide for involvement of community representatives and staff members at appropriate times.

Selection and Adoption of Instructional Materials

The primary objective in selecting instructional materials is to implement, enrich, and support the educational program of the schools. All instructional materials will be selected in conformance with:

1. Applicable state and federal laws;
2. Goals and/or learning standards of the district and state; and
3. Procedures established by the instructional materials committee which address the criteria detailed in corresponding Procedure 2020P.

The board is responsible for the adoption of all core materials used in the district.

The superintendent, or designee, will establish procedures for core materials, supplemental materials, and intervention materials selection and adoption.

The superintendent will ensure that a listing of all core and supplemental instructional materials used within the school curriculum is maintained in the district and is available for public review either in-person or online.

Legal References:	RCW 28A.150.230	District school directors' responsibilities
	RCW 28A.320.170	Tribal history and culture [as amended by SSB 5433]
	RCW 28A.320.230	Instructional materials — Instructional materials committee
	RCW 28A.405.060	Course of study and regulations — Enforcement — Withholding salary warrant for failure
	Chapter 28A.640 RCW	Sexual Equity
	WAC 180-44-010	Responsibilities related to instruction
	WAC 392-190-055	Textbooks and instructional materials — Scope — Elimination of bias

Adoption Date: 10/13/81

Franklin Pierce Schools

Revised: 10/10/06; 9/9/08; 9/13/11; 3/11/20; 1/17/23



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MEMORANDUM

TO: Board of Directors
FROM: James Hester, Deputy Superintendent
DATE: January 17, 2023
SUBJECT: Policy 3231: Student Records

BACKGROUND INFORMATION

Board Policy 3231: Student Records is being updated as a result of House Bill 1176 (2021) and outlines a district's requirements around withholding a student's grades, diploma and/or transcript for damaged property. This legislation addresses barriers to success that should be removed. The withholding of transcripts primarily affects low-income students and disproportionately affects students of color. Transcripts are withheld for minor offenses, and this creates a barrier to future success.

RECOMMENDATION

I move that the Board of Directors adopt revised FPS Policy 3231: Student Records.

ACTION REQUIRED

STUDENT RECORDS

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. All information related to individual students will be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records for which they have legitimate educational interests. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

The district will retain records in compliance with the current, approved versions of the Local Government Common Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule, both of which are published on the Secretary of State's website at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the State Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district, permitting prospective employers to review the student's transcript. Parental or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

A diploma may not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment

The superintendent or designee will establish procedures governing the content, management, and control of student records.

Legal References:	42 U.S.C. 11431 et seq.	McKinney-Vento Homeless Assistance Act
	20 U.S.C. 1232g	Family Education Rights and Privacy Act
	CFR 34, Part 99	Family Education Rights and Privacy Act Regulations
	RCW 28A.150.510	Transmittal of education records to DSHS — Disclosure of educational records—Data sharing agreements — Comprehensive needs requirement document — Report
	RCW 28A.195.070	Official transcript withholding – Transmittal of information
	RCW 28A.225.151	Reports

RCW 28A.225.330	Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules
RCW 28A.230.120	High school diplomas — Issuance — Option to receive final transcripts — Notice
RCW 28A.230.180	Educational and career opportunities in the military, student access to information on, when
RCW 28A.600.475	Exchange of information with law enforcement and juvenile court officials – Notification of parents and students
RCW 28A.605.030	Student education records – Parental review— Release of records — Procedure
RCW 28A.635.060	Defacing or injuring school property — Liability of pupil, parent, or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected
RCW 40.24.030	Address Confidentiality Program — Application — Certification
Chapter 246-105 WAC	Immunization of child care and school children against certain vaccine-preventable diseases
Chapter 392-172A WAC	Rules for the provision of special education
Chapter 392-182 WAC	Student health records
Chapter 392-415-WAC	Secondary education — standardized high school transcript
WAC 181-87-093	Failure to assure the transfer of student record information or student records
WAC 392-121-182	Alternative learning experience requirements
WAC 392-122-228	Alternative learning experiences for juvenile students incarcerated in adult jail facilities
WAC 392-500-025	Pupil tests and records — Tests — School district policy in writing



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Brandy Marshall, Executive Director of Human Resources and Business Services
DATE: January 17, 2023
SUBJECT: Policy 5001: Hiring of Retired School Employees

BACKGROUND INFORMATION

Board Policy 5001: Hiring of Retired School Employees is being updated based on HB 1699 – School District Employees – Retired Individuals – Pension. This legislation permits school districts to hire retired school district employees for up to 1,040 hours per school year without disruption to the retired employees' pension benefits through July 1, 2025.

RECOMMENDATION

I move that the Board of Directors adopt revised FPS Policy 5001: Hiring of Retired School Employees.

ACTION REQUIRED

HIRING OF RETIRED SCHOOL EMPLOYEES

The district will recruit, select, and employ the best-qualified individuals as employees. The district may employ persons retired from the Teachers' Retirement System (TRS), the School Employees' Retirement System (SERS), or the Public Employees' Retirement System (PERS). A retired employee will only be rehired pursuant to this district policy.

TRS Plan 1 Retirees

TRS Plan 1 retirees who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative position for up to 867 hours in a school year without suspension of their pension benefits.

Until July 1, 2025, TRS Plan 1 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a school year and continue to receive their pension payments.

TRS Plan 2 & Plan 3 Retirees

TRS Plan 2 and Plan 3 retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

TRS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.32.765(3)(b) or 41.32.875(3)(b) and who reenter employment more than one calendar month after their accrual date and after June 9, 2016, may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, TRS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

SERS Plan 2 & 3 Retirees

SERS Plan 2 and Plan 3 retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

SERS Plan 2 and Plan 3 retirees who have retired under the alternate early retirement provisions of RCW 41.35.420(3)(b) and who reenter employment more than one calendar month after their accrual date may be employed in a non-administrative capacity for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, SERS Plan 2 and Plan 3 retirees who enter reemployment more than one calendar month after their accrual date, including those who have retired under the alternate early retirement provisions of RCW 41.35.420(3)(b) or 41.35.680(3)(b), may work in a school

district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

PERS Retirees

PERS retirees who reenter employment more than one calendar year after their accrual date may be employed in an eligible position as defined in RCW 41.32.010, 41.35.010, or 41.40.010 for up to 867 hours in a calendar year without suspension of their pension benefits.

Until July 1, 2025, PERS retirees who enter reemployment more than 100 days after their accrual date, including those who have retired under the alternate early retirement provisions of RCW 41.40.630(3)(b) or 41.40.820(3)(b), may work in a school district in a non-administrative position for up to 1,040 hours in a calendar year and continue to receive their pension payments.

District Responsibilities

The district will abide by the following process when considering a retiree for employment:

- A. The board of directors will approve a process for recruitment and selection of employees, including those vacancies for which a retiree applicant may be considered;
- B. Applicant(s) will be evaluated and considered equally, selecting the candidate who best meets the needs of the district;
- C. There will be no prearranged employment agreement or commitment to rehire an employee after retirement. Mere inquiries about post-retirement employment do not constitute an agreement;
- D. Employment will be limited to a maximum of a one-year, non-continuing contract or appointment;
- E. Subject to any applicable bargaining agreements, vacancies filled by retirees will be annually reviewed by the board to determine whether the retiree will be rehired for another year of employment;
- F. The district will provide the retiree with the same terms and conditions of employment as other appointees or employees in comparable positions with the exception of sick-leave cash-out; and
- G. The district will report the number of hours worked by the retiree to the Department of Retirement Systems (DRS).

Retired Employee Responsibilities

The following conditions of employment will apply to retirees that are re-employed:

- A. Retired applicants will disclose to the district whether they are retired from a Washington state retirement plan;

- B. Employees must satisfy the DRS requirement for separation and retirement from service prior to accepting a retire/rehire position with the district;
- C. Retirees are subject to the same collective bargaining membership as other one-year temporary employees; and
- D. Retirees are responsible for tracking service hours during post-retirement employment among multiple employers.

Legal References:	RCW 28A.405.900	Certain certificated employees exempt from chapter revisions
	RCW 41.32	Teachers' retirement
	RCW 41.32.570	Post-retirement employment – Reduction or suspension of pension payments
	RCW 41.32.802	Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400 – Reestablishment of membership
	RCW 41.32.862	Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400 – Reestablishment of membership
	Chapter 41.35 RCW	Washington school employees' retirement system
	RCW 41.35.060	Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400 – Reestablishment of membership
	Chapter 41.40 RCW	Washington public employees' retirement system
	RCW 41.40.037	Services by retirees – Break in employment requirement – Reduction of retirement allowance upon reemployment – Reestablishment of membership



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Brandy Marshall, Executive Director of Human Resources and Business Services
DATE: January 17, 2023
SUBJECT: Policy 5410: Holidays

BACKGROUND INFORMATION

Board Policy 5410: Holidays is being updated to include Native American Heritage Day and Juneteenth as district recognized holidays.

RECOMMENDATION

I move that the Board of Directors adopt revised FPS Policy 5410: Holidays.

ACTION REQUIRED

HOLIDAYS

The district will observe the following school holidays and will not operate on these days:

- A. New Years' Day (January 1);
- B. Martin Luther King, Jr. Day (third Monday in January);
- C. President's Day (third Monday in February);
- D. Memorial Day (last Monday in May);
- E. Juneteenth (June 19);
- F. Independence Day (July 4);
- G. Labor Day (first Monday in September);
- H. Veteran's Day (November 11);
- I. Thanksgiving Day (fourth Thursday in November);
- J. Native American Heritage Day (fourth Friday in November); and
- K. Christmas Day (December 25).

Whenever any legal holiday falls on Sunday, the following Monday will be a legal holiday, and whenever any legal holiday falls on a Saturday, the preceding Friday will be a legal holiday.

In addition to the above, the following shall also be considered to be holidays:

- A. The day before Christmas (December 24);
- B. The Friday of spring vacation.

Legal References: RCW 1.16.050
RCW 28A.150.050

Legal holidays and legislatively recognized
days
School Holidays

Adoption Date: 9/10/91
Franklin Pierce Schools
Revised: 8/15/00; 11/18/08; 1/17/23
Classification: Optional



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MEMORANDUM

TO: Board of Directors
FROM: Brandy Marshall, Executive Director of Human Resources and Business Services
DATE: January 17, 2023
SUBJECT: Policy 5610: Substitute Employment

BACKGROUND INFORMATION

Board Policy 5610: Substitute Employment is being updated based on HB 1699 – School District Employees – Retired Individuals – Pension. This legislation permits school districts to hire retired school district employees for up to 1,040 hours per school year without disruption to the retired employees' pension benefits through July 1, 2025.

RECOMMENDATION

I move that the Board of Directors adopt revised FPS Policy 5610: Substitute Employment.

ACTION REQUIRED

SUBSTITUTE EMPLOYMENT

The board authorizes the employment of a certificated substitute in the absence of a certificated staff member. In addition, the district may use a substitute in place of a regularly-contracted staff member when:

- A. Enrollment uncertainties exist at the beginning of a school year; or
- B. Resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.

On either of these occasions, the district will employ a contracted staff person within a reasonable time.

The superintendent will be responsible for establishing the procedures by which teachers request substitutes and by which substitute teachers are assigned, employed, and compensated.

Substitute teachers who have served for 20 full consecutive working days in the same assignment will, from the 21st day of service on, be paid the higher rate established in Section 26.7 of the Franklin Pierce Education Association collective bargaining agreement.

The board authorizes the employment of a spouse of a board director as a substitute teacher when the superintendent deems that there is a shortage of substitute teachers in the district.

Retired teachers or administrators may be employed as substitutes in accordance with Policy 5001.

If the superintendent reasonably anticipates that the list of qualified, willing substitutes will be exhausted, emergency substitute certification may be sought from the Office of the Superintendent of Public Instruction for persons not fully qualified for a teaching or substitute certificate. Substitutes holding emergency certification may only be assigned work when the list of fully-qualified substitutes is exhausted.

The board authorizes the employment of a classified substitute in the absence of a classified staff member when a program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties in a reasonable manner. A classified substitute employee's eligibility to purchase retirement service credit will be determined according to RCW 41.35 and retirement system rules. "Substitute classified employee" means a classified employee who is employed by the district exclusively as a substitute for an absent employee. The superintendent is authorized to establish procedures relating to the use of substitute classified staff.

By October 1 of each year, the district will report to the Office of the Superintendent of Public Instruction: 1) The number of substitute teachers hired per school year; 2) the number of hours worked by each substitute teacher; 3) the number of substitute teachers that received benefits under the school employees' benefits board; 4) the full daily compensation rate per substitute teacher; and 5) the reason for hiring the substitute teacher.

Legal References:

RCW 28A.330.240	Employment Contracts
RCW 28A.400.300	Hiring and discharging employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
RCW 28A.405.900	Certain certificated employees exempt from chapter provisions
RCW 28A.410.010	Certification — Duty of professional educator standards board — Rules — Record check — Lapsed certificates — Superintendent of Public Instruction as administrator
RCW 41.32.570	Postretirement employment — Reduction or suspension of pension payments
RCW 42.23.030(9)	Interest in contracts prohibited — Exceptions
RCW 28A.300.615	Substitute teachers – Hiring and compensation reporting
RCW 41.32.802	Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400 – Reestablishment of membership
RCW 41.32.862	Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400 – Reestablishment of membership
RCW 41.35.033	Membership – Service credit – Substitute employees – Rules
RCW 41.35.060	Reduction of retirement allowance upon reemployment or if covered by plan under RCW 28B.10.400 – Reestablishment of membership
RCW 41.40.037	Service by retirees – Break in employment requirement – Reduction of retirement allowance upon reemployment – reestablishment of membership
RCW 42.23.030	Interest in contracts prohibited – Exceptions
WAC 181-79A-231	Limited certificates



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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: January 17, 2023
SUBJECT: Travel Request: Overnight Field Trip with Students

BACKGROUND INFORMATION

Group: Choir, Franklin Pierce High School
Destination: Bellevue, WA
Purpose: All State Choir

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 for a Franklin Pierce High School student to the National Association for Music Education All-State Choir Conference.

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: 1/12/2023

School: Franklin Pierce High School

Name of Teacher/Advisor/Travelers: Ulises Zavaleta / Jill Hills

Class/Group: Choir

How many students will be attending?: 1

How many adults will provide supervision? 2

Conference Name/Activity: NAfME All-State Choir

Destination (City, State): Bellevue, WA

Departure Date: 2/16/2023

Departure Time: 9 am

Return Date: 2/17/2023

Estimated Return Time: 9 pm

Method of Transportation: Parent will be transporting student

Educational Objective(s): Participate in the Washington All-State Honor Choir

Describe activities planned for trip: Rehearsal time, group dinner, final performance

ESTIMATED TRAVEL COSTS

		Cost	Funding Source
Payroll	Substitutes	\$ <u>420.00</u>	<u>0102 27 2154 2600</u>
Procurement Card	Registration Fee	\$ <u>350.00</u>	<u>0102 27 7340 2600</u>
	Lodging	\$ <u>400.00</u>	<u>0102 27 8580 2600</u>
	Transportation	\$ _____	_____
	Other	\$ _____	_____
Reimbursement	Mileage	\$ _____	_____
	Meals	\$ _____	_____
	TOTAL	\$ <u>1170.00</u>	_____

Comments:

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: Brandy Marshall, Executive Director of Human Resources and Business Services
DATE: January 17, 2023
SUBJECT: Conditional Teaching Certificates

BACKGROUND INFORMATION

Franklin Pierce Schools has been actively pursuing teachers to fill positions in many of our education programs. Due to local, state, and nationwide teacher shortages, we have had difficulty securing highly qualified, state certified teachers for several positions. In these challenging situations, WAC 181-79A-231 allows school districts to seek conditional certificates for individuals with the skills to be effective teachers even though they do not hold the appropriate credential.

We have three teachers for whom we are seeking conditional certificates. These teachers demonstrate the content knowledge and skills necessary to effectively teach our students, but do not currently hold the appropriately endorsed teaching certificate. They will each receive the direct assistance of a mentor, a specific plan of assistance will be developed, and we will comply with all requirements associated with such certificates.

Robin Allen	Elementary Teacher at Midland	Conditional Cert in Elem Education
Melinda Apel	Elementary Teacher at Midland	Conditional Cert in Elem Education
Abigail Hope Kippenhan	Middle School Teacher at Ford	Conditional Cert in Humanities (ELA)

RECOMMENDATION

I move that the Board of Directors approve the request to grant conditional teaching certificates for Robin Allen, Melinda Apel, and Abigail Hope Kippenhan.

ACTION REQUIRED

MEMORANDUM

TO: Board of Directors
FROM: Liza Klumpar, Chief Technology Officer
DATE: January 17, 2023
SUBJECT: Information Technology Surplus Approval

BACKGROUND INFORMATION

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

RECOMMENDATION

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

ACTION REQUIRED

Item	Make	Model	Quantity
24-Port Switch	Trendnet	TEG-S24Dg	15
Access Point	Aruba	AP-105	1
Battery Pack for UPS	APC	SUM48RMXLB2U	2
Camera	Lifesize	SUM48RMXLB2U	2
Cell Phone	Apple	iPhone 7	2
Cell Phone	Samsung	Galaxy S7	1
Cell Phone	Samsung	Galaxy S8	1
Cell Phone	Samsung	Galaxy S9	1
Chrome Cast	ASUS	ChromeBit	1
Computer	ViewSonic	SC-T35 Thin Client	30
Conference Camera	Lifesize	Phone	1
Desktop	BeeLink	U55 Mini PC	1
Desktop	Dell	Inspiron 24	5
Desktop	Dell	OptiPlex 3011 AIO	3
Desktop	Dell	OptiPlex 390	1
Desktop	Dell	OptiPlex 780	1
Document Camera	Elmo	Mo	1
Document Camera	HoverCam	Ultra 8	2
Fax	Brother	Fax-2820	1
Headset	Plantronics	Vista M22	1
Laptop	Dell	Latitude E6400	1
Laptop	Dell	Venue 11 Pro 5130	1
Laptop Charger	Dell	65 W	1
Laptop Charger	Lenovo	45 W Round	1
Laptop Charger	Lenovo	45 W USB-C	3

Item	Make	Model	Quantity
Monitor	Dell	2208WFPT	1
Monitor	Dell	E190SF	26
Monitor	Lenovo	ThinkCentre Tiny-in-One 24 LED	4
Printer	HP	2100TN	1
Printer	HP	LaserJet CP4025	1
Printer	HP	LaserJet P3005N	4
Projector	Casio	XJ-M246	1
Projector	Casio	XJ-M255	1
Projector	Epson	EMP-83	1
Security Camera	Panasonic	WV-NW502S	7
Server	Firefly	Nobilis	1
Speaker	Lifesize	Team MP	1
Switch	Cisco	WS-C290X-48FPD-L	1
Tablet	Apple	iPad Air A1474	1
UPS	APC	1500XLM	1
UPS	APC	SURTA1500RMXL2U	2
VoIP Phone	Cisco	CP-6945	3
VoIP Phone	Cisco	CP-7821	1
VoIP Phone	Cisco	CP-8945	2
VoIP Phone	Cisco	CP-8961	1
Wireless AP	Aruba	AP-115	1
Wireless AP	Aruba	AP-205	19
Wireless AP	Aruba	AP-225	1
Wireless Display	Microsoft	CG4-00001	1
Wireless Display	ScreenBeam	750	2
Wireless Display	ScreenBeam	960	5
Wireless Display	WePresent	WiPG-2000S	1



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MEMORANDUM

TO: Board of Directors
FROM: John Sander, Executive Director of Teaching and Learning Services
DATE: January 17, 2023
SUBJECT: Readiness to Learn Community Partner

BACKGROUND INFORMATION

Up to fifteen percent of a district's Learning Assistance Program (LAP) base funds may be used for Readiness to Learn (RTL). The school board must approve in an open meeting any community-based organization or local agency before LAP funds may be expended. District RTL programs provide academic and non-academic supports for students at risk of not being successful in school and they may be offered in partnership with community-based organizations. The goal of RTL community supports is to reduce barriers to learning, strengthen engagement, and ensure all students are able to attend school, ready to learn. Students do not need to have been identified as scoring below grade-level standard in math or ELA to participate in RTL programs. Each district determines the eligibility criteria for participation in RTL programs.

Franklin Pierce Schools would like to establish a Readiness to Learn Partnership with Hope Sparks. Hope Sparks provides home-based, individualized, school-linked services to children and their families.

Outcomes demonstrate:

- Increased attendance
- Improved behavior
- Academic success

RTL home visitors focus on the following areas:

- Strength-based needs assessment with the entire family
- Develop an individualized family plan
- Address current needs to include: physical and mental health, basic needs, job training, education, parenting skills, or any other identified services
- Provide resources, referral, and advocacy
- Attend school meetings to enhance collaboration

RTL provides services to children and families kindergarten through high school, with a focus on elementary students. Families can receive services through referral through their home-school. Services are free and voluntary.

RECOMMENDATION

I move that the Board of Directors approve Hope Sparks as a community partner for implementation of the district's Readiness to Learn services through the Learning Assistance Program (LAP).

ACTION REQUIRED



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MEMORANDUM

TO: Board of Directors
FROM: Robin Heinrichs, Executive Director of Support Services
DATE: January 17, 2023
SUBJECT: Resolution 23-R-01: Acceptance of December 2022 Study and Survey Report

BACKGROUND INFORMATION

The [draft December 2022 Study and Survey Report](#) was submitted to the Board of Directors during the January 10, 2023 work session to allow the directors time to review the report's contents. Directors are encouraged to forward questions to me prior to our meeting on January 17. Questions can also be addressed during the January 17 work session so that the Board is ready to consider adopting Resolution 22-R-01 during the meeting that same evening.

RECOMMENDATION

I move that the Board of Directors adopt Resolution 23-R-01: Acceptance of December 2022 Study and Survey Report.

ACTION REQUIRED



Franklin Pierce Schools

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RESOLUTION 23-R-01 **ACCEPTANCE OF 2022 STUDY AND SURVEY REPORT**

WHEREAS, the Franklin Pierce School District Board of Directors approved the proposed 2022 Study and Survey Report at the public meeting held January 17, 2023;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District hereby accepts the 2022 Study and Survey Report as final and the Board authorizes the submission of the report to the Office of Superintendent of Public Instruction in compliance with WAC 392-341-025.

Adopted by majority of the Board of Directors of the Franklin Pierce School District No. 402 at the regular meeting held on Tuesday, January 17, 2023.

BOARD OF DIRECTORS
FRANKLIN PIERCE SCHOOL DISTRICT

ATTEST:

Secretary of the Board



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Claudia Miller, Director of Family and Community Partnerships
DATE: January 17, 2023
SUBJECT: Department of Children, Youth & Families Regional Education Agreement

BACKGROUND INFORMATION

The Regional Education Agreement (REA) is an agreement developed and vetted by the Department of Children, Youth & Families (DCYF) and the Office of the Superintendent of Public Instruction (OSPI).

This agreement was developed to:

1. Meet the DCYF mandate under RCW 74.13.560 to develop protocols with school districts; and
2. Meet the mandate for school districts to develop written transportation procedures and formal collaboration agreements as required under Section 1111 of the Elementary and Secondary Education Act (ESEA).

The REA template was developed as a standard, state-wide agreement that meets the majority of district standards under the foster care provisions of Title 1, Part A for the Consolidated Program Review (CPR). This template meets the requirement that each school district establish a written agreement in collaboration with DCYF. This renewal agreement covers the 2023-2026 school years.

RECOMMENDATION

I move that the Board of Directors approve the Washington State Department of Children, Youth and Families Regional Education Agreement.

ACTION REQUIRED

SCHOOL DISTRICT RESPONSIBILITIES

SCHOOL DISTRICT RESPONSIBILITIES

1. Service Planning within School District
2. Information Sharing & Confidentiality
3. Transportation
4. Training & Meetings
5. Foster Home Recruitment

1. Service Planning within School District

- a. Participate in the planning process for school continuity when DCYF notifies the school district that children have been placed in foster care (RCW 28A.225.360).
- b. Identify a Foster Care Liaison at the school district level to receive notifications when children have entered foster care, changed placements, or have been returned home. The Foster Care Liaison will further disseminate the information to school and district staff who have a legitimate educational interest in the information (RCW 28A.320.148 and ESEA Sec. 112(c)(5)(A)).
- c. Designate a foster care building point of contact in each school who knows which students are in foster care and what rights those students have under federal and state law (RCW 28A.320.148).
- d. Information disseminated shall be limited to that which is necessary for providing for the educational success of the student, shall retain its confidentiality, and shall not be further disclosed except as allowed under state and federal law [RCW 74.04.060; chapter 13.50 RCW; chapter 70.02 RCW; Family Educational Rights and Privacy Act (FERPA), 20.U.S.C. §1232g(b)(1)(L) (Uninterrupted Scholars Act), 34 C.F.R. §99].
- e. Keep students enrolled in their school of origin until a Best Interest Determination occurs when they enter foster care, change placements and during trial return home. If determined to be in their best interest to change schools, enroll students in foster care immediately in school when enrollment is sought. The enrolling school will immediately contact the school last attended to obtain education records, and the sending school will immediately transfer those records [ESEA Section III(g)(I)(E)(iii)].
- f. Notify the DCYF Social Service Specialist of fines and fees students in foster care have incurred, if any [RCW 74.13.631(2)(e)].
- g. Ensure students in foster care receive free meals at school.
- h. Facilitate on-time grade level progression and graduation by incorporating procedures in [28A.320.192](#).
- i. Review unexpected or excessive absences with students who are the subject of a dependency proceeding and adults involved with the students, to include the students' caseworkers, educational liaisons, attorneys if appointed, parents or legal guardians, and foster parents or the persons providing placement for the students (RCW [28A.225.023](#)).
- j. Invite the DCYF Social Service Specialist and the caregiver to meetings held for the purpose of discussing potential assessments, academic progress, attendance, or disciplinary issues of

DCYF REGIONAL EDUCATION AGREEMENT

individual students. Social Service Specialist may invite the student's court appointed representatives, education liaisons, advocates and parents, if appropriate.

- k. Attend any case planning meetings as requested by DCYF whenever possible.

2. Information Sharing and Confidentiality

- a. Transmit education records when requested by DCYF within two (2) school days in the following situations:
 - (1) DCYF is conducting an investigation of child abuse and neglect and it is determined by the investigator that education records are relevant to the investigation (RCW 26.44.030).
 - (2) The student has been placed in foster care, or the court requires a status update including educational information [RCW 28A.150.510; Family Educational Rights and Privacy Act (FERPA), 20.U.S.C. §1232g(b)(1)(L) (Uninterrupted Scholars Act)].
- b. Ensure that only persons who have a legitimate educational interest in a student's confidential child welfare information, will have access to information pertaining to students in foster care. Information shared shall be limited to that which is necessary for providing for the educational success of the student, shall retain its confidentiality, and shall not be further disclosed except as allowed under state and federal law's [RCW 74.04.060; chapter 13.50 RCW; chapter 70.02 RCW; Family Educational Rights and Privacy Act (FERPA); 20U.S.C. §1232g(b)(1)(L) (Uninterrupted Scholars Act); 34 C.F.R. §99].

3. Transportation

- a. Children in foster care needing transportation to their schools of origin will promptly receive that transportation;
- b. The school district will provide or arrange transportation services in the most cost-effective manner [ESEA Section 1112(c) (5) (B) (i)];
- c. When a student in foster care attends school in one district but lives in another, **the two districts must share the responsibility and cost of transportation** to school of origin.
- d. The Department of Children, Youth, and Families will reimburse school districts for half of all excess transportation costs for students in foster care (RCW 28A.225.350).
- e. The school district will complete the DCYF School Transportation Shared Billing form and provide the completed form electronically to the DCYF HQ Education Program.
- f. If there is a dispute between DCYF and the school district regarding transportation, the district will provide transportation while the dispute is being resolved [ESEA Section 1111(g)(1)(E)(i)].
- g. When sharing costs, the district will report their foster care transportation expenditures for ridership funding in Program 99. This enables districts to be funded at the same percentage for foster care transportation as they would regular routes, regardless of the transportation method used by the Lead Education Agency (LEA).
- h. The school district will make every attempt to maximize their transportation allocation to limit the incidence of additional costs. Should additional costs serve as a barrier to the provision of

DCYF REGIONAL EDUCATION AGREEMENT

transportation services, the school district will make every effort to collaborate with DCYF staff to reduce this barrier [ESEA Section 1112(c)(5)(B)(ii)].

4. Training and Meetings

- a. Collaborate and participate with DCYF (RCW 26A.225.360) to organize and develop cross-training opportunities for school district and DCYF staff to increase knowledge and understanding of the unique social and educational needs of foster children. For the purpose of education case planning, invite DCYF Social Service Specialists to school staffing(s) for specific children.
- b. Attend general and child-specific meetings, hosted by the DCYF Social Service Specialist, whenever possible.

5. Foster Home Recruitment

Support school-based recruitment efforts geared towards increasing foster home capacity to allow children who enter foster care to remain in their schools or origin when it is in their best interest.



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: January 17, 2023
SUBJECT: Policy 1005: Key Functions of the School Board

BACKGROUND INFORMATION

While reviewing the draft application for school board director, we noticed a question related to the key functions of the school board. Policy 1005 defines those key functions. Although WSSDA suggested a few minor changes to the policy, our district has not revised the policy since its adoption in 2008. The descriptive details have changed only slightly but the headings (which were referenced on the director application) have changed significantly.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

KEY FUNCTIONS OF THE BOARD

Acting on behalf of the people of each community, the school board will fulfill the following functions:

Vision:

Responsible Governance

The board, with participation by the community, ~~shall~~ will envision the future of the school district's educational program and formulate goals, define outcomes, and set the course for the school district. This will be done within the context of racial, ethnic, and religious diversity, and with a commitment ~~of to~~ education excellence and equity for all students.

Structure:

Creating Conditions for Student and Staff Success

To achieve this vision, the board will establish a structure which reflects local circumstances and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework. This includes employing a superintendent, developing and approving policies, formulating budgets, setting high instructional and learning goals for staff and students, and nurturing a climate conducive to continuous improvement.

Accountability for Student Learning

The board's accountability ~~to the community~~ for student learning will include adopting a system of continuous assessment of all conditions affecting education, including assessments for measuring staff and student progress towards goals. The public will be kept informed about programs and progress. Staff and board training will be provided to ensure continuous improvement of student achievement.

Advocacy:

Community Engagement

The board ~~shall~~ will serve as education's key advocate on behalf of students and their schools. The board ~~shall~~ will work to advance the community's vision for its schools, pursue the district's goals, encourage progress and energize systemic change, and ensure that students are treated as whole persons in a diversified society.

Cross References:	Board Policy 1310	Policy Adoption, Manuals and Administrative Procedures Annual Goals and Objectives Evaluation of the Board
	Board Policy 1810	
	Board Policy 1820	

Adoption Date: 5/13/08
Franklin Pierce Schools
Revised: 2/14/23
Classification: Priority



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: January 17, 2023
SUBJECT: Policy 6570: Property, Data, and Records Management

BACKGROUND INFORMATION

In accordance with the Governmental Accounting Standards Board (GASB) Statement No. 87, a lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. School districts may establish a lease liability threshold for leases that are clearly insignificant individually and in the aggregate. The threshold should be established as a small enough level such that the leases excluded would be clearly insignificant to financial reporting in aggregate. Based on the above guidelines, a lease liability threshold of 1% of the prior year's expenditures was calculated.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

PROPERTY, DATA, AND RECORDS MANAGEMENT

Data Management

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative to purchase a student information system, equipment, networking, and software to expand the current K-12 education statewide network.

Records Management and Retention

The district recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions. The public records of the district shall mean any account, voucher, or contract dealing with the receipt or disbursement of funds; with acquisition, use, or disposal of services or of supplies, materials, equipment, or other property; or with any minutes, orders, or decisions fixing the personal or property rights, privileges, immunities, duties, or obligations of any person or group.

The superintendent shall develop procedures to implement this policy, which shall conform to law; require as a minimum the permanent safeguarding of board minutes, annual audit reports, and permanent student records; and require retention of all fiscal records required for audits. The superintendent shall designate a staff member to serve as district records officer.

Records may be destroyed when authorized by the General Records Retention Schedule and Destruction Authorization provided by the Office of Secretary of State, Division of Archives and Records Management.

Property Records

Property records and inventory records shall be maintained on all land, buildings, and personal property under the control of the district.

Property purchased in whole or in part with federal funds shall be inventoried at least every two years. The inventory shall include the serial number of the item, its cost, and the percentage of federal funds used to purchase it.

Small, attractive items (such as computers, laser printers, and projectors) shall be inventoried annually and shall be signed out to staff. Sign-out records shall also be maintained.

At the end of each school year, each teacher shall inventory the property items in his or her classroom. A randomly selected ten percent of those inventories shall be double-checked by an employee of the business office.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. Property records of facilities shall be maintained on an ongoing basis.

No equipment shall be removed for personal or non-school use. Property records shall show, as appropriate to the item recorded, the:

- A. Description of the property;
- B. A serial number or other identification number (equipment may be identified with a permanent tag that provides appropriate district and equipment identification);
- C. Manufacturer;
- D. Year of purchase;
- E. Initial cost;
- H. Percentage of federal participation in the cost of the property; and
- I. Location.

Accounting for Leases

The district will identify and analyze leases to determine the level of reporting under the Governmental Accounting Standard Board (GASB) Statement No. 87, Leases. GASB 87 became effective for Washington state school districts on September 1, 2021.

The district will calculate the present value of all leases to determine if a lease will be subject to the reporting requirements. Individual leases with a present value less than \$50,000 will not be included in the calculations below when determining the reporting threshold.

If the total present value of the combined leases is less than 1% of the prior year's General Fund expenditures, the leases will be considered insignificant and will not be subject to the new reporting requirements.

If the total present value of the combined leases is greater than 1% of the prior year's expenditures, the leases will be reported under the requirements of GASB 87.

At the time of implementation of GASB 87, for leases that were effective prior to the 2021/2022 fiscal year, the present value will be measured as of September 1, 2021.

Legal References: Chapter 40.14 RCW
RCW 40.14.010
RCW 42. 56.070-080
34 C.F.R. § 80.32

Preservation and Destruction of Public Records
Definition of public records
Public Records
Uniform Administrative requirements for grants
and cooperative agreements to state and
local governments — Equipment

Adoption Date: 12/9/08
Franklin Pierce Schools
Revised: 2/14/23
Classification: Priority



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MEMORANDUM

TO: Board of Directors
FROM: Vicki Bates, Executive Director of Teaching and Learning Services
DATE: January 17, 2023
SUBJECT: Procedure 2402P: English Language Arts Mastery-Based Credit

BACKGROUND INFORMATION

As we've been implementing mastery-based credit this fall, we've refined this Procedure 2402P: English Language Arts Mastery-Based Credit for clarity. We've also included WSSDA's clarifying language in the General Education Development Test section of the procedure.

RECOMMENDATION

None.

ACTION REQUIRED

None. This is an information item only.

ENGLISH LANGUAGE ARTS MASTERY-BASED CREDIT

Mastery-based credit can be used either for awarding credit in place of a traditional course, or for credit recovery purposes.

Washington State Assessments and State-Approved Alternatives

Students may recover credit by demonstrating mastery in the following ways:

- The student may recover up to one (1) credit in Freshman or Sophomore English Language Arts following a failed or incomplete English Language Arts course if the student scores a level 2 on the Smarter Balanced assessment in English Language Arts.
- The student may recover up to two (2) credits in Freshman and Sophomore English Language Arts following a failed or incomplete English Language Arts course if the student meets or exceeds standard (scores a level 3 or 4) on the Smarter Balanced assessment in English Language Arts.
- ~~The student receiving special education services and accessing off-grade level assessment options may recover up to one (1) credit in Freshman or Sophomore English Language Arts credit following a failed or incomplete English Language Arts course if the student scores a level 3 or 4 on the off-grade level English Language Arts assessment.~~
- ~~The student may recover one (1) English Language Arts credit following a failed or incomplete English Language Arts course if the student meets standard on another approved state alternative that meets the English Language Arts graduation requirement.~~

General Education Development Test

The State Board of Education in consultation with the Office of the Superintendent of Public Instruction determines what constitutes a passing score for a General Education Development (GED) test. Students may obtain one (1) English Language Arts credit for achieving a passing score on a general education development GED test in English Language Arts. ~~A passing score will be determined by the State Board of Education in consultation with the Office of the Superintendent of Public Instruction.~~ Additionally, any student may obtain (0.5) credit for successfully completing a course or courses in preparation for taking a GED test.

~~Successful Completion of a Course to Prepare for the General Education Development Test~~

~~Students may receive credits for successfully completing a course or courses in preparation for taking a general education development test.~~

For students in or from institutional education facilities, the district will award at least one (1) English Language Arts credit for achieving a passing score on the English Language Arts section of a GED test. The district will also award students in or from institutional education facilities additional credit for successfully completing a course or courses in preparation for taking a GED test.

Successful Completion of Next Higher-Level Course

Credit may be awarded for a course when the student successfully completes the next higher-level course in a sequence that includes a natural progression of the state learning standards from the previous course. Credit is awarded on a 0.5 for 0.5 credit basis. ~~Mastery-based credit is available for Freshman English, Sophomore English, Junior English/Bridge to College English Prep if the student achieves a C or higher grade in the next higher level course.~~

- Freshman English 1, 2 or Advanced Freshman English 1, 2 if the student achieves a passing grade in Sophomore English 1, 2 or Advanced Sophomore English 1, 2.
- Sophomore English 1, 2 or Advanced Sophomore English 1, 2 if the student achieves a passing grade in Junior English 1, 2; Bridge to College Prep 1, 2; or College in the High School 101 or higher.
- Junior English 1, 2 if the student achieves a passing grade in Bridge to College 1, 2; or a senior-level Advanced Placement; or College in the High School course.
- Language Arts 9 1, 2 if the student achieves a passing grade in Language Arts 10 1, 2 or Sophomore English 1, 2.
- Language Arts 10 1, 2 if the student achieves a passing grade in Language Arts 11 1, 2; or Junior English 1, 2; or Bridge to College Prep 1, 2.
- Language Arts 11 1, 2 if the student achieves a passing grade in Language Arts 12 1, 2 or Bridge to College 1, 2.

Equivalency Course of Study

Students may receive credit for learning experiences outside of school that align to state learning standards, in accordance with Board Policy 2413 – Equivalency Credit Opportunities and WAC 392-410-300.

The district collects and annually reviews disaggregated data to see which subgroups of students are receiving mastery-based credit. If disproportionality is found, the district takes appropriate actions to ensure equitable access to these crediting opportunities.



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MEMORANDUM

TO: Board of Directors
FROM: Vicki Bates, Executive Director of Teaching and Learning Services
DATE: January 17, 2023
SUBJECT: Procedure 2403P: Math Mastery-Based Credit

BACKGROUND INFORMATION

As we've been implementing mastery-based credit this fall, we've refined this Procedure 2403P: Math Mastery-Based Credit for clarity. We've also included WSSDA's clarifying language in the General Education Development Test section of the procedure.

RECOMMENDATION

None.

ACTION REQUIRED

None. This is an information item only.

MATH MASTERY-BASED CREDIT

Mastery-based credit can be used either for awarding credit in place of a traditional course, or for credit recovery purposes.

Washington State Assessments and State-Approved Alternatives

- The student may recover up to one (1) credit for failed or incomplete Algebra and/or Geometry if the student scores a level 2 on the Smarter Balanced assessment in Mathematics.
- The student may recover up to two (2) credits for failed or incomplete Algebra and/or Geometry if the student meets or exceeds standard (scores a level 3 or 4) on the Smarter Balanced assessment in Mathematics.
- ~~• The student receiving special education services and accessing off-grade level assessment options may recover up to one (1) credit for failed basic mathematics credit if the student scores a level 3 or 4 on the off-grade level Mathematics assessment.~~
- ~~• The student may recover one (1) Mathematics credit following failed or incomplete Algebra or Geometry credit if the student meets standard on another approved state alternative that meets the Mathematics graduation requirement.~~

Local Assessments

The student with a foreign transcript may recover credit for specific local math courses if the student demonstrates proficiency on locally determined semester- or year-end assessments.

General Education Development Test

The State Board of Education in consultation with the Superintendent of Public Instruction determines what constitutes a passing score for a General Education Development (GED) test. Students may obtain one (1) math credit for achieving a passing score on a general education development GED test in math. A passing score will be determined by the State Board of Education in consultation with the Office of the Superintendent of Public Instruction. Additionally, any student may obtain (0.5) credit for successfully completing a course or courses in preparation for taking a GED test.

~~Successful Completion of a Course to Prepare for the General Education Development Test~~

~~Students may receive credits for successfully completing a course or courses in preparation for taking a general education development test.~~

For students in or from institutional education facilities, the district will award at least one (1) math credit for achieving a passing score on the math section of a GED test. The district will also award students in or from institutional education facilities additional credit for successfully completing a course or courses in preparation for taking a GED test.

Successful Completion of Next Higher-Level Course

Credit may be awarded for a course when the student successfully completes the next higher-level course in a sequence that includes a natural progression of the state learning standards from the previous course. Mastery-based credit is available for: Algebra I 1 (first semester) (0.5) and Algebra II 1 (first semester) (0.5) if the student achieves a passing grade in the second semester of the course.

- Basic Math 1 (0.5) if the student achieves a passing grade in Basic Math 2.
- Basic Math 2 (0.5) if the student achieves a passing grade in Basic Math 3.
- Basic Math 3 (0.5) if the student achieves a passing grade in Basic Math 4.
- Pre-Algebra 1 (0.5) if the student achieves a passing grade in Pre-Algebra 2.
- Pre-Algebra 2 (0.5) if the student achieves a passing grade in Pre-Algebra 3.
- Pre-Algebra 3 (0.5) if the student achieves a passing grade in Pre-Algebra 4.
- Algebra I 1 (first semester) (0.5) if the student achieves a passing grade in Algebra I 2
- Algebra II 1 (first semester) (0.5) if the student achieves a passing grade in Algebra II 2.

Equivalency Course of Study

Students may receive credit for learning experiences outside of school that align to state learning standards, in accordance with Board Policy 2413 – Equivalency Credit Opportunities and WAC 392-410-300.

The district collects and annually reviews disaggregated data to see which subgroups of students are receiving mastery-based credit. If disproportionality is found, the district takes appropriate actions to ensure equitable access to these crediting opportunities.

Adoption Date: 7/05/22

Revised: 1-17-23



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MEMORANDUM

TO: Board of Directors
FROM: James Hester, Deputy Superintendent
DATE: January 17, 2023
SUBJECT: Procedure 3231P: Student Records

BACKGROUND INFORMATION

Board Procedure 3231P: Student Records is being updated to reflect WSSDA's recommended changes to this essential procedure. Revisions focus on the right of a parent/guardian, or student over the age of 18, to request an amendment to student records and the hearing process if the request is denied. The previous version included divisive verbiage such as "challenge" and "demand". This procedure is returning for a second reading to allow additional discussion of the proposed changes.

RECOMMENDATION

None.

ACTION REQUIRED

None. This is an information item only.

STUDENT RECORDS

The district records custodian will manage student records in the following manner:

Type of Records

Student records are divided into two categories: the cumulative folder and supplementary records.

A. Cumulative Folder

The cumulative folder may contain all information about a student that is collected and maintained on a routine basis, such as identifying information (name, birth date, sex, year in school, address, telephone number, parent's/guardian's name, ethnic classification, emergency information including parent's/guardian's place of employment, family doctor, babysitter, siblings); attendance records, including date of entry and withdrawal; grades and other student progress reports; results of tests of school achievement, aptitude, interests, hearing and vision; health and immunization status reports; records of school accomplishments and participation in school activities; verified reports of misconduct, including a record of disciplinary action taken; and such other information as will enable staff to counsel with students and plan appropriate activities. Identifying information may be limited if the student is a participant in the state Address Confidentiality Program.

B. Supplementary Records

Supplementary records about a student may be collected and maintained in connection with special school concerns about the student, such as confidential health information or reports connected with assessment and placement of a student who is formally identified as a "focus of concern;" reports from non-school persons and organizations such as physicians, psychologists, and clinics, except for general screening purposes; reports pertaining to specific problems associated with the student; and current reports of psychological tests and progress reports related to a student's disabling condition. All such reports included in records will be dated and signed.

For the purpose of this procedure, working notes of staff are defined as those records about students that are maintained in the sole possession of the writer and are not accessible or revealed to any other person except a substitute for that staff member. Working notes are not considered student records within the purview of this procedure.

Accessibility of Student Records

Information contained in the cumulative folder and/or supplementary records will be provided to persons and agencies as follows:

A. Parents/Guardians

Parents/guardians of dependent children have the right to inspect the cumulative folder and/or supplementary records of their children.

1. Upon the request of the parent or a staff member, a qualified staff member will provide the parent/guardian with analysis and interpretation of all information in the cumulative folder and supplementary records. The review will occur within five school business days after the district receives a request unless a written

explanation for the failure to do so is supplied by the custodian of records. In no case will the review occur later than 45 days after the parent/guardian makes the request.

2. Inspection and review will be conducted during normal working hours, unless the custodian (teacher, counselor, nurse, psychologist, principal) consents to other arrangements. Custodians will provide assistance in the interpretation and analysis of student records as needed. Although records must remain within district control, they may be copied or reproduced by or for the parent/guardian or eligible student at their own expense.

B. The Student

Upon the request of the student, a qualified staff member will interpret information from the cumulative folder to the student. The qualified staff member will interpret information contained in supplementary records to the student upon his/her request and with the consent of the parent/guardian. The adult student may inspect his/her cumulative folder and supplementary records. The right of access granted the parent/guardian or adult student includes the right to be provided a list of the types of student-related education records maintained by the school and the district. The parent/guardian and adult student will have the right to inspect or to be informed of the content of any record containing personally identifiable information regarding more than one student, provided that the right to access will apply only to that portion of the record or document that relates to the student. Upon graduation from high school, a student may request to receive a final transcript in addition to the diploma.

Parents/guardians and adult students will be notified annually of their right to inspect and review the records of their children and their other rights under the Family Education Rights and Privacy Act through the following notice: Franklin Pierce Schools Statement of Student Rights and Responsibilities and Annual Notices, and district website.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents/guardians or eligible students should submit a written request to the district records custodian that identifies the record(s) they wish to inspect. The records custodian will arrange for access and notify the parent/guardian or eligible student of the time and place where they may inspect the records.
2. The right to request amendments to the student's education records that the parent/guardian or eligible student believes to be inaccurate or misleading. Parents/guardians or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise them of their right to

a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions permitting disclosure without consent are deemed by the district as necessary to protect the health or safety of the student or other individuals and disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

C. Staff

Staff or other school officials who have a legitimate, educational interest in a student will have access to the cumulative folder and any supplementary records.

D. Other Districts

Other districts will be provided with records upon official request from the district, ~~unless the student has an outstanding fee or fine. In those instances the enrolling school will be provided with the student's academic, special placement, immunization history, discipline records, official juvenile court records, and history of violence within two school days, but the official transcript will be withheld until the fee or fine is discharged. The enrolling school district will be notified that the transcript is being withheld due to an outstanding fee or fine. However, for students who meet the definition of homeless, the district will make all the student's records readily available to the enrolling school regardless of outstanding fees or fines.~~ At the time of transfer of the records, the parent/guardian or adult student may receive a copy of the records at his/her expense if requested and will have an opportunity to challenge the contents of the records. Parents/guardians will be advised through the annual Student Rights and Responsibilities Handbook that student

records will be released to another school where the student has enrolled or intends to enroll.

E. Other Persons and Organizations

Prospective employers may request to review the transcript of a student. The district will advise each parent or adult student at least annually that such requests will be honored only upon a signed release of the parent or adult student. The district will release information contained in the student's cumulative folder and supplementary records to persons and organizations other than the student, parent/guardian, staff, and other districts only with the written consent of the parent/guardian or adult student with the following exceptions:

1. The district may release directory information publicly without consent upon the condition that the parent/guardian or adult student be notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. The district will not release directory information for commercial reasons. The district has designated the following as directory information: a the student's name; address, telephone number, and email address; photograph-image or likeness in pictures, videotape, film, or other medium; -address, telephone number, date and place of birth; a student's program of study; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; diplomas and awards received; and the most recent previous school attended. The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information. Social Security numbers, student identification numbers (with authentication factors such as a secret password or personal identification number), or other personally identifiable information is not considered directory information.
2. Information may be released to authorized representatives of the comptroller general of the United States, the commissioner of education, and/or an administrative head of an education agency or state education authorities in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of the federal legal requirements for such programs.
3. Information may be released to state and local officials to whom such information is specifically required to be reported or disclosed pursuant to Washington state statute (examples: reporting child abuse or referrals to juvenile court for truancy).
4. Information may be released to organizations conducting studies for educational agencies for the purpose of developing, validating or administering predictive tests or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents/guardians by persons other than the representatives of such organizations and if such information will be destroyed when no longer needed for the purpose for which it has been gathered.

5. Information may be released in compliance with a judicial order or lawfully issued subpoena including ex parte court orders under the USA Patriot Act, upon condition that a reasonable effort was made to notify the parent/guardian or adult student in advance of such compliance unless such notice is not allowed by the order or subpoena. In compliance with the federal Uninterrupted Scholar's Act of 2013, when a parent is a party to a court proceeding involving child abuse or neglect (as defined in Section 3 of the Child Abuse and Prevention and Treatment Act, 42 U.S.C. 5101) or dependency matters, and the order is issued in the context of that proceeding, the district is not required to provide additional notice (i.e., in addition to the court's notice) to the parent prior to release of the information.
6. Information may be released to appropriate persons and agencies in connection with an emergency to protect the health or safety of the student or other persons. The district will take into account the totality of the circumstance and determine if there is an articulable and significant threat to the health or safety of the student or other individuals. When information from a student's record, other than directory information, is released to any person or organization other than staff, a record of such release will be maintained as part of the specific record involved. Telephone requests for information about students will not be honored unless the identity of the caller is known and the caller is authorized to receive the information under provisions of these procedures. A record will be made of any such release of information and placed in the student's cumulative folder. This record of access will include date of access, name of the party granted access and the legitimate educational interest of the party granted access.
7. In compliance with the federal Uninterrupted Scholar's Act of 2013, information regarding students in foster care may be released without prior written consent of the parent or eligible student to agency caseworkers or other representatives of state or local child welfare agencies or tribal organizations who are legally responsible for the care and protection of the student, for purposes related to the student's case plan.
8. A high school adult student and/or parent/guardian may grant authority to the district permitting prospective employers to review the student's transcript.

Confidential Health Records

Confidential health records should be stored in a secure area accessible only to the school health care provider, unless an appropriately executed release under Chapter 70.02 RCW has been obtained. Such records are also covered by the Family Education Rights and Privacy Act, permitting parent/guardian access to review and otherwise exercise FERPA rights regarding the records. There is a higher standard of confidentiality and minor students' rights of privacy for records pertaining to HIV, sexually transmitted diseases, drug or alcohol treatment, mental health treatment, family planning, or abortion. The releases for information regarding sexually transmitted diseases, HIV, and drug or alcohol treatment are more restrictive than ordinary medical releases.

Challenges Amendment of Records and Hearings

At the time of inspection and review, the parent/guardian or adult student granted access to records may ~~challenge the appropriateness and accuracy of any record directly related to the~~

~~student and may demand correction or deletion request that information in the student's records be amended.~~ Custodians (e.g., teacher, counselor, nurse, psychologist) may honor such demands by correcting or deleting records which are misleading, violate privacy, or inaccurate, provided that the senior custodian (principal or department head) concurs.

If the senior custodian denies the ~~demanded requested~~ correction or deletion, the parent/guardian or adult student may request an informal hearing before the superintendent or designee, which hearing will be held within 10 school days of the receipt of such request. During the hearing, the superintendent or designee will review the facts as presented by the parent/guardian or adult student and the custodian and decide whether or not to order the demanded correction or deletion. The superintendent or designee will send his/her written decision to the parent/guardian or adult student within 10 school days of the hearing.

~~Upon denial of correction or deletion by the superintendent, the parent/guardian or adult student may make a written request for a Board hearing, which is closed to the public to be conducted in conjunction with the Board's next regular meeting. During such hearing, the Board will review the facts as presented by the parent/guardian or adult student and senior custodian and decide whether or not to order the demanded correction or deletion. The Board will send its written decision to the parent/guardian or adult student within 10 school days of the hearing.~~

~~If the district still decides not to amend the records as a result of the hearing, the p~~Parents/guardians or adult students ~~challenging the appropriateness and accuracy of student requesting an amendment of the~~ records may insert a written explanation of their objections in such records.

Maintenance of Student Records

The student's principal, counselor, or teacher will be the custodian of the cumulative folder. The principal or the student's counselor will be the custodian of the supplementary records. Duplicate copies of all guidance case study reports and reports from non-school agencies contained in a student's supplementary record may be maintained in the district office under the supervision of the superintendent or designee.

Custodians will:

- A. Maintain only those records authorized by these procedures;
- B. Safeguard student records from unauthorized use and disposition;
- C. Maintain access records;
- D. Honor access requests for parent/guardian or adult student;
- E. Delete or correct records upon approval of the senior custodian or upon order of the superintendent or designee or the board; and
- F. Follow the records review schedule and procedures established by the senior custodian.

Senior custodians may assume the duties of custodians and will:

- A. Request student records from other schools;
- B. Maintain security of student records;
- C. Transfer, destroy, and expunge records as permitted;
- D. Supervise activities of their custodians;
- E. Conduct informal hearings and grant or deny approval of corrections or deletions requested by parents/guardians or adult students;

- F. Establish records review schedules and procedures for their respective schools or departments in accordance with procedures governing records disposition. (Psychological test scores will be reviewed annually to determine their relevance to the continuing educational needs of the student.).
- G. Upon transfer of the student to the next level (elementary to middle school, middle school to high school) or upon graduation or transfer outside the district, remove for retention, preservation, or destruction in accordance with applicable disposition procedures any records no longer pertinent to educational program placement; and
- H. Certify to the district records custodian by June 30 of each year the following:
 - 1. Only records pertinent to educational program placement are being maintained, unless otherwise authorized by law; and
 - 2. Required reviews have been accomplished.

The district records custodian will provide overall supervision of student records management and control and will enforce the student records policy and the administrative procedures.

The district will use an array of methods to protect records, including passwords, physical controls (such as locked cabinets), technological controls (such as role-based access controls for electronic records), and administrative procedures.

Disposition of Student Records

The permanent student record will serve as the record of the student's school history and academic achievement. Permanent records filed in the student's cumulative folder are to be extracted and retained before disposition of the folder.

Within ten days after receiving a request, the district will furnish a set of unofficial educational records to the parent/guardian of a student transferring out of state who meets the definition of a child of a military family in transition. When a student transfers to another school in the district, all records including the permanent student record will be transmitted to the other school. When a student transfers to a school outside of the district, the senior custodian will purge the cumulative folder of all nonofficial, extraneous information. A copy of all records will be sent to the requesting school., ~~unless the student has an outstanding fee or fine. In those instances, the enrolling school will be provided with information regarding the student's academic, special placement, immunization history, discipline records, official juvenile court records, and history of violence within two school days, and a copy of the records will be sent as soon as possible. The official transcript will be withheld until the fee or fine is discharged. The enrolling school district will be notified that the transcript is being withheld due to an outstanding fee or fine.~~ The cumulative folder for an elementary or middle school student who leaves the district will be maintained for three (3) years after discontinuance of enrollment in the district.

Cumulative folders and supplementary records of high school students will be retained according to the Washington State Records Retention Schedule. In all cases, the student's permanent record card will be retained in perpetuity by the district.

At the time a student graduates from school or ceases to need special educational services, the parent/guardian or adult student will be informed that personally identifiable information regarding the disabling condition is no longer needed for educational purposes AND that the special education records will be retained by the district for six (6) years before being destroyed

pursuant to the School Districts and Educational Districts Records Retention Schedule approved in accordance with RCW 40.14.070.

When informing the parent/guardian or adult student about his/her rights regarding such records, the district will advise the parent/guardian or adult student that the information may be needed by the student or the parent/guardian to establish eligibility for certain adult benefits, e.g., social security AND that the parent/guardian/adult student should ensure that they possess the necessary documentation, or request copies of certain records from the district BEFORE the district records are destroyed in six (6) years. At the parent's/guardian's or adult student's request, the record information relating to the disabling condition will be destroyed but ONLY after the records have met their six (6) year retention requirement pursuant to the School Districts and Educational Districts Records Retention Schedule. The district may, in its discretion, choose to retain these records for a longer period of time for business purposes.

A parent/guardian or adult student, at his/her expense, may receive a copy of all records to be transmitted to another district.

Large Scale Destruction of Student Records

After exercising care in accordance with that contained in the previous section (Disposition of Student Records), the senior custodian will bundle all records and send them to the district office. Each bundle will be plainly marked: "Student Records--for Destruction," dated and signed by the senior custodian. A summary sheet will be completed and retained in the office. The sheet will indicate: "As of this date, I have determined that the following records may be destroyed in accordance with district and state requirements and have submitted them for destruction." The summary sheet will be dated and signed by the senior custodian.

Electronic Records

Electronic records (including e-mail and web content) created and received by the district in the transaction of public business are public records for the purposes of RCW 40.14 and will be managed consistent with all of the laws and regulations governing the retention disclosure, destruction and archiving of public records. The district will manage electronic records according to the same provisions as paper documents as set forth in the records retention schedules. Electronic records will be retained in electronic format and remain usable, searchable, retrievable, and authentic for the length of the designated retention period. The district will retain electronic records designated as archival in the original format along with the hardware and software required to read the data, unless the data has been successfully migrated to a new system. The district will retain records in compliance with the Local Government Common Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule in Washington State which can both be found online at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Cut-Off

Whenever applicable, the retention period starts with the "cut-off." "Cut-off" is a term used to indicate files or records may be terminated on a predetermined date. "Cut-off" prevents current records from attaining unmanageable size and facilitates the filing of new records. Calendar year records may be "cut-off" on December 31, and a new file established on January 1; all fiscal year records can be "cut-off" only upon the completion of an action or event, such as termination of contract, final payment of a contract, termination of employment, etc. Regardless of the duration of the retention period, records series should be kept in the office files after "cut-off" only as long

as is necessary to satisfy: (1) active reference; (2) audit, when required; and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records center or to an appropriate alternative format, including electronically for the remainder of the retention period.

Date: 12/14/76

Revised: 10/14/08; 4/9/13; 8/18/15; 12/13/16; 4/16/19; 1/21/20; 1/17/23



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Dr. Lance Goodpaster, Superintendent
DATE: January 17, 2023
SUBJECT: Approved Out-of-State Staff Travel Requests

Travel Dates	Traveler Name(s)	Conference/Destination	Funding Source(s)
1/30/23-2/2/23	Brandy Marshall	Talent Acquisition Week <ul style="list-style-type: none">Coronado, CA	<ul style="list-style-type: none">General Funds
2/15/23-2/18/23	John Sander	AASA School Superintendent's National Conference <ul style="list-style-type: none">San Antonio, TX	<ul style="list-style-type: none">LAP Funds
3/19/23-3/22/23 3/19/23-3/23/23	Liza Klumpar Brad Pierce	Consortium of School Networks 2023 Annual Conference <ul style="list-style-type: none">Austin, TX	<ul style="list-style-type: none">General Funds
4/12/23-4/16/23	Vicki Bates	White Privilege Conference <ul style="list-style-type: none">Mesa, AZ	<ul style="list-style-type: none">Title I Funds