

Board of Directors

7 P.M. Meeting

February 14, 2023

This meeting will be held in the Jo Anne Matson Administrative Center located in the Building C Board Room at 315 129th Street South in Tacoma, Washington.

The public may attend in person, online using this Zoom webinar link –
<https://fpschools.zoom.us/j/89298179157?pwd=VEYrcEdFaENOS0lPQUFJUkpZM1gzQT09>
or by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.
Webinar ID: 892 9817 9157 Password: WsM021423

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 (kholtan@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
February 14, 2023 – 7 P.M. Meeting
Jo Anne Matson Administrative Center Board Room, Building C
315 129th Street South, Tacoma, Washington

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<https://fpschools.zoom.us/j/89298179157?pwd=VEYrcEdFaENOS0lPQUFJUkpZM1gzQT09>
 or by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.
 Webinar ID: 892 9817 9157 Password: WsM021423

AGENDA

- I. Call to Order**
- II. Flag Salute**
- III. Establishment of a Quorum**
- IV. Oath of Office**
- V. Adoption of Agenda**
- VI. Announcements and Communication**

- 1. Superintendent
- 2. Student Representatives
- 3. Board of Directors
- 4. Audience/Community

Comments are welcome and will be limited to two minutes per person. In-person attendees may sign up to comment at the check-in table upon arrival. Online Zoom attendees may deliver written comments to or schedule oral comments with the Superintendent's Office (kholtan@fpschools.org or 253-298-3010) by 3 p.m. on February 13, 2023.

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

VII. Consent Agenda

- 1. Minutes: January 17, 2023 and February 7, 2023 A
- 2. Audit of Expenditures: January 2023 B
- 3. Personnel Action C
- 4. Budget Status Reports: December 2023 D

VIII. Unfinished Business

- 1. Policy 1005: Key Functions of the School Board E
- 2. Policy 6570: Property, Data, and Records Management F

IX. New Business

- 1. Travel Request: Overnight Field Trip with Students – Girls Wrestling, FPHS/WHS G
- 2. Travel Request: Overnight Field Trip with Students – LEAP Ambassadors, FPHS H
- 3. Travel Request: Overnight Field Trip with Students – 5th Grade Camp, Harvard I
- 4. Travel Request: Overnight Field Trip with Students – Sports Medicine Club, FPHS J
- 5. Travel Request: Overnight Field Trip with Students – Japan, Ford K
- 6. Out-of-Endorsement Assignments L
- 7. Interdistrict Agreement with PSESD Native American Program M
- 8. School Safety Assessment Services by PSESD N

X. Information

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

XI. Executive Session – Superintendent's Informal Mid-Year Evaluation P

XII. Adjournment

Next Meeting: March 21, 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 871 4679 5546 – (253) 215-8782
or in-person in the Brookdale Elementary School Gym located at 611 132nd Street South, Tacoma, WA 98444.

January 17, 2023

BOARD OF DIRECTORS – WORK SESSION MINUTES

CALL TO ORDER

Director Sablan called the work session to order at 6:04 p.m.

BOARD DIRECTORS PRESENT

Director Davis, Director Sherman, Director Nerio, Director Sablan. District #3 position vacant.

STUDENT REPRESENTATIVES PRESENT

Excused: Representative Castaneira, Representative McMains, Representative Sasamoto.

SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. Superintendent's Update
2. Mid-Year Report
3. 2022 OSPI Study and Survey Report
4. Selection of Student Representatives to the School Board
5. Adjourn

ADJOURNMENT

There being no business to transact, the special meeting adjourned at 6:58 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 871 4679 5546 – (253) 215-8782 or in-person in the Brookdale Elementary School Gym located at 611 132nd Street South, Tacoma, WA 98444.

January 17, 2023

BOARD OF DIRECTORS – MEETING MINUTES

CALL TO ORDER

Director Sablan called the meeting to order at 7:09 p.m.

BOARD DIRECTORS PRESENT

Director Davis, Director Nerio, Director Sablan, Director Sherman. District #3 position vacant.

STUDENT REPRESENTATIVES PRESENT

Excused: Representative Castaneira, Representative McMains, Representative Sasamoto.

SPECIAL RECOGNITION

Superintendent Goodpaster read a proclamation by Governor Inslee regarding School Board Recognition Month and presented certificates of appreciation to all Board directors.

AGENDA

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

23-M-01

ANNOUNCEMENTS & COMMENTS FROM THE SUPERINTENDENT

Superintendent Goodpaster commented on district activities and events.

ANNOUNCEMENTS & COMMENTS FROM THE BROOKDALE PRINCIPAL AND STUDENTS

Principal Connie Holman and Brookdale Elementary School leadership students (Dheia Abraham, Zechariah Ah Sue, Summer Krout, Nylah O'Neal, Anastasia Parker, Audrina Riggles, Jalani Smalls, Corie Talbot, and Omar Vera-Chavez) commented on Brookdale Elementary activities and events.

ANNOUNCEMENTS & COMMENTS FROM STUDENT REPRESENTATIVES

FPHS Family and Community Partnership Coordinator Bonnita Lee, Franklin Pierce High School student Daja Nelson, and Washington High School students La'Nya Davis and Kaenin Newman commented on their summer trip to historically black colleges and universities.

ANNOUNCEMENTS & COMMENTS FROM THE COMMUNITY

- Franklin Pierce Education Association Secretary TJay Johnson commented on building differences.
- Franklin Pierce Education Association President Kevin Marshall commented on safety.

CONSENT AGENDA

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

23-M-02

(1) Minutes

- Minutes of the Board of Directors were approved for the work session and meeting held December 13, 2022, and the work session held on January 10, 2023.

(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 January 17, 2023, authorized the County Treasurer to pay all warrants/transfers specified below.

	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

(3) Personnel Action**NEW HIRES**

NAME	POSITION	LOCATION	HIRE DATE
Aloisio, Brittany	Paraeducator	Central Avenue	01/03/2023
Do, Dung	Full Time Sub Custodian	Keithley	12/12/2022
Downs, Edward	Paraeducator	Washington	01/04/2023
Doyle-Jones, Maria	Paraeducator	Ford	01/03/2023
Graves, Jennefer	Paraeducator	Christensen	12/08/2022
Graves, Richard	Bus Driver	Transportation	12/15/2022
Johnson, Sherry	Dispatcher	Transportation	01/03/2023
Kemp-Cardy, Kacey	Full Time Sub Custodian	Ford	12/28/2022
Kippenhan, Abigail	Teacher	Ford	01/05/2023
Richardson, Aaron	Full Time Sub Custodian	Franklin Pierce	12/27/2022
Sattler, Hannah	Farm Program Assistant	Farm	01/03/2023
Spencer, Bridget	Nutrition Services Assist III	Franklin Pierce	01/03/2023
Sunflower Wirth, Phoebe	Paraeducator	Harvard	01/03/2023
Sutton, Tammy	Transportation Coordinator	Transportation	01/03/2023

(3) Personnel Action (continued)

TERMINATIONS

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

APPOINTMENTS / PROMOTIONS / TRANSFERS

NAME	EFFECTIVE DATE	NEW POSITION & LOCATION	REASON
Guerrero, Peter	12/21/2022	Custodian / Franklin Pierce	Promotion
Loman, Michael	12/12/2022	Assistant Chief Custodian / Hewins ELC	Promotion
Scott, Gary	12/20/2022	Custodian / Ford	Promotion
Webber, Matyson	12/09/2022	Assistant Chief Custodian / GATES	Promotion

(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 November 2022.

POLICY 1610: CONFLICTS OF INTEREST – DISTRICTS WITH 2,000 OR MORE STUDENTS

23-M-03

It was moved by Director Nerio, seconded by Director Sherman, and unanimously passed that the Board of Directors adopt revised FPS Policy 1610: Conflicts of Interest – Districts with 2,000 or More Students.

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

23-M-04

It was moved by Director Davis, seconded by Director Sherman, and unanimously passed that the Board of Directors adopt revised FPS Policy 2020: Course Design, Selection, and Adoption of Instructional Materials.

POLICY 3231: STUDENT RECORDS

23-M-05

It was moved by Director Sherman, seconded by Director Davis, and unanimously passed that the Board of Directors adopt revised FPS Policy 3231: Student Records.

POLICY 5001: HIRING OF RETIRED SCHOOL EMPLOYEES

23-M-06

It was moved by Director Nerio, seconded by Director Sherman, and unanimously passed that the Board of Directors adopt revised FPS Policy 5001: Hiring of Retired School Employees.

POLICY 5410: HOLIDAYS**23-M-07**

It was moved by Director Davis, seconded by Director Nerio, and unanimously passed that the Board of Directors adopt revised FPS Policy 5410: Holidays.

POLICY 5610: SUBSTITUTE EMPLOYMENT**23-M-08**

It was moved by Director Sherman, seconded by Director Nerio, approved by the Student Representatives, and unanimously passed that the Board of Directors adopt revised FPS Policy 5610: Substitute Employment.

OVERNIGHT FIELD TRIP WITH STUDENTS – FPHS ALL-STATE CHOIR CONFERENCE**23-M-09**

It was moved by Director Nerio, seconded by Director Sherman, and unanimously passed that the Board of Directors approve the overnight field trip travel request with a Franklin Pierce High School student to the National Association for Music Education All-State Choir Conference.

CONDITIONAL TEACHING CERTIFICATES**23-M-10**

It was moved by Director Sherman, seconded by Director Davis, and unanimously passed that the Board of Directors approve the request to grant conditional teaching certificates for Robin Allen, Melinda Apel, and Abigail Hope Kippenhan.

INFORMATION TECHNOLOGY SURPLUS APPROVAL**23-M-11**

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

READINESS TO LEARN COMMUNITY PARTNER**23-M-12**

It was moved by Director Davis, seconded by Director Sherman, and unanimously passed 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).

RESOLUTION 23-R-01: ACCEPTANCE OF DECEMBER 2022 STUDY AND SURVEY REPORT**23-M-13**

It was moved by Director Sherman, seconded by Director Davis, and unanimously passed that the Board of Directors adopt Resolution 23-R-01: Acceptance of December 2022 Study and Survey Report.

DEPARTMENT OF CHILDREN, YOUTH & FAMILIES REGIONAL EDUCATION AGREEMENT**23-M-14**

It was moved by Director Nerio, seconded by Director Davis, and unanimously passed that the Board of Directors approve the Washington State Department of Children, Youth, and Families Regional Education Agreement.

POLICY 1005: KEY FUNCTIONS OF THE SCHOOL BOARD

Superintendent Goodpaster presented revised FPS Policy 1005: Key Functions of the School Board for first reading. This item will be placed on the agenda of the next regularly scheduled Board of Directors meeting with action.

POLICY 6570: PROPERTY, DATA, AND RECORDS MANAGEMENT

Superintendent Goodpaster presented revised FPS Policy 6570: Property, Data, and Records Management for first reading. This item will be placed on the agenda of the next regularly scheduled Board of Directors meeting with action.

PROCEDURE 2402P: ENGLISH LANGUAGE ARTS MASTERY-BASED CREDIT

Executive Director of Teaching and Learning Services Vicki Bates presented revised FPS Procedure 2402P: English Language Arts Mastery-Based Credit as an information only item.

PROCEDURE 2403P: MATH MASTERY-BASED CREDIT

Executive Director of Teaching and Learning Services Vicki Bates presented revised FPS Procedure 2403P: Math Mastery-Based Credit 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.

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.

ADJOURNMENT

Director Sablan announced that the next regular meeting of the Board of Directors with action will be held on Tuesday, February 14, 2023, beginning at 7:00 p.m. The meeting will be held in the Jo Anne Matson Administrative Complex located at 315 129th Street South in Tacoma, WA.

There being no further business to transact, the meeting adjourned at 8:44 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 in-person in the Jo Anne Matson Administrative Complex
Board Room at 315 129th Street South, Tacoma, WA 98444.

February 7, 2023

BOARD OF DIRECTORS – SPECIAL MEETING MINUTES

CALL TO ORDER

Director Sablan called the special meeting to order at 6:01 p.m.

BOARD MEMBERS PRESENT

Director Davis, Director Nerio, Director Sablan, Director Sherman. District #3 position vacant.

STUDENT REPRESENTATIVES PRESENT

Representative Sasamoto. Excused: Representative Castaneira, Representative McMains.

ASSOCIATION REPRESENTATIVES PRESENT

FPEA Representative Kim Bond, FPESP Representative Sheryl Moore, IUOE Representative Jesse Tuivaiave.

SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. Board Director Candidate Interviews
2. Executive Session – Discussion of Board Director Candidates
3. Appointment of Board Director

INTERVIEWS OF CANDIDATES

The Board publicly interviewed the candidates for the vacant Franklin Pierce Schools District #3 Director position. The candidates who were interviewed included Mark Baumgarten, Shawn Durnen, and Nora Hacker.

EXECUTIVE SESSION

At 7:25 p.m. Director Sablan announced a recess to allow the audience time to clear the room and also allow association representatives time to complete their interview notes for school board review. Director Sablan also announced the recess would be followed by a 30-to-60-minute executive session to evaluate the qualifications of the candidates with action to follow. The executive session began at 7:45 p.m. in accordance with RCW 42.30.110. Director Sablan reconvened the meeting at 8:37 p.m. to take action and announce the Board's choice for the District #3 Director position on the Franklin Pierce Schools Board of Directors.

APPOINTMENT OF NEW BOARD MEMBER

It was moved by Director Nerio, seconded by Director Sherman, and unanimously passed by roll call vote that the Board of Directors approve and appoint Mark Baumgarten to complete the term of District #3 Director on the Franklin Pierce Schools Board of Directors.

23-M-15

ADJOURNMENT

There being no further business to transact, the special meeting adjourned at 8:41 p.m.

Secretary of the Board

President of the Board

MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: February 14, 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 February 14, 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	\$6,639,617.84	1/31/2023
	273927-273930	\$580.65	1/06/2023
	274054-274071	\$10,741.43	1/31/2023
	274072-274108	\$3,172,163.58	1/31/2023
General Fund – A/P	A/P Direct Deposit	\$11,468.73	1/13/2023
	273931-273981	\$245,862.08	1/13/2023
	273987	\$39,807.28	1/13/2023
	A/P Direct Deposit	\$384,985.50	1/31/2023
	273988-274044	\$413,612.83	1/31/2023
Capital Projects	A/P Direct Deposit	\$363,937.08	1/13/2023
	273982-273986	\$127,894.98	1/13/2023
	A/P Direct Deposit	\$37,560.93	1/31/2023
	274045-274048	\$28,501.82	1/31/2023
ASB	A/P Direct Deposit	\$41.07	1/13/2023
	A/P Direct Deposit	\$20,917.53	1/31/2023
	274049-274053	\$3,353.14	1/31/2023
Trust	A/P Direct Deposit	\$52.91	1/31/2023

MEMORANDUM

TO: Board of Directors
FROM: Brandy Marshall, Executive Director of Human Resources and Business Services
DATE: February 14, 2023
SUBJECT: Personnel Action

NEW HIRES

NAME	POSITION	LOCATION	HIRE DATE	REASON
Alexy, Julie	Paraeducator	Hewins ELC	01/20/2023	Replacement
Blodgett, Amelia	Paraeducator	Christensen	01/18/2023	Growth
Coleman, Endia	Paraeducator	Brookdale	01/24/2023	Growth
Hilliard, Peiyton	Paraeducator	Washington	02/10/2023	Leave of Absence
Lukinov, Ekaterina	Paraeducator	Harvard	01/24/2023	Replacement
Misley, Cole	IT Support Specialist	Information Technology	02/01/2023	Replacement
Muai, Margaret	LPN	Brookdale	02/09/2023	Replacement
Reyes, Luis	Paraeducator	Hewins ELC	01/23/2023	Replacement

TERMINATIONS

NAME	POSITION	LOCATION	HIRE DATE	EFFECTIVE DATE	REASON
Freeman, Samuel	CCS/CC Office Assistant	GATES/CTE	11/01/2022	01/31/2023	Resignation
Ibarra, Maddison	Custodian	Keithley	06/22/2017	01/31/2023	Resignation
Johnson, Demetrius	Assistant Chief Custodian	James Sales	02/28/2020	01/20/2023	Resignation
Johnson, Jordan	Teacher	Collins	08/22/2022	02/17/2023	Resignation
Kuich, Melisa	Paraeducator	Central Avenue	08/30/2022	02/08/2023	Termination
Lemke, Rebecca	Payroll Coordinator	Payroll	07/11/2022	01/18/2023	Termination
Pound, Hailie	Assistant Chief Custodian	Elmhurst	07/21/2021	01/20/2023	Resignation
Powell, Elizabeth	Paraeducator	Washington	08/30/2022	02/03/2023	Termination
Rambow, Sierra	LPN	Brookdale	03/22/2021	01/31/2023	Resignation
Randall, Kirsten	Paraeducator	Washington	11/01/2019	01/27/2023	Resignation
Sledge, Andrea	Data System Specialist/ Project Manager	Information Technology	10/07/2019	01/31/2023	Resignation
Vigus, David	Dispatcher	Transportation	09/26/2003	01/31/2023	Retirement
Watson Gipson, Brenda	Bus Driver	Transportation	04/17/2017	01/13/2023	Retirement

APPOINTMENTS / PROMOTIONS / TRANSFERS

NAME	PREVIOUS POSITION & LOCATION	DATE	NEW POSITION & LOCATION	REASON
Bailey, Cecil	Assistant Chief Custodian / Midland	01/30/2023	Groundskeeper / Support Services	Reassignment
Do, Dung	Full Time Substitute Custodian / Keithley	01/25/2023	Custodian / Keithley	Promotion
Miles, Sierra	District Office Coordinator / Administration	02/13/2023	Payroll Coordinator / Payroll	Reassignment
Scott, Gary	Custodian / Ford	01/24/2023	Assist. Chief Custodian / James Sales	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: February 14, 2023
SUBJECT: Budget Status Reports, December 2022

Attached are the Budget Status Reports for all funds for December 2022

General Fund

As of December 31, 2022, the ending fund balance was \$6,578,063. Property tax received was \$78,339 in December for a total revenue of \$10,998,727. Expenditures totaled \$11,406,975 with an excess of expenditures over revenues of \$408,248.

Capital Project Fund

As of December 31, 2022, the ending fund balance was \$17,011,733. Property tax received was \$12,700. Local income from interest and impact fees totaled \$62,728.

Expenditures:

- **Bond: \$623,951**
- **Technology Levy: \$76,995**
 - Network Infrastructure: \$7,453
 - New Computers: \$12,004
 - Fiber: \$16,172
 - VOIP Charges: \$23,522
 - Other software: \$1,510
 - Utilities: \$10,838
 - Bell & Clock System: \$5,496

Debt Service Fund

Property tax collections in December totaled \$52,423 with an ending fund balance of \$1,660,912. Principal and interest was paid on December 1 in the amount of \$7,093,850.

Associated Student Body Fund

Ending fund balance was \$535,208.

Transportation Vehicle Fund

Ending fund balance of \$1,406,180.

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 December, 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	78,339.71	7,428,417.93		9,899,242.07	42.87
2000 LOCAL SUPPORT NONTAX	600,000	110,596.99	292,144.12		307,855.88	48.69
3000 STATE, GENERAL PURPOSE	76,159,943	6,688,258.81	23,565,748.50		52,594,194.50	30.94
4000 STATE, SPECIAL PURPOSE	25,353,221	2,198,459.96	7,422,756.75		17,930,464.25	29.28
5000 FEDERAL, GENERAL PURPOSE	170,000	6,903.45	9,719.50		160,280.50	5.72
6000 FEDERAL, SPECIAL PURPOSE	34,954,307	1,916,168.60	3,384,356.51		31,569,950.49	9.68
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	 10,998,727.52	 42,061,684.46		 112,546,146.54	 27.21
 <u>B. EXPENDITURES</u>						
00 Regular Instruction	71,386,730	5,293,355.72	21,616,359.21	40,400,776.82	9,369,593.97	86.87
10 Federal Stimulus	8,753,281	440,056.24	1,219,877.68	10,136,601.78	2,603,198.46-	129.74
20 Special Ed Instruction	23,369,428	1,732,335.97	6,745,594.13	13,134,128.84	3,489,705.03	85.07
30 Voc. Ed Instruction	6,132,869	445,247.95	1,735,330.72	2,909,430.47	1,488,107.81	75.74
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	14,012,582	1,091,979.94	4,303,692.85	8,208,956.16	1,499,932.99	89.30
70 Other Instructional Pgms	1,865,498	81,423.22	224,890.61	391,142.86	1,249,464.53	33.02
80 Community Services	709,971	63,744.34	253,377.98	487,123.39	30,530.37-	104.30
90 Support Services	30,970,109	2,258,832.41	9,315,275.28	14,593,053.04	7,061,780.68	77.20
 <u>Total EXPENDITURES</u>	 157,200,468	 11,406,975.79	 45,414,398.46	 90,261,213.36	 21,524,856.18	 86.31
 <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>	2,592,637-	408,248.27-	3,352,714.00-		760,077.00-	29.32
 <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>	 9,407,363		 6,578,063.11			
<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 December, 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	12,700.70	1,201,107.84		1,673,599.16	41.78
2000 Local Support Nontax	595,200	62,728.13	266,708.59		328,491.41	44.81
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	 75,428.83	 1,467,816.43		 9,714,409.57	 13.13
 <u>B. EXPENDITURES</u>						
10 Sites	350,000	27,368.13	206,158.17	69,621.52	74,220.31	78.79
20 Buildings	23,263,000	601,302.97	2,489,673.35	13,363,994.37	7,409,332.28	68.15
30 Equipment	2,000,000	90,614.92	782,402.06	1,859,426.69	641,828.75-	132.09
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	2,000.00	1,050.00-	210.53
 <u>Total EXPENDITURES</u>	 25,613,950	 719,286.02	 3,478,233.58	 15,295,042.58	 6,840,673.84	 73.29
 <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-	643,857.19-	2,010,417.15-		12,421,306.85	86.07-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 16,000,000		 19,022,150.23			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 1,568,276		 17,011,733.08			
<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 December, 2022

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	10,667,700	52,423.58	4,939,225.16		5,728,474.84	46.30
2000 Local Support Nontax	10,000	4,505.06	40,628.46		30,628.46-	406.28
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	 56,928.64	 4,979,853.62		 5,697,846.38	 46.64
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	4,190,000	4,190,000.00	4,190,000.00	0.00	.00	100.00
Interest On Bonds	5,713,277	2,903,850.00	2,903,850.00	0.00	2,809,427.00	50.83
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	 7,093,850.00	 7,094,450.00	 0.00	 2,818,827.00	 71.57
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXPENDITURES</u> <u>(A-B-C-D)</u>	764,423	7,036,921.36-	2,114,596.38-		2,879,019.38-	376.63-
 <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		 1,660,912.29			
<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 December, 2022

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 GENERAL STUDENT BODY	304,000	8,653.24	46,931.01		257,068.99	15.44
2000 ATHLETICS	211,300	9,232.33	67,926.20		143,373.80	32.15
3000 CLASSES	45,500	206.00	18,305.35		27,194.65	40.23
4000 CLUBS	148,950	2,013.95	17,388.81		131,561.19	11.67
6000 PRIVATE MONEYS	25,000	1,841.40	4,159.40		20,840.60	16.64
<u>Total REVENUES</u>	734,750	21,946.92	154,710.77		580,039.23	21.06
B. EXPENDITURES						
1000 GENERAL STUDENT BODY	303,300	6,394.79	32,837.63	900.00	269,562.37	11.12
2000 ATHLETICS	214,100	9,795.29	45,832.03	1,595.00	166,672.97	22.15
3000 CLASSES	46,100	49.14	7,990.01	0.00	38,109.99	17.33
4000 CLUBS	147,450	2,173.97	8,472.35	0.00	138,977.65	5.75
6000 PRIVATE MONEYS	21,000	8,242.24	11,462.42	0.00	9,537.58	54.58
<u>Total EXPENDITURES</u>	731,950	26,655.43	106,594.44	2,495.00	622,860.56	14.90
C. EXCESS OF REVENUES						
<u>OVER(UNDER) EXPENDITURES</u> (A-B)	2,800	4,708.51-	48,116.33		45,316.33	> 1000
D. TOTAL BEGINNING FUND BALANCE	450,000		487,092.61			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE	452,800		535,208.94			
<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 December, 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	4,824.06	15,500.18		14,500.18-	> 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	4,824.06	15,500.18		1,850,014.82	0.83
 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	4,824.06	15,500.18		1,850,014.82	0.83
 <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-	4,824.06	15,500.18		451,171.18	103.56-
 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		1,406,180.59			
<u>(G+H + OR - I)</u>						



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: February 14, 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

I move that the Board of Directors adopt revised FPS Policy 1005: Key Functions of the School Board.

ACTION REQUIRED

KEY FUNCTIONS OF THE BOARD

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

Responsible Governance

The board, with participation by the community, 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 to education excellence and equity for all students.

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 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.

Community Engagement

The board will serve as education's key advocate on behalf of students and their schools. The board 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
	Board Policy 1810	Annual Goals and Objectives
	Board Policy 1820	Evaluation of the Board



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MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: February 14, 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

I move that the Board of Directors adopt revised FPS Policy 6570: Property, Data, and Records Management.

ACTION REQUIRED

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;
- F. Percentage of federal participation in the cost of the property; and
- G. 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	Preservation and Destruction of Public Records
	RCW 40.14.010	Definition of public records
	RCW 42. 56.070-080	Public Records
	34 C.F.R. § 80.32	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



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: February 14, 2023
SUBJECT: Travel Request: Overnight Field Trip with Students

BACKGROUND INFORMATION

Group: Girls Wrestling, FPHS and WHS
Destination: Sedro Woolley, WA
Purpose: Regional Wrestling Tournament

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.

This procedure also states that travel request timelines for WIAA tournament participation will be waived. Arrangements are to be made as soon as eligibility is known. When a travel request for an overnight field trip with students requires expedited approval within the normal two-week timeline due to special circumstances or unanticipated events, the superintendent is authorized to approve such request on behalf of the school board and will submit the travel request at the next board meeting. Such circumstances and events include student groups qualifying for state, regional, or national competitions.

RECOMMENDATION

I move that the Board of Directors approve the overnight field trip travel request with Franklin Pierce High School and Washington High School students for the girls regional wrestling tournament.

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: February 7, 2023

School: Franklin Pierce and Washington High Schools

Name of Teacher/Advisor/Travelers: Michael Andrews, Chanda Hanson

Class/Group: Girls Wrestling

How many students will be attending?: 5

How many adults will provide supervision? 2

Conference Name/Activity: Regional Wrestling

Destination (City, State): Sedro Woolley

Departure Date: 2/10/2023

Departure Time: 2:30 pm

Return Date: 2/11/2023

Estimated Return Time: 9:00 pm

Method of Transportation: District van

Educational Objective(s): To compete in the State Regional Wrestling tournament

Describe activities planned for trip: Participate in state wrestling

ESTIMATED TRAVEL COSTS

		Cost	Funding Source
Payroll	Substitutes	\$ <u>0</u>	
Procurement Card	Registration Fee	\$ _____	
	Lodging	\$ <u>600.00</u>	<u>0133 28 8585 7200 7200 0000 1</u>
	Transportation	\$ <u>800.00</u>	<u>0105 28 0750 2700 7200 0000 1</u>
	Other	\$ <u>500.00</u>	<u>Meals included with lodging</u>
Reimbursement	Mileage	\$ _____	
	Meals	\$ _____	
	TOTAL	\$ <u>1,900.00</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: Lance Goodpaster, Superintendent
DATE: February 14, 2023
SUBJECT: Travel Request: Overnight Field Trip with Students

BACKGROUND INFORMATION

Group: Latino/a Educational Achievement Project (LEAP) Ambassadors, FPHS
Destination: Tacoma and Olympia, WA
Purpose: 2023 LEAP Conference

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

RECOMMENDATION

I move that the Board of Directors approve the overnight field trip travel request with Franklin Pierce High School LEAP Ambassador students for the 2023 LEAP 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: January 31, 2023

School: Franklin Pierce High School

Name of Teacher/Advisor/Travelers: Elsy Olivares Rodea and Ariana Hernandez

Class/Group: LEAP Ambassadors

How many students will be attending?: 5

How many adults will provide supervision? 1

Conference Name/Activity: 2023 LEAP Conference

Destination (City, State): Tacoma WA & Olympia WA

Departure Date: March 26, 2023

Departure Time: approx 1:30 pm

Return Date: March 28, 2023

Estimated Return Time: 10 pm

Method of Transportation: LEAP will transport March 26 / remaining transportation needs via FPS school bus

Educational Objective(s): will prepare and provide students with the tools and resources to become actively engaged as leaders and advocates in their communities.

Describe activities planned for trip: Guest speakers, workshops, networking, meeting with state lawmakers in Olympia.

ESTIMATED TRAVEL COSTS

		Cost	Funding Source
Payroll	Substitutes	\$ <u>420.00</u>	<u></u>
Procurement Card	Registration Fee	\$ <u>0.00</u>	<u></u>
	Lodging	\$ <u>0.00</u>	<u></u>
	Transportation	\$ <u>0.00</u>	<u></u>
	Other	\$ <u></u>	<u></u>
Reimbursement	Mileage	\$ <u></u>	<u></u>
	Meals	\$ <u></u>	<u></u>
	TOTAL	\$ <u>420.00</u>	<u></u>

Comments:

LEAP pays all expenses for ambassadors; however, we have another group of 22 attending on a daily, rather than overnight, basis, who need bus transport arranged via an extended FT app.

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



Franklin Pierce Schools

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

MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: February 14, 2023
SUBJECT: Travel Request: Overnight Field Trip with Students

BACKGROUND INFORMATION

Group: Harvard 5th Grade
Destination: Longbranch, WA
Purpose: 5th Grade Outdoor Education Camp

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

RECOMMENDATION

I move that the Board of Directors approve the overnight field trip travel request with Harvard Elementary School 5th grade students for outdoor education camp.

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: Harvard Elementary

Name of Teacher/Advisor/Travelers: Robert Kuboyama, Casey McDonald, Maria Carolina Massey, Hisashi Springer

Class/Group: 5th Grade

How many students will be attending?: 62

How many adults will provide supervision? 18

Conference Name/Activity: Camp Colman

Destination (City, State): Longbranch, WA

Departure Date: April 3, 2023

Departure Time: 9:45 am

Return Date: April 5, 2023

Estimated Return Time: 2:00 pm

Method of Transportation: School bus

Educational Objective(s): Individuals are empowered to discover their unique talents and strengths and encouraged to share those with their peers through exploration, curiosity, & critical thinking.

Describe activities planned for trip: Marine Invertebrates, Micro Forest, Squid Dissection, OWLS, Climbing Tower, & a Night Hike.

ESTIMATED TRAVEL COSTS

		Cost	Funding Source	Comments:
Payroll	Substitutes	\$ <u>0</u>	<u></u>	
Procurement Card	Registration Fee	\$ <u></u>	<u></u>	
	Lodging	\$ <u></u>	<u></u>	
	Transportation	\$ <u></u>	<u></u>	
	Other	\$ <u>3000.00</u>	<u>ASB/Fundraising</u>	
Reimbursement	Mileage	\$ <u>362.00</u>	<u>ASB/Fundraising</u>	
	Meals	\$ <u></u>	<u></u>	
	TOTAL	\$ <u>3362.00</u>	<u></u>	

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



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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: February 14, 2023
SUBJECT: Travel Request: Overnight Field Trip with Students

BACKGROUND INFORMATION

Group: Sports Medicine Club, FPHS

Destination: Spokane, WA

Purpose: WA Career & Technical Sports Medicine Assoc. State Symposium and Competition

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

RECOMMENDATION

I move that the Board of Directors approve the overnight field trip travel request with Franklin Pierce High School Sports Medicine Club students for the Washington State Career and Technical Sports Medicine Association Symposium and Competition.

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: January 30, 2023

School: Franklin Pierce High School

Name of Teacher/Advisor/Travelers: Tiffany Disney

Class/Group: FPHS Sports Medicine Club

How many students will be attending?: 24

How many adults will provide supervision? 2

Conference Name/Activity: WCTSMA State Symposium and Competition

Destination (City, State): Spokane, Washington

Departure Date: April 27, 2023

Departure Time: 7:00 am

Return Date: April 29, 2023

Estimated Return Time: 10:00 pm

Method of Transportation: School bus

Educational Objective(s): participate in leadership activities, learn more about medical careers and medical issues, and interact and compete with other students in the state of Washington (WCTSMA CTSO).

Describe activities planned for trip: Leadership symposium, college site visits, medical competitions, and team activities.

ESTIMATED TRAVEL COSTS

		Cost	Funding Source	Comments:
Payroll	Substitutes	\$ <u>840.00</u>	<u>CTE</u>	
Procurement Card	Registration Fee	\$ <u>550.00</u>	<u>ASB (Fundraising)</u>	
	Lodging	\$ <u>2,880.00</u>	<u>ASB (Fundraising) & CTE</u>	
	Transportation	\$ <u>1,736.00</u>	<u>CTE</u>	
	Other	\$ _____	_____	
Reimbursement	Mileage	\$ _____	_____	
	Meals	\$ _____	_____	
	TOTAL	\$ <u>6,006.00</u>	_____	

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



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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: February 14, 2023
SUBJECT: Travel Request: Overnight Field Trip with Students

BACKGROUND INFORMATION

Group: Ford Middle School

Destination: Tokyo, Japan

Purpose: Learn about Japanese culture and history

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 Ford Middle School students travelling to Japan in July 2024.

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: _____

School: _____

Name of Teacher/Advisor/Travelers: _____

Class/Group: _____

How many students will be attending?: _____

How many adults will provide supervision? _____

Conference Name/Activity: _____

Destination (City, State): _____

Departure Date: _____

Departure Time: _____

Return Date: _____

Estimated Return Time: _____

Method of Transportation: _____

Educational Objective(s): _____

Describe activities planned for trip: _____

ESTIMATED TRAVEL COSTS

		Cost	Funding Source	Comments:
Payroll	Substitutes	\$ _____	_____	
Procurement Card	Registration Fee	\$ _____	_____	
	Lodging	\$ _____	_____	
	Transportation	\$ _____	_____	
	Other	\$ _____	_____	
Reimbursement	Mileage	\$ _____	_____	
	Meals	\$ _____	_____	
	TOTAL	\$ _____	_____	

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.



EDUCATIONAL
TOURS

International Travel Program Proposal

Morris Ford Middle School / Michelle Bergeron



Japan: Land of the Rising Sun - Summer 2024

eftours.com/JPN

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

What's contained in this document

- Pg. 2** Safety
- Pg. 4** Liability protection
- Pg. 6** Affordability
- Pg. 7** Educational value
- Pg. 8** Itinerary specifics
- Pg. 8** Cost and payment options
- Pg. 9** Sample hotels
- Pg. 10** Sample meals
- Pg. 11** Next steps

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

***For specific information on EF's response to COVID-19, visit [efcours.com/covid](https://www.efcours.com/covid)**

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response Team

— This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team

— Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director — Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

Tour Consultant — This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support — Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones — For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.



Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

COVID Care Promise

Provided to all groups

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

Global Travel Protection Plan

Available to all travelers

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Global Travel Protection Plan Plus

Available to all travelers

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

Background checks for adult travelers

EF requires all adults (18 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

Resources for managing cost and payments

Automatic Payment Plan – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

Donation pages – Each student has access to their own unique and customizable donation page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

Global Citizen Scholarship Fund – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

Risk-free enrollment period – New travelers who enroll by their Early Enrollment Discount Deadline can cancel for any reason up to 14 days after enrollment for a full refund of 100% of the money paid to EF. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible. To be eligible, the traveler must enroll on a tour at least 110 days prior to the scheduled departure date.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places, and cultures
- Discover more about themselves

To learn more about EF's educational philosophy, visit <https://www.eftours.com/our-story/educational-approach>

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.



Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.
- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$215.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$285/\$450) through Southern New Hampshire University.

Itinerary specifics


For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.





Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Price details

Price valid until 11/30/2022

STUDENT		ADULT	
\$4,349		\$4,939	
or \$237/ 18 mos		or \$270/ 18 mos	
Program Price		\$4,359	
Global Travel Protection		\$190	
Early Enrollment Discount		-\$200	
For every 6 paying travelers, 1 chaperone travels free.			
YOUR TOUR		TEAM & SUPPORT	
 Airfare & transportation			

	Hotels
	Regional-style meals
	Guided sightseeing
	Entrances

Adult supplement required for travelers age 20 and older at the time of travel.

Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at [ef-tours.com/baggage](https://www.ef-tours.com/baggage). All prices subject to verification by an EF Tour Consultant. To view EF's Booking Conditions, visit [ef-tours.com/bc](https://www.ef-tours.com/bc).

Sample hotels

Every hotel we work with must meet our high standards for safety, quality, and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and are subsequently inspected regularly to ensure they continue to satisfy those parameters. Please note that hotels abroad may have different amenities than travelers are accustomed to in the United States.

Here are some examples of hotels students might stay in on tour:

Pearl Hotel Ryogoku | Tokyo

www.pearlhotels.jp

Pearl Hotel Ryogoku is conveniently located across from Ryogoku Station, which allows groups to explore the vast city of Tokyo with ease. Students are roomed in twin accommodations or in multi-bed suites. Each room has recently been renovated and includes a TV, telephone, air conditioning, and a hair dryer.

Hotel Sunmi Club | Hakone

www.sunmi.co.jp

Each room at Hotel Sunmi offers dazzling views of Sagami Bay's gentle waves. Rooms are also equipped with a TV, hair dryers, air conditioning, toiletries, and tea sets. In their free time, guests can enjoy a meal at the hotel restaurant or take a dip in the pool.

Tozankaku | Kyoto

www.sanyo-kogyo.co.jp/tozankaku

The Tozankaku Hotel is located nearby Kyoto Station in the Higashiyama area of Kyoto. Each of the hotel's 131 rooms offers a TV, desks, air conditioning, and traditional Japanese decor. Visitors can also enjoy a meal at the hotel restaurant.

Sobial Hotel | Osaka

www.osaka.sobial.jp

The Sobial Hotel is located just a short walk from Taisho Station, near the junction of the Shirinashi and Kizu Rivers. Guests can enjoy the hotel's public bath and on-site restaurant.



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Brandy Marshall, Executive Director of Human Resources and Business Services
DATE: February 14, 2023
SUBJECT: Out-of-Endorsement Assignments

BACKGROUND INFORMATION

WAC 181-82-105 states that a classroom teacher should be assigned to teach classes for which course codes match the teacher's endorsement. Our district is challenged to recruit and assign teachers to courses that match their endorsement(s). Consistent with WAC 181-82-110, the district requests school board approval to assign the following teachers to instruct a class other than in their area of endorsement:

Diane Blankenship Currently endorsed in Elementary Education, she will teach courses that require an endorsement in English Language Learner.

Daniel Kexel Currently endorsed in Instrumental Music and Music, he will teach courses that require an endorsement in Middle Level Mathematics.

As required by law, the district will provide planning and study time for these teachers. During the 2022-2023 school year, these teachers will either earn the additional endorsement or be reassigned the following school year to teach courses that match their endorsement.

RECOMMENDATION

I move that the Board of Directors approve the assignment of Diane Blankenship to teach ELL at Christensen Elementary School and Daniel Kexel to teach Financial Literacy at Ford Middle School.

ACTION REQUIRED



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Julien Pollard, Director of Equity
DATE: February 14, 2023
SUBJECT: Interdistrict Agreement with PSESD Native American Education Program

BACKGROUND INFORMATION

This agreement allows the PSESD Native American Education Program to provide enhanced services to Franklin Pierce School District Native American students, teachers, and families during the second semester of the 2022-23 school year. Franklin Pierce Schools is part of a four district consortium and this contract represents a budgetary contribution aligned with the contributions of the three other districts. This supplemental funding will increase staff hours, cultural supplies, field trips, and other direct service supports for the program and Native youth.

RECOMMENDATION

I move that the Board of Directors approve the FFS No. 2223-5970-002 Interdistrict Agreement with the Puget Sound Educational Service District Native American Education Program.

ACTION REQUIRED



FFS No. 2223-5970-002

**INTERDISTRICT AGREEMENT
BETWEEN**

**PUGET SOUND EDUCATIONAL SERVICE DISTRICT
800 Oakesdale Ave SW
Renton WA 98057**

AND

**FRANKLIN PIERCE SCHOOL DISTRICT
315 129TH ST SOUTH
Tacoma, WA 98444**

THIS AGREEMENT is made and entered into by and between PUGET SOUND EDUCATIONAL SERVICE DISTRICT, hereinafter referred to as "PSESD," and the **Franklin Pierce School District** hereinafter referred to as "**FPSD**."

IT IS THE PURPOSE OF THIS AGREEMENT to provide program services by the PSESD Native American Education Program to Franklin Pierce School District Native American students, teachers, and families during the second semester of the 2022-23 school year.

DUTIES OF PSESD

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

1. Provide cultural and educational expertise to work with Native American students in various FPSD schools and online learning. Support PSD staff in support of Native student success, and advocate on behalf of Native families as requested.
2. Provide an annual invoice with a description of the work done by the Native American program to the FPSD.
3. Monthly communication (and as needed) between the NAEP manager and the program's FPSD district contact (Julien Pollard) on the work the NAEP is doing with these funds.
4. PSESD NAEP shall comply with all federal and state requirements applicable to the services provided under this Agreement.

PSESD and any employee of PSESD shall be subject to and shall comply with all of the requirements and duties of Washington law pertaining to those in public service who work with and around children, including but not limited to the following statutory provisions. The requirements and duties set forth therein shall apply to PSESD and its employees the same as if they were the District or employees of the District.

- RCW 28A.400.303. Records checks for employees.
- RCW 28A.400.330. Crimes against children; convictions or guilty pleas. Failure to comply with this section shall be grounds for immediate termination of this Agreement.
- RCW 28A.400.332. Use of persons, money, or property for private gain.
- RCW 26.44.030. Reports of child abuse or neglect. PSED further agrees to train its employees about their obligations under this section before they begin providing services.
- RCW 28A.400.317. Physical abuse or sexual misconduct by school employees; duty to report; training.

DUTIES OF DISTRICT

In order to assist the PSED NAEP in providing services, FPSD shall perform the following functions within the constraints of the contract and in accordance with health and safety guidelines due to COVID-19:

1. Participating FPSD schools will work with NAEP staff to schedule dates and times that will work for both parties to visit the school to see Native students or provide classroom presentations on Native American history and culture.
2. Will allow reasonable access to Native American students that are active participants in the NAEP.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on **September 1, 2022** and be completed on **June 30, 2023**, unless terminated sooner as provided herein.

PAYMENT

The parties have determined that the cost of accomplishing the work herein will not exceed **\$10,000**.

Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount.

BILLING PROCEDURE

Payment to PSED for approved and completed work will be made by warrant or account transfer within 30 days of receipt of an invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date of this Agreement or the end of the fiscal year, whichever is earlier.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the **FPSD**. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

INDEMNIFICATION / HOLD HARMLESS

Each party shall defend, indemnify and hold the other party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of either party.

Each party shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of this Agreement by either party, their agents, representatives, employees or subcontractors.

CONFIDENTIALITY

PSESD acknowledges that student data, material and information which originates from this Agreement, and the student assessment data, material and information which will come into its possession in connection with performance under this Agreement, consists of confidential data owned by the FPSD or confidential personally identifiable data subject to the federal Family Educational Rights and Privacy Act or other privacy laws, and that disclosure to or use by third parties would be damaging.

PSESD, therefore, agrees to hold all such material and information in strictest confidence, not to make use thereof other than for the performance of this Agreement, to release it only to the district authorized employees and agents requiring such information and not release or disclose it to any other party unless required by law to do so.

TERMINATION

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Statement of work; and
- c. Any other provisions of the Agreement, including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

DEBARMENT

By signing this Agreement, each party, PSESD and the FPSD, certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency and has authorization to enter into the attached Agreement.

The PSESD and the FPSD agree to written notification in the event it is debarred, suspended, or proposed for debarment by any Federal department or agency.

AGREEMENT MANAGEMENT

A representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

PSESD NAEP Director Jason LaFontaine
FPSD Director of Equity Julien Pollard

IN WITNESS WHEREOF, the parties have executed this Agreement.

Franklin Pierce School District

Puget Sound Educational Service District

Signature

Signature

Superintendent

Title

Date

Title

Date

BUSINESS OFFICE USE ONLY

Payor Key: _____ Approved by/date: _____

Account Codes:

960: 01 R 960 5970 83 0000 022 3800 0000

Amount: \$10,000.00

960:

Amount:

Invoiced date/number: _____

Comments: _____

Copies mailed: Department _____ Customer: _____



Franklin Pierce Schools

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

MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: February 14, 2023
SUBJECT: PSESD School Safety Assessment Proposal

BACKGROUND INFORMATION

At our request, the Puget Sound Educational Service District (PSESD) has provided their proposal to conduct a school safety assessment of our schools. Staff from PSESD have already toured some of our schools and met with some of our concerned staff to gather information for the attached proposal which includes the scope of the project, project design, activities, and the project cost. Once approved by the school board, we will request the assessment begin as soon as possible.

RECOMMENDATION

I move that the Board of Directors approve the Puget Sound Educational Service District proposal for school safety assessment services.

ACTION REQUIRED

Proposal to Provide Services for:

School Safety Assessment for Franklin Pierce School District

January 20, 2023

Updated 02/06/2023



Scope of Project

Franklin Pierce School District (“FPSD”) was able to pass a bond in 2016 to replace five of their elementary schools. These sites are up and running with an Access Control strategy that is intended to be implemented into all school sites. FPSD reports that seven of their district sites are online with Access Control; five of which are the newly constructed buildings. The addition of five more sites is planned as part of the next phase of implementation. The priority of FPSD is to ensure safety to the students and staff. Concurrently, it is their goal to audit their Access Control strategy before they launch into the next phase of implementation making any recommended changes to their Access Control strategy as provided by Puget Sound Educational Services District (“PSESD”).

Project Design:

PSESD will engage and dispatch agency multi-disciplinary safety and operations team to meet with FPSD to understand their Access Control concerns as elevated by their staff and understand their goals and priorities.

PSESD agency multi-disciplinary safety and operations physically assess the identified building(s) to:

- Identify and assess the potential vulnerabilities and risks with the district Access Control to include card access points, proximity of playgrounds and parking lots, lighting, and camera locations.
- Review Access Control Strategy (key holders, etc.) with key FPSD staff members.
- Meet with FPSD building specific safety team to capture the concerns.
- Assess future site implementation/conversion to determine Access Control building strategy (card sites, etc.) for safe path for staff entry, ensuring staff and student safety.

- PSESD will generate a synthesized report with observations and recommendations.
- PSESD will meet with FPSD to discuss report enabling the district to make decisions about any steps needed to address current staff security and safety concerns and any steps to adapt their Access Control Strategy moving forward.

Activities:

A safety audit of this kind is not a static event. It is one that includes on scene education of district staff and others involved in the audit itself. The key to success is the involvement of the key leaders of the site and district in the process. The individual site audits themselves will include a walk through that may take several hours along with added meetings and information gathering.

Project Cost:

The proposed cost for the School Safety Audit is \$9,887 with 56.5 estimated hours for all project activities. This will include sites and activities specified above and will conclude with a full report listing findings and recommendations. The report will become the property of the Franklin-Pierce School District.

All projected costs are estimated on a base hourly rate of \$175 per hour and include PSESD indirect costs.

MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: February 14, 2023
SUBJECT: Approved Out-of-State Staff Travel Requests

Travel Dates	Traveler Name(s)	Conference/Destination	Funding Source(s)
02/26/23-02/28/23	Timothy Bremner, Ramon Paz	Educating for Careers <ul style="list-style-type: none"> Sacramento, CA 	Perkins Grant
03/08/23-03/10/23	Kelsey Akins, Meghan Almond, Jesse McNeil	Washington Activity Coordinators Association Conference <ul style="list-style-type: none"> Vancouver, WA 	ASB Fund
03/20/23-03/22/23	Linda DiGiorgi	Consortium for School Networking (COSN) 2023 Annual Conference <ul style="list-style-type: none"> Austin, TX 	General Fund
03/28/23-04/02/23	Kristen Smith	National Social Work Conference <ul style="list-style-type: none"> Broomfield, CO 	Title I
03/29/23-04/03/23	Valinda Jones	2023 Innovative Schools Summit <ul style="list-style-type: none"> Orlando, FL 	General Fund
06/06/23-06/09/23	Kwesi Amoah-Forson, Jen Aquino, Erica Bravo, Tim Bremner, Brooke Brown, Melissa Cadero, Rosita Castellano, Christine Colling, Emily Donbeck, Connie Holman, Alexis Jordan, Kristina Levendoski, Claudia Miller, Letysha Plaskett, Annie Plutko, Julien Pollard, Alicia Price, Kristen Smith, Joel Zylstra	National Community Schools and Family Engagement Conference <ul style="list-style-type: none"> Philadelphia, PA 	Title I
07/04/23-/07/09/23	Connie Holman, Jesse McNeil, and five Brookdale staff	2023 Innovative Schools Summit <ul style="list-style-type: none"> Las Vegas, NV 	Learning Assistance Program (LAP)



Franklin Pierce Schools

315 129th Street S, Tacoma, WA 98444
253-298-3010, Fax 253-298-3015
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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: February 14, 2023
SUBJECT: Executive Session

BACKGROUND INFORMATION

In accordance with RCW 42.30.110 and Board Policy 1410 – Executive or Closed Sessions, an executive session of the Board to discuss the Superintendent’s informal mid-year evaluation will be held for approximately 60 minutes with no action to follow. The Board will reconvene following the executive session to adjourn the regular meeting of the Board of Directors.

RECOMMENDATION

None.

ACTION REQUIRED

None. The executive session discussion is for information only.