

Board of Directors

7 P.M. Meeting

March 21, 2023

**This meeting will be held in the Harvard Elementary School Gym
located at 1709 85th Street East in Tacoma, Washington.**

The public may attend in person, online using this Zoom webinar link –
<https://fpschools.zoom.us/j/88554829777?pwd=VDJHZDZmWjdyWFI3anFDQlFoSWZSZz09>
or by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.
Webinar ID: 885 5482 9777 Password: WsM32123

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
March 21, 2023 - 7 P.M. Meeting**

**Harvard Elementary School Gym
1709 85th Street East, Tacoma, Washington**

The public may attend in person, online using this Zoom webinar link –
<https://fpschools.zoom.us/j/88554829777?pwd=VDJHZDZmWldyWFI3anFDQlFoSWZSZz09>
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 Webinar ID: 885 5482 9777 Password: WsM32123

AGENDA

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

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

Comments are welcome and will be limited to two minutes per person. In-person attendees may sign up to comment at the check-in table upon arrival. 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 March 20, 2023.

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

VI. Consent Agenda

- 1. Minutes: February 14, 2023 and March 7, 2023A
- 2. Audit of Expenditures: February 2023B
- 3. Personnel ActionC
- 4. Budget Status Reports: January 2023D
- 5. Resolution 23-R-02: Resolution to Approve Settlement in JUUL Litigation.....E

VII. New Business

- 1. Travel Request: Overnight Field Trip with Students – FPHS Key Club ConferenceF
- 2. Travel Request: Overnight Field Trip with Students – FPHS Boys Baseball.....G
- 3. Travel Request: Overnight Field Trip with Students – FMS & KMS Youth & GovtH
- 4. Travel Request: Overnight Field Trip with Students – WHS Spring Youth ForumI
- 5. Travel Request: Overnight Field Trip with Students – CA 5th Grade CampJ
- 6. Out of Endorsement AssignmentsK
- 7. Agricultural Resource Center Contract (more information will be provided soon).....L

VIII. Information

- 1. Procedure 3231P: Student RecordsM
- 2. Approved Out-of-State Staff Travel RequestsN

IX. Executive Session – Potential Litigation and Review Performance of a Staff MemberO

X. Adjournment

Next Meeting: April 4, 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 892 9817 9157 – (253) 215-8782 or in-person in the Jo Anne Matson Administrative Complex Board Room located at 315 129th Street South, Tacoma, WA 98444.

February 14, 2023

BOARD OF DIRECTORS – WORK SESSION MINUTES

CALL TO ORDER

Director Sablan called the work session to order at 6:02 p.m.

BOARD MEMBERS PRESENT

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

STUDENT REPRESENTATIVES PRESENT

Representative Castaneira. Excused: Representative McMains, Representative Sasamoto.

SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. Superintendent's Update
2. Legislative Conference Preparation
3. Procedure 3231P: Student Records
4. Budget Update
5. Roberts Rules of Order Training Options

ADJOURNMENT

There being no further business to transact, the work session adjourned at 6:50 p.m.

Secretary of the Board

President of the Board

Franklin Pierce Schools

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or in-person in the Jo Anne Matson Administrative Complex Board Room located at
315 129th Street South, Tacoma, WA 98444.

February 14, 2023

BOARD OF DIRECTORS – MEETING MINUTES

CALL TO ORDER

Director Sablan called the meeting to order at 7:01 p.m.

OATH OF OFFICE

Mark Baumgarten, who was appointed as the Director of District 3 on February 7, 2023, and replaces Director Mendoza, took his oath of office. The oath was administered by Superintendent Lance Goodpaster.

BOARD DIRECTORS PRESENT

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

STUDENT REPRESENTATIVES PRESENT

Representative Castaneira. Excused: Representative McMains, Representative Sasamoto.

AGENDA

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

23-M-16

ANNOUNCEMENTS & COMMENTS FROM THE SUPERINTENDENT

Superintendent Goodpaster commented on district activities and events.

ANNOUNCEMENTS & COMMENTS FROM THE BOARD

Director Baumgarten commented on serving as District 3 Board Director.

ANNOUNCEMENTS & COMMENTS FROM STUDENT REPRESENTATIVES

Representative Castaneira commented on GATES High School events and activities.

ANNOUNCEMENTS & COMMENTS FROM THE COMMUNITY

FPEA President Kevin Marshall commented on district systems and supports.

CONSENT AGENDA

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

23-M-17

(1) Minutes

Minutes of the Board of Directors were approved for the work session and meeting held January 17, 2023, and the special meeting held February 7, 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 February 14, 2023, authorized the County Treasurer to pay all warrants/transfers specified below.

	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

(3) Personnel Action**NEW HIRES**

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

(3) Personnel Action (continued)

TERMINATIONS

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

APPOINTMENTS / PROMOTIONS / TRANSFERS

NAME	DATE	NEW POSITION & LOCATION	REASON
Bailey, Cecil	01/30/2023	Groundskeeper / Support Services	Reassignment
Do, Dung	01/25/2023	Custodian / Keithley	Promotion
Miles, Sierra	02/13/2023	Payroll Coordinator / Payroll	Reassignment
Scott, Gary	01/24/2023	Assist. Chief Custodian / James Sales	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 December 2022.

POLICY 1005: KEY FUNCTIONS OF THE SCHOOL BOARD

23-M-18

It was moved by Director Nerio, seconded by Director Baumgarten, approved by the Student Representative, and unanimously passed that the Board of Directors adopt revised FPS Policy 1005: Key Functions of the School Board.

POLICY: 6570: PROPERTY, DATA, AND RECORDS MANAGEMENT

23-M-19

It was moved by Director Baumgarten, seconded by Director Nerio, approved by the Student Representative, and unanimously passed that the Board of Directors adopt revised FPS Policy 6570: Property, Data, and Records Management.

OVERNIGHT FIELD TRIP WITH STUDENTS – FPHS & WHS REGIONAL WRESTLING TOURNAMENT **23-M-20**

It was moved by Director Nerio, seconded by Director Baumgarten, approved by the Student Representative, and unanimously passed that the Board of Directors approve the overnight field trip travel request with Franklin Pierce High School and Washington High School students for girls regional wrestling tournament.

OVERNIGHT FIELD TRIP WITH STUDENTS – FPHS 2023 LEAP CONFERENCE **23-M-21**

It was moved by Director Baumgarten, seconded by Director Nerio, approved by the Student Representative, and unanimously passed 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.

OVERNIGHT FIELD TRIP WITH STUDENTS – HVD 5th GRADE OUTDOOR EDUCATION CAMP **23-M-22**

It was moved by Director Nerio, seconded by Director Baumgarten, approved by the Student Representative, and unanimously passed that the Board of Directors approve the overnight field trip travel request with Harvard Elementary School 5th grade students for outdoor education camp.

OVERNIGHT FIELD TRIP WITH STUDENTS – FPHS SPORTS MEDICINE SYMPOSIUM AND COMPETITION **23-M-23**

It was moved by Director Baumgarten, seconded by Director Nerio, approved by the Student Representative, and unanimously passed 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.

OVERNIGHT FIELD TRIP WITH STUDENTS – FMS 2024 TRIP TO JAPAN **23-M-24**

It was moved by Director Nerio, seconded by Director Baumgarten, approved by the Student Representative, and unanimously passed that the Board of Directors approve the overnight field trip travel request with Ford Middle School students travelling to Japan in July 2024.

OUT-OF-ENDORSEMENT ASSIGNMENTS **23-M-25**

It was moved by Director Baumgarten, seconded by Director Nerio, approved by the Student Representative, and unanimously passed 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.

INTERDISTRICT AGREEMENT WITH PSESD NATIVE AMERICAN EDUCATION PROGRAM **23-M-26**

It was moved by Director Baumgarten, seconded by Director Nerio, approved by the Student Representative, and unanimously passed 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.

PSESD SCHOOL SAFETY ASSESSMENT PROPOSAL **23-M-27**

It was moved by Director Nerio, seconded by Director Baumgarten, approved by the Student Representative, and unanimously passed that the Board of Directors approve the Puget Sound Educational Service District proposal for school safety assessment services.

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, March 21, 2023, beginning at 7:00 p.m. The meeting will be held in the Harvard Elementary School Gym located at 1709 85th Street East in Tacoma, WA.

There being no further business to transact, the meeting adjourned at 7:48 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 Center Board Room at 315 129th Street South, Tacoma, WA 98444.

March 7, 2023

BOARD OF DIRECTORS – WORK SESSION MINUTES

CALL TO ORDER

Director Sablan called the work session to order at 6:02 p.m.

BOARD DIRECTORS PRESENT

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

STUDENT REPRESENTATIVES PRESENT

Representative Castaneira, Representative McMains, Representative Sasamoto.

SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. Superintendent's Update
2. Legislative Conference Debrief
3. Roberts Rules of Order Training Plan
4. Procedure 3231P: Student Records
5. Land Acknowledgement
6. Executive Session (8:02 p.m. – 9:22 p.m.)
 - Legal counsel discussion related to litigation / potential litigation
 - Superintendent's mid-year evaluation

ADJOURNMENT

There being no business to transact, the special meeting adjourned at 9:23 p.m.

Secretary of the Board

President of the Board



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: March 21, 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 March 21, 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.

	<u>Number</u>	<u>Amount</u>	<u>Date Issued</u>
General Fund – Payroll	Direct Dep/Bank Fees	\$6,862,308.77	2/28/2023
	274258-274278	\$14,371.92	2/28/2023
	274279-274313	\$3,180,839.50	2/28/2023
General Fund – A/P	A/P Direct Deposit	\$680,601.37	2/15/2023
	274109-274193	\$1,021,601.24	2/28/2023
	A/P Direct Deposit	\$376,175.69	2/15/2023
	274208-274252	\$348,633.72	2/28/2023
Capital Projects	A/P Direct Deposit	\$508,015.02	2/15/2023
	274194-274201	\$99,304.46	2/28/2023
	A/P Direct Deposit	\$31,367.66	2/15/2023
	274253-274257	\$81,726.12	2/28/2023
ASB	A/P Direct Deposit	\$63.89	2/15/2023
	274202-274207	\$4,852.20	2/15/2023
	A/P Direct Deposit	\$31,595.25	2/28/2023
Trust	A/P Direct Deposit	\$328.11	2/28/2023

MEMORANDUM

TO: Board of Directors
FROM: Brandy Marshall, Executive Director of Human Resources and Business Services
DATE: March 21, 2023
SUBJECT: Personnel Action

NEW HIRES

NAME	POSITION	LOCATION	HIRE DATE	REASON
Atchison, Sarah	Counselor	Elmhurst	08/21/2023	Replacement
Johnson, Jessica	Paraeducator	Ford	03/13/2023	Growth
Maxie, Jean	Paraeducator	Franklin Pierce	03/13/2023	Replacement
Ramirez, Marisol	Paraeducator	James Sales	03/06/2023	Growth
San Nicolas, Brian	Paraeducator	Washington	02/28/2023	Replacement
Scherer, Savannah	Paraeducator	Harvard	02/13/2023	Replacement
Tart, John	Paraeducator	Collins	03/06/2023	Replacement

TERMINATIONS

NAME	POSITION	LOCATION	DATE HIRED	EFFECTIVE DATE	REASON
Bourgaize, John	Teacher	Elmhurst	08/19/2015	08/31/2023	Resignation
Gatlin, Eileen	Counseling Office Coordinator	Washington	05/01/2006	01/03/2023	Resignation
Gibson, Aaron	Teacher	Washington	08/28/2018	08/31/2023	Resignation

APPOINTMENTS / PROMOTIONS / TRANSFERS

NAME	PREVIOUS POSITION & LOCATION	EFFECTIVE DATE	NEW POSITION & LOCATION	REASON
Davis, Shannon	Paraeducator / Central Avenue	03/01/2023	Paraeducator / Ford	Reassignment
Herd, Kamesha	Data Coordinator / Keithley	04/03/2023	District Office Coordinator / District Office	Reassignment
Herron, Luke	Custodian / Ford	02/22/2023	Assist. Chief Custodian / Midland	Promotion
McNees, Brittany	Head Start Teacher / Hewins ELC	02/21/2023	Center Coordinator / Hewins ELC	Reassignment
Richardson, Aaron	Full Time Sub Custodian / Franklin Pierce	02/15/2023	Custodian / Ford	Promotion
Wright, Erin	Executive Manager / PK-12	03/20/2023	Data & Application Analyst / Information Technology	Reassignment



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: March 21, 2023
SUBJECT: Budget Status Reports, January 2023

Budget Status Reports for all funds for January 2023 are attached for your review.

General Fund

As of January 31, 2023, the ending fund balance was \$3,899,820. Property tax received was \$31,265 in January for a total revenue of \$8,189,394. Expenditures totaled \$10,867,637 with an excess of expenditures over revenues of \$2,678,242.

Capital Project Fund

As of January 31, 2023, the ending fund balance was \$16,543,138. Property tax received was \$5,088. Local income from interest and impact fees totaled \$84,212.

Expenditures:

- **Bond: \$386,870**
- **Technology Levy: \$171,024**
 - Network Infrastructure: \$2,740
 - New Computers: \$33,141
 - Fiber: \$16,172
 - VOIP Charges: \$23,522
 - Other software: \$755
 - Utilities: \$10,064
 - Bell & Clock System: \$84,630

Debt Service Fund

Property tax collections in January totaled \$21,189 with an ending fund balance of \$1,688,153.

Associated Student Body Fund

The ending fund balance was \$552,473.

Transportation Vehicle Fund

The ending fund balance was \$1,411,371.

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 January, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 LOCAL TAXES	18,939,536	31,265.06	7,459,682.99		11,479,853.01	39.39
2000 LOCAL SUPPORT NONTAX	620,000	91,656.72	383,800.84		236,199.16	61.90
3000 STATE, GENERAL PURPOSE	72,132,750	5,005,789.79	28,571,538.29		43,561,211.71	39.61
4000 STATE, SPECIAL PURPOSE	25,981,344	1,606,613.63	9,029,370.38		16,951,973.62	34.75
5000 FEDERAL, GENERAL PURPOSE	170,000	16,434.11	26,153.61		143,846.39	15.38
6000 FEDERAL, SPECIAL PURPOSE	36,611,501	1,405,581.12	4,789,937.63		31,821,563.37	13.08
7000 REVENUES FR OTH SCH DIST	700	.00	541.15		158.85	77.31
8000 OTHER AGENCIES AND ASSOCIATES	152,000	32,054.27	9,945.73-		161,945.73	6.54-
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 154,607,831	 8,189,394.70	 50,251,079.16		 104,356,751.84	 32.50
 <u>B. EXPENDITURES</u>						
00 Regular Instruction	71,362,449	5,150,119.26	26,175,803.94	35,442,563.52	9,744,081.54	86.35
10 Federal Stimulus	8,758,281	312,753.16	2,123,305.37	9,979,194.15	3,344,218.52-	138.18
20 Special Ed Instruction	23,369,428	1,651,905.18	8,397,499.31	11,781,746.71	3,190,181.98	86.35
30 Voc. Ed Instruction	6,132,869	414,892.31	2,150,223.03	2,648,543.16	1,334,102.81	78.25
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	14,012,582	1,084,460.75	5,388,153.60	7,279,305.34	1,345,123.06	90.40
70 Other Instructional Pgms	1,855,611	55,031.43	279,922.04	346,375.65	1,229,313.31	33.75
80 Community Services	709,971	57,627.21	311,005.19	405,390.39	6,424.58-	100.90
90 Support Services	30,999,275	2,140,848.01	11,456,123.29	13,032,900.79	6,510,250.92	79.00
 <u>Total EXPENDITURES</u>	 157,200,466	 10,867,637.31	 56,282,035.77	 80,916,019.71	 20,002,410.52	 87.28
 <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>	2,592,635-	2,678,242.61-	6,030,956.61-		3,438,321.61-	132.62
 <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>	 9,407,365		 3,899,820.50			
<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 January, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	2,874,707	5,088.21	1,206,196.05		1,668,510.95	41.96
2000 Local Support Nontax	595,200	84,212.11	350,920.70		244,279.30	58.96
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	 89,300.32	 1,557,116.75		 9,625,109.25	 13.92
 <u>B. EXPENDITURES</u>						
10 Sites	350,000	6,997.30	213,155.47	66,712.17	70,132.36	79.96
20 Buildings	23,263,000	378,948.03	2,868,621.38	13,033,111.04	7,361,267.58	68.36
30 Equipment	2,000,000	171,024.48	953,426.54	1,722,028.45	675,454.99	133.77
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	925.00	925.00	1,075.00	1,050.00	210.53
 <u>Total EXPENDITURES</u>	 25,613,950	 557,894.81	 4,036,128.39	 14,822,926.66	 6,754,894.95	 73.63
 <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-	468,594.49-	2,479,011.64-		11,952,712.36	82.82-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 16,000,000		 19,022,150.23			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 1,568,276		 16,543,138.59			
<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 January, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	10,667,700	21,189.89	4,960,415.05		5,707,284.95	46.50
2000 Local Support Nontax	10,000	6,050.97	46,679.43		36,679.43-	466.79
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	 27,240.86	 5,007,094.48		 5,670,605.52	 46.89
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	4,190,000	.00	4,190,000.00	0.00	.00	100.00
Interest On Bonds	5,713,277	.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	 .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 (A-B-C-D)</u>	764,423	27,240.86	2,087,355.52-		2,851,778.52-	373.06-
 <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		 1,688,153.15			
<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 January, 2023

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 GENERAL STUDENT BODY	304,000	13,715.82	60,646.83		243,353.17	19.95
2000 ATHLETICS	211,300	16,337.25	84,263.45		127,036.55	39.88
3000 CLASSES	45,500	777.01	19,082.36		26,417.64	41.94
4000 CLUBS	148,950	11,021.52	28,410.33		120,539.67	19.07
6000 PRIVATE MONEYS	25,000	256.17	4,415.57		20,584.43	17.66
<u>Total REVENUES</u>	734,750	42,107.77	196,818.54		537,931.46	26.79
<u>B. EXPENDITURES</u>						
1000 GENERAL STUDENT BODY	303,300	16,101.28	48,938.91	900.00	253,461.09	16.43
2000 ATHLETICS	214,100	5,481.62	51,313.65	1,595.00	161,191.35	24.71
3000 CLASSES	46,100	902.22	8,892.23	0.00	37,207.77	19.29
4000 CLUBS	147,450	1,831.92	10,304.27	0.00	137,145.73	6.99
6000 PRIVATE MONEYS	21,000	526.39	11,988.81	0.00	9,011.19	57.09
<u>Total EXPENDITURES</u>	731,950	24,843.43	131,437.87	2,495.00	598,017.13	18.30
<u>C. EXCESS OF REVENUES</u>						
<u>OVER(UNDER) EXPENDITURES</u> <u>(A-B)</u>	2,800	17,264.34	65,380.67		62,580.67	> 1000
<u>D. TOTAL BEGINNING FUND BALANCE</u>	450,000		487,092.61			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	452,800		552,473.28			
<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 January, 2023

	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	5,190.70	20,690.88		19,690.88-	> 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	5,190.70	20,690.88		1,844,824.12	1.11
 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	5,190.70	20,690.88		1,844,824.12	1.11
 <u>D. EXPENDITURES</u>						
Type 30 Equipment	2,301,186	.00	.00	2,837,634.82	536,448.82-	123.31
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	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-	5,190.70	20,690.88		456,361.88	104.75-
 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> <u>(G+H + OR - I)</u>	423,234		1,411,371.29			



Franklin Pierce Schools

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253-298-3010, Fax 253-298-3015
www.fpschools.org

MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: March 21, 2023
SUBJECT: Resolution 23-R-02: Approve Settlement in JUUL Litigation

BACKGROUND INFORMATION

The Franklin Pierce Board of Directors adopted Resolution 22-R-07: Approve Participation in Vaping Litigation on May 10, 2022. A tentative agreement to settle the matters in dispute with some of the named defendants has been reached and that agreement has been reviewed by the Franklin Pierce School Board Directors.

RECOMMENDATION

I move that the Board of Directors adopt Resolution 23-R-02: Approve Settlement in JUUL Litigation.

ACTION REQUIRED



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: March 21, 2023
SUBJECT: Travel Request: Overnight Field Trip with Students – FPHS Key Club Conference

BACKGROUND INFORMATION

Group: Key Club, FPHS

Destination: Seattle, WA

Purpose: Key Club District 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 Key Club students to the Key Club District 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: 2/6/23

School: Franklin Pierce High School

Name of Teacher/Advisor/Travelers: Laura Patten

Class/Group: Key Club

How many students will be attending?: 10

How many adults will provide supervision? 1

Conference Name/Activity: Key Club District Conference (DCON)

Destination (City, State): Seattle, WA

Departure Date: 3/31/2023

Departure Time: 12 pm

Return Date: 4/02/2023

Estimated Return Time: 1 pm

Method of Transportation: School bus (with students from neighboring district)

Educational Objective(s): DCON is a leadership conference for Key Club members.

Describe activities planned for trip: Students will attend a planned weekend of workshops

and experience collaboration with other key clubbers from multiple states.

ESTIMATED TRAVEL COSTS

		Cost	Funding Source
Payroll	Substitutes	\$ <u>0.00</u>	
Procurement Card	Registration Fee	\$ <u>2370.00</u>	<u>4044 00 0000 2600 (ASB)</u>
	Lodging	\$ <u>1495.00</u>	<u>4044 00 0000 2600 (ASB)</u>
	Transportation	\$ <u>500.00</u>	<u>4044 00 0000 2600 (ASB)</u>
	Other	\$ <u>0.00</u>	
Reimbursement	Mileage	\$ <u>0.00</u>	
	Meals	\$ <u>0.00</u>	
	TOTAL	\$ <u>4365.00</u>	

Comments:

This trip is being paid for by Key Club funds.

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



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: March 21, 2023
SUBJECT: Travel Request: Overnight Field Trip with Students – FPHS Boys Baseball

BACKGROUND INFORMATION

Group: Boys Baseball Team, FPHS

Destination: Vancouver, WA

Purpose: Non-League Baseball Games

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 Boys Baseball Team players to Vancouver, WA.

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: March 9, 2023

School: Franklin Pierce High School

Name of Teacher/Advisor/Travelers: Nick Aloisio and assistant coaches

Class/Group: FPHS Boys Baseball Team

How many students will be attending?: 19-23

How many adults will provide supervision? 3-4 coaches

Conference Name/Activity: 2 varsity games and 2 JV games vs Mountainview High School

Destination (City, State): Vancouver, WA

Departure Date: April 21, 2023

Departure Time: 11:00 am

Return Date: April 22, 2023

Estimated Return Time: 6:00 pm - 8:00 pm

Method of Transportation: School bus

Educational Objective(s): Play non-league game and team bonding

Describe activities planned for trip: Baseball games and team building

ESTIMATED TRAVEL COSTS

		Cost	Funding Source
Payroll	Substitutes	\$ _____	_____
Procurement Card	Registration Fee	\$ _____	_____
	Lodging	\$ <u>1000</u>	<u>FP Booster Club</u>
	Transportation	\$ <u>1500</u>	<u>0105-28-0750-2600-7200-1</u>
	Other	\$ _____	_____
Reimbursement	Mileage	\$ _____	_____
	Meals	\$ <u>800</u>	<u>FP Booster Club</u>
	TOTAL	\$ <u>3300</u>	_____

Comments:

The baseball team has raised money through fundraising efforts that will cover the cost of the trip.

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: March 21, 2023
SUBJECT: Travel Request: Overnight Field Trip with Students – FMS & KMS Youth & Government

BACKGROUND INFORMATION

Group: Ford and Keithley Students

Destination: Olympia, WA

Purpose: Washington State Youth & Government Program

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 Ford Middle School and Keithley Middle School students to the Washington State Youth and Government Program.

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: 3/7/2023

School: Ford Middle School

Name of Teacher/Advisor/Travelers: Kaylin Aponte, Nancy Lovin

Class/Group: 8th Grade Humanities

How many students will be attending?: 50

How many adults will provide supervision? 4 (not including teachers)

Conference Name/Activity: Washington State YMCA Youth & Government Program

Destination (City, State): Olympia, WA

Departure Date: May 4, 2023

Departure Time: 11:30 am

Return Date: May 6, 2023

Estimated Return Time: 2:30 pm

Method of Transportation: District school bus, YMCA bus to/from Capitol Building & hotel

Educational Objective(s): Citizen responsibility, social competence, problem solving, communication skills, applying ethical values and practicing democracy

Describe activities planned for trip: Bill presentation and debate, Capitol tour, 76th Annual Y&G opening ceremony, Governors Ball, voting/lobbying

ESTIMATED TRAVEL COSTS

		Cost	Funding Source	Comments
Payroll	Substitutes	\$ <u>1200</u>	<u>0185 27 5610 2200 0000 0000</u>	*Reg. covers lodging
	Extra Pay	\$ <u>850</u>	<u>0180 27 2151 8000</u>	
Procurement Card	Registration Fee	\$ <u>19,000</u>	<u>5214 28 7340 8600 8600 (Title IV)</u>	*Students are paying \$100 towards costs
	Lodging	\$ _____	_____	
	Transportation	\$ <u>290</u>	<u>5214 28 7340 8600 8600 (Title IV)</u>	
	Other	\$ _____	_____	
Reimbursement	Mileage	\$ _____	_____	
	Meals	\$ _____	_____	
	TOTAL	\$ <u>21,340</u>	_____	

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

FRANKLIN PIERCE SCHOOLS

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: 3/15/2023

School: Perry G Keithley Middle School

Name of
Teacher/Advisor/Travelers: Joe Seaborn, John Sweers

Class/Group: Keithley Delegation

How many students will be attending?: 36

How many adults will provide
supervision? 4

Conference Name/Activity: Washington State YMCA Youth & Government Program

Destination (City, State): Olympia, WA

Departure Date: May 4, 2023

Departure Time: 9:30 am

Return Date: May 6, 2023

Estimated Return Time: 2:00 pm

Method of Transportation: Bus provided by Franklin Pierce School District

Educational Objective(s): Social Studies skills include the ability to consider multiple viewpoints and weigh the validity of those viewpoints by applying an analysis of evidence.

Create a product that uses Social Studies content to support a thesis and presents the product in an appropriate manner to a meaningful audience.

Describe activities planned for trip: Students will act as legislators to present a bill at our state's Capitol. This is through our Youth & Government class that is done through the YMCA.

ESTIMATED TRAVEL COSTS

		Cost	Funding Source
Payroll	Substitutes	\$ <u>800</u>	<u>0102 27 5610 2300 0000 0000</u>
	Extra Pay	\$ <u>850</u>	<u>0180 27 2151 8000</u>
Procurement Card	Registration Fee	\$ <u>13,500</u>	<u>5214 28 7340 8600 8600 (Title IV)</u>
	Lodging	\$ _____	_____
	Transportation	\$ <u>290</u>	<u>5214 28 7340 8600 8600 (Title IV)</u>
	Other	\$ _____	_____
Reimbursement	Mileage	\$ _____	_____
	Meals	\$ _____	_____
	TOTAL	\$ <u>15,440</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: March 21, 2023
SUBJECT: Travel Request: Overnight Field Trip with Students – Spring Youth Forum

BACKGROUND INFORMATION

Group: Prevention Action Squad Club, WHS

Destination: Centralia, WA

Purpose: Spring Youth Forum at Great Wolf Lodge

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

RECOMMENDATION

I move that the Board of Directors approve the overnight field trip travel request with Washington High School Prevention Action Squad Club students to the Spring Youth Forum.

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: 3/13/2023

School: Washington High School

Name of

Teacher/Advisor/Travelers: Rebecca Morales & Terranejah Lucas

Class/Group: WHS Prevention Action Squad Club

How many students will be attending?: 6 students

How many adults will provide supervision? 2 adults

Conference Name/Activity: Spring Youth Forum at Great Wolf Lodge

Destination (City, State): Centralia, WA

Departure Date: 05/09/2023

Departure Time: TBD

Return Date: 05/10/2023

Estimated Return Time: 7:00 pm

Method of Transportation: School bus

Educational Objective(s): The Forum provides youth prevention teams with the opportunity to learn from others while showcasing their own education and planning skills. Youth teams share successes and lessons learned from projects commenced during or following the previous Prevention Summits or other youth trainings.

Describe activities planned for trip: The Prevention Summit and the Spring Youth Forum work in tandem to create momentum and help to encourage, reward and support youth-led prevention work in communities throughout Washington. **Upon acceptance, lodging, meals, and registration are covered by scholarship. Additionally expenses will be covered by FPYF Coalition.

ESTIMATED TRAVEL COSTS

		Cost	Funding Source
Payroll	Substitutes	\$ <u>0.00</u>	<u>CPWI grant</u>
Procurement Card	Registration Fee	\$ <u>0.00</u>	<u>State scholarship</u>
	Lodging	\$ <u>1603.00</u>	<u>State scholarship & CPWI grant</u>
	Transportation	\$ <u>300.00</u>	<u>CPWI grant</u>
	Other	\$ <u></u>	<u></u>
Reimbursement	Mileage	\$ <u>0.00</u>	<u>CPWI grant</u>
	Meals	\$ <u>500.00</u>	<u>CPWI grant</u>
	TOTAL	\$ <u>2403.00</u>	

Comments:
CPWI =
Community
Prevention and
Wellness Initiative

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



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: March 21, 2023
SUBJECT: Travel Request: Overnight Field Trip with Students – CA Outdoor Education Camp

BACKGROUND INFORMATION

Group: 5th Grade, Central Avenue Elementary

Destination: Longbranch, WA

Purpose: Camp Coleman 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 Central Avenue Elementary School 5th grade students to Camp Coleman.

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: 02/28/23

School: Central Avenue Elementary

Name of Teacher/Advisor/Travelers: Anderson, Stenhjem, Vecchiato

Class/Group: 5th grade

How many students will be attending?: 53

How many adults will provide supervision? 16 (4 teachers + 12 volunteers)

Conference Name/Activity: Camp Coleman

Destination (City, State): Longbranch, WA

Departure Date: 06/05/2023

Departure Time: 10:00 am

Return Date: 06/07/2023

Estimated Return Time: 12:00 pm

Method of Transportation: Bus

Educational Objective(s): Outdoor Environmental Education

Describe activities planned for trip: A variety of outdoor activities to help students grow in their exploration, critical thinking, and love of the outdoors.

ESTIMATED TRAVEL COSTS

		Cost	Funding Source
Payroll	Substitutes	\$ <u>200.00</u>	<u>0102 27 2154 1200 0000</u>
Procurement Card	Registration Fee	\$ <u>2164.50</u>	<u>0102 27 5610 1200 0000</u>
	Lodging	\$ <u>7993.50</u>	<u>OSPI OUTDOOR ED GRANT</u>
	Transportation	\$ <u>2000.00</u>	<u>1030 00 0000 1200 0000</u>
	Other	\$ <u>1800.00</u>	<u>TSHIRTS, CAMP SWAG, SNACKS</u>
Reimbursement	Mileage	\$ _____	_____
	Meals	\$ _____	_____
	TOTAL	\$ <u>14158.00</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.



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: Brandy Marshall, Executive Director of Human Resources and Business Services
DATE: March 21, 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:

Neyshma Benitez Angulo	Currently endorsed in Spanish, she will teach courses that require an endorsement in Elementary Education.
Alyson McKenzie-Babler	Currently endorsed in English Language Arts, she will teach courses that require an endorsement in English Language Learner.
Amy Thoburn	Currently endorsed in English Language Arts, she will teach courses that require an endorsement in Drama.
Brianna L. Williams	Currently endorsed in English Language Arts, she will teach courses that require an endorsement in English Language Learner.

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 Neyshma Benitez Angulo to teach Dual Language at Harvard Elementary, Alyson McKenzie-Babler to teach English Proficiency Development at Washington High School, Amy Thoburn to teach Drama at Washington High School, and Brianna Williams to teach English Proficiency Development at Washington High School.

ACTION REQUIRED



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MEMORANDUM

TO: Board of Directors
FROM: Robin Heinrichs, Executive Director of Support Services
DATE: March 21, 2023
SUBJECT: Recommendation to Award the Contract for the FPS Agricultural Resource Center

BACKGROUND INFORMATION

The Support Services Department will open bids for the Agricultural Resource Center on March 16. The recommendation to award the contract will be forwarded to the Board of Directors and added to the board packet as soon as the supporting information and details are available.

RECOMMENDATION

Action is requested during the March 21, 2023 board meeting.

ACTION REQUIRED



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MEMORANDUM

TO: Board of Directors
FROM: James Hester, Deputy Superintendent
DATE: March 21, 2023
SUBJECT: Procedure 3231P: Student Records

BACKGROUND INFORMATION

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

RECOMMENDATION

None.

ACTION REQUIRED

None. This is an information item only.

STUDENT RECORDS

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

Type of Records

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

A. Cumulative Folder

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

B. Supplementary Records

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

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

Accessibility of Student Records

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

A. Parents/Guardians

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

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

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

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

B. The Student

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

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

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

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

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

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

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

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

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

C. Staff

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

D. Other Districts

Other districts will be provided with records upon official request from the district. At the time of transfer of the records, the parent/guardian or adult student may receive a copy of the records at his/her expense if requested and will have an opportunity to challenge the contents of the records. Parents/guardians will be advised through the annual Student Rights and Responsibilities Handbook that student records will be released to another school where the student has enrolled or intends to enroll.

E. Other Persons and Organizations

Prospective employers may request to review the transcript of a student. The district will advise each parent or adult student at least annually that such requests will be honored only upon a signed release of the parent or adult student. The district will release information contained in the student's cumulative folder and supplementary records to

persons and organizations other than the student, parent/guardian, staff, and other districts only with the written consent of the parent/guardian or adult student with the following exceptions:

1. The district may release directory information publicly without consent upon the condition that the parent/guardian or adult student be notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. The district will not release directory information for commercial reasons. The district has designated the following as directory information: a student's name; address, telephone number, and email address; image or likeness in pictures, videotape, film, or other medium; date of birth; a student's program of study; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; diplomas and awards received; and the most recent previous school attended. The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information. Social Security numbers, student identification numbers (with authentication factors such as a secret password or personal identification number), or other personally identifiable information is not considered directory information.
2. Information may be released to authorized representatives of the comptroller general of the United States, the commissioner of education, and/or an administrative head of an education agency or state education authorities in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of the federal legal requirements for such programs.
3. Information may be released to state and local officials to whom such information is specifically required to be reported or disclosed pursuant to Washington state statute (examples: reporting child abuse or referrals to juvenile court for truancy).
4. Information may be released to organizations conducting studies for educational agencies for the purpose of developing, validating or administering predictive tests or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents/guardians by persons other than the representatives of such organizations and if such information will be destroyed when no longer needed for the purpose for which it has been gathered.
5. Information may be released in compliance with a judicial order or lawfully issued subpoena including ex parte court orders under the USA Patriot Act, upon condition that a reasonable effort was made to notify the parent/guardian or adult student in advance of such compliance unless such notice is not allowed by the order or subpoena. In compliance with the federal Uninterrupted Scholar's Act of 2013, when a parent is a party to a court proceeding involving child abuse or neglect (as defined in Section 3 of the Child Abuse and Prevention and Treatment Act, 42 U.S.C. 5101) or dependency matters, and the order is issued in the context of that proceeding, the district is not required to provide additional notice (i.e., in

addition to the court's notice) to the parent prior to release of the information.

6. Information may be released to appropriate persons and agencies in connection with an emergency to protect the health or safety of the student or other persons. The district will take into account the totality of the circumstance and determine if there is an articulable and significant threat to the health or safety of the student or other individuals. When information from a student's record, other than directory information, is released to any person or organization other than staff, a record of such release will be maintained as part of the specific record involved. Telephone requests for information about students will not be honored unless the identity of the caller is known and the caller is authorized to receive the information under provisions of these procedures. A record will be made of any such release of information and placed in the student's cumulative folder. This record of access will include date of access, name of the party granted access and the legitimate educational interest of the party granted access.
7. In compliance with the federal Uninterrupted Scholar's Act of 2013, information regarding students in foster care may be released without prior written consent of the parent or eligible student to agency caseworkers or other representatives of state or local child welfare agencies or tribal organizations who are legally responsible for the care and protection of the student, for purposes related to the student's case plan.
8. A high school adult student and/or parent/guardian may grant authority to the district permitting prospective employers to review the student's transcript.

Confidential Health Records

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

Amendment of Records and Hearings

At the time of inspection and review, the parent/guardian or adult student granted access to records may request that information in the student's records be amended. Custodians (e.g., teacher, counselor, nurse, psychologist) may honor such demands by correcting or deleting records which are misleading, violate privacy, or inaccurate, provided that the senior custodian (principal or department head) concurs.

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

deletion. The superintendent or designee will send his/her written decision to the parent/guardian or adult student within 10 school days of the hearing.

If the district still decides not to amend the records as a result of the hearing, the parents/guardian or adult students requesting an amendment of the records may insert a written explanation of their objections in such records.

Maintenance of Student Records

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

Custodians will:

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

Senior custodians may assume the duties of custodians and will:

- A. Request student records from other schools;
- B. Maintain security of student records;
- C. Transfer, destroy, and expunge records as permitted;
- D. Supervise activities of their custodians;
- E. Conduct informal hearings and grant or deny approval of corrections or deletions requested by parents/guardians or adult students;
- F. Establish records review schedules and procedures for their respective schools or departments in accordance with procedures governing records disposition. (Psychological test scores will be reviewed annually to determine their relevance to the continuing educational needs of the student.).
- G. Upon transfer of the student to the next level (elementary to middle school, middle school to high school) or upon graduation or transfer outside the district, remove for retention, preservation, or destruction in accordance with applicable disposition procedures any records no longer pertinent to educational program placement; and
- H. Certify to the district records custodian by June 30 of each year the following:
 - 1. Only records pertinent to educational program placement are being maintained, unless otherwise authorized by law; and
 - 2. Required reviews have been accomplished.

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

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

Disposition of Student Records

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

Within ten days after receiving a request, the district will furnish a set of unofficial educational records to the parent/guardian of a student transferring out of state who meets the definition of a child of a military family in transition. When a student transfers to another school in the district, all records including the permanent student record will be transmitted to the other school. When a student transfers to a school outside of the district, the senior custodian will purge the cumulative folder of all nonofficial, extraneous information. A copy of all records will be sent to the requesting school. The cumulative folder for an elementary or middle school student who leaves the district will be maintained for three (3) years after discontinuance of enrollment in the district.

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

At the time a student graduates from school or ceases to need special educational services, the parent/guardian or adult student will be informed that personally identifiable information regarding the disabling condition is no longer needed for educational purposes AND that the special education records will be retained by the district for six (6) years before being destroyed pursuant to the School Districts and Educational Districts Records Retention Schedule approved in accordance with RCW 40.14.070.

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

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

Large Scale Destruction of Student Records

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

Electronic Records

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

Cut-Off

Whenever applicable, the retention period starts with the “cut-off.” “Cut-off” is a term used to indicate files or records may be terminated on a predetermined date. “Cut-off” prevents current records from attaining unmanageable size and facilitates the filing of new records. Calendar year records may be “cut-off” on December 31, and a new file established on January 1; all fiscal year records can be “cut-off” only upon the completion of an action or event, such as termination of contract, final payment of a contract, termination of employment, etc. Regardless of the duration of the retention period, records series should be kept in the office files after “cut-off” only as long as is necessary to satisfy: (1) active reference; (2) audit, when required; and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records center or to an appropriate alternative format, including electronically for the remainder of the retention period.

Date: 12/14/76

Revised: 10/14/08; 4/9/13; 8/18/15; 12/13/16; 4/16/19; 1/21/20; 3/21/23



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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: March 21, 2023
SUBJECT: Approved Out-of-State Staff Travel Requests

Travel Dates	Traveler Name(s)	Conference/Destination	Funding Source(s)
03/28/23-04/02/23	Alexis Jordan	National Social Work Conference <ul style="list-style-type: none">Broomfield, CO	<ul style="list-style-type: none">Title I
04/09/23-04/14/23	Brittany McNees, Kristen Hillman, Jennifer Ladwig, Suki Wilmot	National Training Institute on Effective Practices <ul style="list-style-type: none">Tampa, FL	<ul style="list-style-type: none">Special Education and ECEAP
04/25/23-04/29/23	Rosita Castellano, Connie Holman, Carol Miller, John Sander, Julien Pollard, Brent Whitemarsh	Urban Collaborative Spring Conference <ul style="list-style-type: none">Madison, WI	<ul style="list-style-type: none">Special Education
06/24/23-06/28/23	Liza Klumpar	International Society for Technology in Education (ISTE) <ul style="list-style-type: none">Philadelphia, PA	<ul style="list-style-type: none">General



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MEMORANDUM

TO: Board of Directors
FROM: Lance Goodpaster, Superintendent
DATE: March 21, 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 potential litigation and review the performance of a staff member 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.