

Board of Directors

Regular Meeting February 8, 2022 7:00 p.m.

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

The public may attend in person, online using this Zoom webinar link –
<https://fpschools.zoom.us/j/85072799518?pwd=RIVVN2VTTTR5ZWtpbDZkVmhkSINTZz09>
or by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.
Webinar ID: 850 7279 9518 Password: WsRm020822

Audience and community comments are welcome and will be limited to two minutes per person.
In-person attendees may sign up to comment at the check-in table upon arrival.
Online Zoom attendees may deliver written comments to or schedule oral comments with
the Superintendent's Office (kholten@fpschools.org or 253-298-3010)
by 3 p.m. on February 7, 2022.

If you have any questions, you may contact Kristin Holten at (253) 298-3010.

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 assure quality operations, leaders must agree on basic ways of working together. We, the Franklin Pierce Board and Superintendent, have discussed and agree to abide by these principles.

Communications, Cooperation, and Trust

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

Effective Meetings

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

Decision Making

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

Addressing Citizen or Staff Complaints

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

Board Operations

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

REGULAR MEETING OF THE BOARD OF DIRECTORS**February 8, 2022 – 7 p.m.**

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

AGENDA

The public may attend in person, online using this Zoom webinar link –
<https://fpschools.zoom.us/j/85072799518?pwd=RIVVN2VTTTR5ZWtpbDZkVmhkSINTZz09>
 or by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.
 Webinar ID: 850 7279 9518 Password: WsRm020822

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

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

Comments are welcome and will be limited to two minutes per person. In-person attendees may sign up to comment at the check-in table upon arrival. Online Zoom attendees may deliver written comments to or schedule oral comments with the Superintendent's Office (kholtan@fpschools.org or 253-298-3010) by 3 p.m. on February 7, 2022.

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

VI. Consent Agenda

- 1. Minutes: January 18, 2022.....A
- 2. Audit of Expenditures: January 2022B
- 3. Personnel ActionC
- 4. Budget Status Reports: December 2021D

VII. Unfinished Business

- 1. Policy 6220: Bid or Request for Proposal Requirements.....E

VIII. New Business

- 1. Travel Request: Overnight Field Trip with Students – FPHS/WHs College TourF

IX. Information

- 1. Procedure 3211P: Gender-Inclusive Schools.....G
- 2. Approved Out-of-State Staff Travel RequestsH

X. Adjournment

Next Meeting: March 8, 2022

In-Person Public Meetings during the COVID-19 Pandemic

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

- All persons attending Franklin Pierce School Board meetings in person will be required to:
 - Sign in with contact tracing information including full name, phone number, email address, and residential or mailing address;*
 - Wear proper face covering at all times; and
 - Maintain six feet of physical distance from other people.
- A COVID-19 Site Supervisor will be present during each meeting to assist with safety processes. Hand sanitizer and face coverings will be available for anyone who needs them.
- All Franklin Pierce School District properties remain gun-free, smoke-free zones.
- Anyone unwilling or unable to meet these requirements will not be allowed to attend the meeting in person but they may attend remotely using Zoom webinar. Instructions for joining the meeting online are contained on the agenda.
- Public Comments during the Announcements and Communication portion of the School Board Regular Meeting:
 - In-Person Attendees: Sign up at the check-in table upon arrival at the meeting location.
 - Online Zoom Attendees: Contact Kristin Holten at kholtten@fpschools.org or 253-298-3010 by 3 p.m. the day prior to the meeting to submit written comments or receive instructions for commenting live using the Zoom webinar system.

** Contact information provided as part of the registration process is intended to assist public health authorities with contact tracing – the process of identifying and reaching out to people who may have been exposed to a person with COVID-19. Because that contact information is being provided for a public health purpose, it is not subject to disclosure under the Public Records Act (PRA). Proclamation 20-64, et seq.*



Franklin Pierce Schools

Administration Offices - 315 129th Street South - Tacoma, WA 98444 - (253) 298-3000

Board directors and audience attended either via Zoom video webinar 898 3424 4040 – (253) 215-8782
or in-person at Ford Middle School Commons, 1602 104th Street East, Tacoma, WA 98444.

January 18, 2022

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER

Dr. Mendoza called the special meeting to order at 6:03 p.m.

BOARD MEMBERS PRESENT

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

SPECIAL MEETING

The Board of Directors reviewed and discussed the following items:

1. Superintendent's Update
2. Mid-Year Report
3. Performing Arts Center Update
4. Levy Update
5. Legislative Conference and Related Events

ADJOURNMENT

There being no business to transact, the special meeting adjourned at 6:54 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 898 3424 4040 – (253) 215-8782 or in-person at Ford Middle School Commons, 1602 104th Street East, Tacoma, WA 98445.

January 18, 2022

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER

Dr. Mendoza called the meeting to order at 7:05 p.m.

BOARD MEMBERS PRESENT

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

SPECIAL RECOGNITION

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

AGENDA

22-M-01

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

ANNOUNCEMENTS & COMMENTS FROM THE SUPERINTENDENT

Dr. Goodpaster commented on district activities and events.

ANNOUNCEMENTS & COMMENTS FROM THE COMMUNITY

- Ms. Katie Van Etten, Teacher at Keithley Middle School, commented on educator well-being.
- Ms. Amy Anderson, Teacher at Central Avenue Elementary School, commented on teacher well-being.
- Ms. Carrie Suchy, School Psychologist, commented on educator well-being.
- Mr. Kevin Marshall, FPEA President, commented on the working reality in our schools.
- Mr. Kevin Shintaku, Teacher at Central Avenue Elementary School, commented on teacher COVID-related concerns.
- Ms. Brooke Brown, Curriculum Equity Specialist, commented on educator and student well-being.
- Mr. Dave Hannon, Teacher at Ford Middle School, commented on working conditions during the pandemic.
- Ms. Heidi Lawrence, Parent of a Central Avenue student, commented on the safety of children in the school lunchroom.

ANNOUNCEMENTS & COMMENTS FROM THE BOARD

Mr. Davis thanked the community for their comments and talked about the importance of working together.

CONSENT AGENDA

22-M-02

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

(1) Minutes

Minutes of the Board of Directors were approved for the special and regular meetings held on December 14, 2021, and the special meeting held on January 11, 2022.

(2) Audit of Expenditures

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, expense reimbursement claims certified as required by RCW 42.24.090, and payroll disbursements are identified below and approved for payment. The Franklin Pierce Board of Directors, at its regularly scheduled meeting held January 18, 2022, authorized the County Treasurer to pay all warrants/transfers specified below.

| | <u>Number</u> | <u>Amount</u> | <u>Date Issued</u> |
|-------------------------------|----------------------|----------------|--------------------|
| General Fund – Payroll | Direct Dep/Bank Fees | \$6,126,469.03 | 12/30/2021 |
| | 271230-271262 | \$13,470.65 | 12/30/2021 |
| | 271263-271295 | \$2,759,147.24 | 12/30/2021 |
| General Fund – A/P | A/P Direct Deposit | \$42,064.68 | 12/15/2021 |
| | 271161-271217 | \$306,076.19 | 12/15/2021 |
| | A/P Direct Deposit | \$11,371.87 | 12/30/2021 |
| | 271296-271347 | \$477,438.68 | 12/30/2021 |
| | BMO | \$419,121.46 | 12/30/2021 |
| Capital Projects | A/P Direct Deposit | \$26,474.72 | 12/15/2021 |
| | 271218-271226 | \$2,061,625.56 | 12/15/2021 |
| | 271348-271353 | \$1,414,203.13 | 12/30/2021 |
| | BMO | \$10,319.15 | 12/30/2021 |
| ASB | A/P Direct Deposit | \$921.53 | 12/15/2021 |
| | 271227-271228 | \$559.71 | 12/15/2021 |
| | A/P Direct Deposit | \$99.91 | 12/30/2021 |
| | 271354-271355 | \$132.92 | 12/30/2021 |
| | BMO | \$16,403.19 | 12/30/2021 |
| Trust | BMO | \$386.96 | 12/30/2021 |

(3) Personnel Action**NEW HIRES**

| <u>NAME</u> | <u>POSITION</u> | <u>LOCATION</u> | <u>HIRE DATE</u> |
|------------------------------|-----------------------|-----------------|------------------|
| Allen, Robin | Teacher | Central Avenue | 01/03/2022 |
| Bankester, Jane | COVID Response Asst. | PK-12 | 12/13/2021 |
| Bellamy, Rickey | Paraeducator | Franklin Pierce | 01/03/2022 |
| Dawson, Julie | Paraeducator | Brookdale | 01/03/2022 |
| De La Torre Zacarias, Julisa | Paraeducator | James Sales | 01/11/2022 |
| Ervien, Jillian | Paraeducator | Franklin Pierce | 12/13/2021 |
| Jaquez, Justin | Custodian | Franklin Pierce | 12/21/2021 |
| Johnson, Mellonda | LPN | Hewins ELC | 01/03/2022 |
| Kamp, Alisha | FT Teacher Substitute | Human Resources | 12/08/2021 |
| Lee, Melissa | Teacher | Midland | 01/03/2022 |

| | | | |
|-------------------------|------------------------|----------------|------------|
| McCord, Samantha | Bus Driver | Transportation | 01/05/2022 |
| Nieves Hughes, Lauralee | COVID Response Assist. | PK-12 | 12/13/2021 |
| Pugh, Rosemary | Paraeducator | Ford | 01/03/2022 |
| Smith, Rene | Paraeducator | James Sales | 12/14/2021 |
| Smith, Ashley | Paraeducator | Keithley | 01/10/2022 |
| Travis, Pirenda | Paraeducator | Hewins ELC | 12/06/2021 |

TERMINATIONS

| NAME | POSITION | LOCATION | EFFECTIVE DATE |
|-----------------------|-----------------|-----------------|----------------|
| Bruner, Rebecca | Paraeducator | Christensen | 12/03/2021 |
| Fano-Oloa, Jennifer | Paraeducator | Franklin Pierce | 12/02/2021 |
| Fiaali'i, Cinta | Paraeducator | Brookdale | 01/05/2022 |
| Fintak, Sabine | Data Manager | Franklin Pierce | 01/03/2022 |
| Johnson, Trinera | Admin Assistant | Franklin Pierce | 01/14/2022 |
| Jones, Jaylene | LPN | Ford | 01/31/2022 |
| Madrigal Leon, Yvonne | Paraeducator | Harvard | 12/17/2021 |
| McCormack, Sharla | Teacher | Ford | 12/17/2021 |
| McDougall, Colleen | Teacher | Franklin Pierce | 11/08/2021 |
| Pearce, Jill | NSA III | Brookdale | 12/17/2021 |

APPOINTMENTS / PROMOTIONS / TRANSFERS

| NAME | EFFECTIVE DATE | NEW POSITION & LOCATION | |
|------------------|----------------|-------------------------|-----------------|
| Aquino, Jennifer | 12/15/2021 | Office Manager | Keithley |
| Cease, Shawna | 12/09/2021 | Assistant Chief | Franklin Pierce |
| Kennedy, Kayla | 01/03/2022 | Assistant Chief | Keithley |

(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 2021.

POLICY 2255: ALTERNATIVE LEARNING EXPERIENCE COURSES**22-M-03**

It was moved by Mr. Davis, seconded by Mrs. Sherman, and unanimously passed that the Board of Directors adopt revised Board Policy 2255: Alternative Learning Experience Courses.

POLICY 3220: FREEDOM OF EXPRESSION**22-M-04**

It was moved by Mr. Nerio, seconded by Mr. Davis, and unanimously passed that the Board of Directors adopt revised Board Policy 3220: Freedom of Expression.

POLICY 3411: ACCOMMODATING STUDENTS WITH SEIZURE DISORDER OR EPILEPSY**22-M-05**

It was moved by Mr. Sablan, seconded by Mr. Nerio, and unanimously passed that the Board of Directors adopt new Board Policy 3411: Accommodating Students with Seizure Disorder or Epilepsy.

POLICY 3520: STUDENT FEES, FINES, OR CHARGES**22-M-06**

It was moved by Mr. Davis, seconded by Mr. Sablan, and unanimously passed that the Board of Directors adopt revised Board Policy 3520: Student Fees, Fines, or Charges.

INFORMATION TECHNOLOGY SURPLUS REQUEST**22-M-07**

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

2021-2023 FRANKLIN PIERCE EDUCATION ASSOCIATION (FPEA) LIMITED COLLECTIVE BARGAINING AGREEMENT RE-OPENER**22-M-08**

It was moved by Mr. Nerio, seconded by Mr. Davis, and unanimously passed that the Board of Directors approve the changes to the 2021-2023 Franklin Pierce Education Association (FPEA) Collective Bargaining Agreement as presented.

POLICY 6220: BID OR REQUEST FOR PROPOSAL REQUIREMENTS

Ms. Tammy Bigelow, Director of Business Services, presented revised Board Policy 6220: Bid or Request for Proposal Requirements for first reading. This item will be placed on the agenda for action at the next regularly scheduled Board of Directors meeting.

PROCEDURE 2024P: ONLINE LEARNING

Ms. Vicki Bates, Executive Director of Teaching and Learning Services, presented revised Board Procedure 2024P: Online Learning as an information only item.

PROCEDURE 3115P: STUDENTS EXPERIENCING HOMELESSNESS – ENROLLMENT RIGHTS AND SERVICES

Ms. Claudia Miller, Family and Community Partnership Coordinator, presented revised Board Procedure 3115P: Students Experiencing Homelessness – Enrollment Rights and Services as an information only item.

PROCEDURE 3246P: RESTRAINT, ISOLATION AND OTHER USES OF REASONABLE FORCE

Mr. James Hester, Deputy Superintendent of PK-12, presented revised Board Policy 3246 and Board Procedure 3246P: Restraint, Isolation, and Other Uses of Reasonable Force as information only items.

APPROVED OUT-OF-STATE STAFF TRAVEL REQUESTS

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

EXECUTIVE SESSION

Dr. Mendoza announced an executive session of the Board at 8:25 p.m. for approximately sixty minutes with no action to follow to discuss the Superintendent's informal mid-year evaluation in accordance with RCW 42.30.110 and Board Policy 1410 – Executive or Closed Sessions. Dr. Mendoza reconvened the meeting at 9:17 p.m.

ADJOURNMENT

Dr. Mendoza announced that the next regular meeting of the Board of Directors will be held on Tuesday, February 8, 2022, beginning at 7 p.m. The meeting will be held remotely or in the Ford Middle School Commons depending on current public health and open public meeting regulations.

There being no further business to transact, the meeting adjourned at 9:18 p.m.

Secretary of the Board

President of the Board

MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: February 8, 2022
SUBJECT: Audit of Expenditures

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, expense reimbursement claims certified as required by RCW 42.24.090, and payroll disbursements are identified below and approved for payment. The Franklin Pierce Board of Directors, at its regularly scheduled meeting held February 8, 2022, authorizes the County Treasurer to pay all warrants/transfers specified below. To obtain a copy of the detailed listing, please contact the Superintendent's Office.

| | <u>Number</u> | <u>Amount</u> | <u>Date Issued</u> |
|-------------------------------|----------------------|----------------|--------------------|
| General Fund – Payroll | Direct Dep/Bank Fees | \$6,031,695.74 | 1/31/2022 |
| | 271424-271452 | \$16,300.55 | 1/31/2022 |
| | 271453-271487 | \$2,880,095.42 | 1/31/2022 |
| General Fund – A/P | A/P Direct Deposit | \$11,739.67 | 1/14/2022 |
| | 271356-271413 | \$318,477.12 | 1/14/2022 |
| | 271423 | \$75,757.50 | 1/14/2022 |
| | A/P Direct Deposit | \$349,416.85 | 1/31/2022 |
| | 271488-271530 | \$758,599.21 | 1/31/2022 |
| Capital Projects | A/P Direct Deposit | \$24,012.32 | 1/14/2022 |
| | 271414-271421 | \$917,499.10 | 1/14/2022 |
| | A/P Direct Deposit | \$127,761.76 | 1/31/2022 |
| | 271531-271544 | \$351,993.31 | 1/31/2022 |
| ASB | A/P Direct Deposit | \$129.00 | 1/14/2022 |
| | 271422 | \$30.00 | 1/14/2022 |
| | A/P Direct Deposit | \$4,528.27 | 1/31/2022 |
| | 271545-271546 | \$475.00 | 1/31/2022 |
| Trust | A/P Direct Deposit | \$128.67 | 1/31/2022 |

MEMORANDUM

TO: Board of Directors
FROM: Brandy Marshall, Director of Human Resources
DATE: February 8, 2022
SUBJECT: Personnel Action

NEW HIRES

| NAME | POSITION | LOCATION | HIRE DATE | REASON |
|-------------------------|----------------------------------|-----------------|-----------|-------------------|
| Adamson, Alyssa | Paraeducator | Brookdale | 1/20/2022 | Replacement |
| Bartlett, Kara | Paraeducator | Franklin Pierce | 1/20/2022 | Replacement |
| Burgess, Anissa | Teacher | Christensen | 1/19/2022 | Leave Replacement |
| Conaway, Raine | Nutrition Services Assistant I | Keithley | 1/18/2022 | Replacement |
| Craig, Alyssa | Paraeducator | James Sales | 2/03/2022 | Growth |
| Dan, Dystenie | Full Time Teacher - Substitute | Human Resources | 1/11/2022 | Leave Replacement |
| Gibbs, Natalie | Paraeducator | Franklin Pierce | 1/31/2022 | Replacement |
| Keys, Pippi | COVID Response Assistant | PK-12 | 1/20/2022 | Growth |
| Lopez Aviles, Ana Lilia | Assistant Teacher | Hewins ELC | 1/31/2022 | Replacement |
| Marubayashi, Aimee | Teacher | Franklin Pierce | 2/07/2022 | Replacement |
| McLean, Rory | Paraeducator | Washington | 1/11/2022 | Replacement |
| Nguyen, Tuyen | Teacher | Keithley | 1/18/2022 | Leave Replacement |
| Rodahl, Teresa | Paraeducator | Ford | 1/18/2022 | Replacement |
| Stoneham, Cora | Nutrition Services Assistant III | Brookdale | 1/31/2022 | Replacement |
| Vazquez, Leticia | Paraeducator | James Sales | 1/25/2022 | Replacement |

TERMINATIONS

| NAME | POSITION | LOCATION | HIRE DATE | EFFECTIVE DATE | REASON |
|---------------------|---------------------|-------------|-----------|----------------|-------------|
| Eisenhauer, Chelsey | Teacher | Keithley | 8/23/2021 | 2/17/2022 | Resignation |
| Knowles, Joyce | Assistant Principal | Washington | 8/25/1989 | 6/30/2022 | Retirement |
| Reyes Rivera, Maria | Paraeducator | James Sales | 9/07/2021 | 1/19/2022 | Resignation |
| Singletary, Roberto | Custodian | Washington | 4/29/2019 | 1/11/2022 | Resignation |

APPOINTMENTS / PROMOTIONS / TRANSFERS

| NAME | PREVIOUS POSITION & LOCATION | EFFECTIVE DATE | NEW POSITION & LOCATION | REASON |
|----------------------|--|---------------------------|--|---------------|
| Atherton, Sean | Network Specialist / Information Technology | 1/20/2022 | Network Systems Administrator / Information Technology | Promotion |
| Blanchet, Sarah | Office Assistant / Hewins ELC | 1/31/2022 | Full Time Substitute Teacher / Human Resources | Promotion |
| Bolle, Savannah | Custodian / Franklin Pierce | 1/10/2022 | Assistant Chief / Collins | Promotion |
| Colvin, Benjamin | Network Specialist / Information Technology | 1/20/2022 | Network Systems Administrator / Information Technology | Promotion |
| Herd, Kamesha | Multi-Media Tech / Washington | 1/31/2022 | Data Coordinator / Keithley | Reassignment |
| Langford, Virgil | Custodian / Keithley | 1/31/2022 | Custodian / Washington | Reassignment |
| Spencer, Tristen | Custodian / Keithley | 1/10/2022 | Assistant Chief / Central Ave | Promotion |
| Spencer, Maddison | Assistant Chief / Harvard | 1/24/2022 | Custodian / Keithley | Reassignment |
| Wolf, Gregory | Paraeducator / Brookdale | 1/26/2022 | Paraeducator / Franklin Pierce | Reassignment |

LEAVES OF ABSENCE

| NAME | POSITION / LOCATION | LEAVE TYPE | LEAVING | RETURNING |
|---------------|----------------------------|-------------------|----------------|------------------|
| Tracy, Trisha | Teacher / Franklin Pierce | General Leave 1.0 | 6/21/2022 | 9/01/2024 |



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 8, 2022
SUBJECT: Budget Status Reports, December 2021

Attached are the Budget Status Reports for all funds for December 2021.

General Fund

As of December 31, 2021, the ending fund balance was \$12,521,029. Property tax receipted was \$79,702 in December for a total revenue of \$9,915,548. Expenditures totaled \$10,177,340 with an excess of expenditures over revenue of \$261,791.

Capital Project Fund

As of December 31, 2021, the ending fund balance was \$26,951,964. Property tax receipted was \$13,274. Local income from interest and impact fees totaled \$108,816.

- **Expenditures:**
 - **Bond: \$2,014,398**
 - **Technology Levy: \$1,495,041**
 - Network Infrastructure: \$7,581
 - New Computers: \$1,420,563
 - Fiber: \$18,512
 - VOIP Charges: \$23,465
 - Other Software: \$3,088
 - Utilities: \$12,863
 - Bell & Clock: \$8,969

Debt Service Fund

Property tax collections in December totaled \$52,969 with ending fund balance of \$535,351. Principal and interest payments were made on December 1, 2021, of \$6,748,850.

Associated Student Body Fund

Ending fund balance was \$421,920.

Transportation Vehicle Fund

Ending fund balance was \$955,971.

If you have any questions after reviewing these reports, please contact me for assistance. Thank you.

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

For the FRANKLIN PIERCE SCHOOLS School District for the Month of December, 2021

| | ANNUAL | ACTUAL | ACTUAL | | | |
|--|-----------------|-------------------|-------------------|---------------------|-------------------|----------------|
| <u>A. REVENUES/OTHER FIN. SOURCES</u> | <u>BUDGET</u> | <u>FOR MONTH</u> | <u>FOR YEAR</u> | <u>ENCUMBRANCES</u> | <u>BALANCE</u> | <u>PERCENT</u> |
| 1000 LOCAL TAXES | 14,380,077 | 79,702.10 | 6,378,030.06 | | 8,002,046.94 | 44.35 |
| 2000 LOCAL SUPPORT NONTAX | 498,691 | 33,293.58 | 194,410.38 | | 304,280.62 | 38.98 |
| 3000 STATE, GENERAL PURPOSE | 75,095,502 | 6,446,498.34 | 23,037,777.24 | | 52,057,724.76 | 30.68 |
| 4000 STATE, SPECIAL PURPOSE | 23,833,298 | 2,029,963.47 | 7,011,147.34 | | 16,822,150.66 | 29.42 |
| 5000 FEDERAL, GENERAL PURPOSE | 85,000 | 6,351.00 | 12,702.00 | | 72,298.00 | 14.94 |
| 6000 FEDERAL, SPECIAL PURPOSE | 22,318,926 | 1,319,740.21 | 3,989,581.52 | | 18,329,344.48 | 17.88 |
| 7000 REVENUES FR OTH SCH DIST | 0 | .00 | 676.15 | | 676.15- | 0.00 |
| 8000 OTHER AGENCIES AND ASSOCIATES | 0 | .00 | 125,000.00 | | 125,000.00- | 0.00 |
| 9000 OTHER FINANCING SOURCES | 0 | .00 | .00 | | .00 | 0.00 |
| <u>Total REVENUES/OTHER FIN. SOURCES</u> | 136,211,494 | 9,915,548.70 | 40,749,324.69 | | 95,462,169.31 | 29.92 |
| <u>B. EXPENDITURES</u> | | | | | | |
| 00 Regular Instruction | 69,047,058 | 4,865,281.41 | 19,632,769.45 | 36,725,750.63 | 12,688,537.92 | 81.62 |
| 10 Federal Stimulus | 436,400 | 156,982.98 | 688,673.37 | 875,122.35 | 1,127,395.72- | 358.34 |
| 20 Special Ed Instruction | 21,409,576 | 1,591,531.49 | 6,283,617.06 | 12,471,538.95 | 2,654,419.99 | 87.60 |
| 30 Voc. Ed Instruction | 3,721,835 | 346,253.77 | 1,455,122.72 | 2,448,599.15 | 181,886.87- | 104.89 |
| 40 Skills Center Instruction | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| 50+60 Compensatory Ed Instruct. | 13,681,396 | 948,058.27 | 3,779,585.63 | 7,090,858.66 | 2,810,951.71 | 79.45 |
| 70 Other Instructional Pgms | 936,238 | 67,303.76 | 259,588.45 | 418,263.46 | 258,386.09 | 72.40 |
| 80 Community Services | 732,851 | 56,977.67 | 228,297.10 | 430,078.67 | 74,475.23 | 89.84 |
| 90 Support Services | 30,398,309 | 2,144,950.83 | 8,931,196.68 | 13,802,036.79 | 7,665,075.53 | 74.78 |
| <u>Total EXPENDITURES</u> | 140,363,663 | 10,177,340.18 | 41,258,850.46 | 74,262,248.66 | 24,842,563.88 | 82.30 |
| <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u> | 0 | .00 | .00 | | | |
| <u>D. OTHER FINANCING USES (GL 535)</u> | 0 | .00 | .00 | | | |
| <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u> | | | | | | |
| <u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u> | 4,152,169- | 261,791.48- | 509,525.77- | | 3,642,643.23 | 87.73- |
| <u>F. TOTAL BEGINNING FUND BALANCE</u> | 12,000,000 | | 13,030,555.40 | | | |
| <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u> | XXXXXXXXXX | | .00 | | | |
| <u>H. TOTAL ENDING FUND BALANCE</u> | 7,847,831 | | 12,521,029.63 | | | |
| <u>(E+F + OR - G)</u> | | | | | | |

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

For the FRANKLIN PIERCE SCHOOLS School District for the Month of December, 2021

| | ANNUAL | ACTUAL | ACTUAL | | | |
|---|-------------|---------------|---------------|---------------|---------------|---------|
| | BUDGET | FOR MONTH | FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
| <u>A. REVENUES/OTHER FIN. SOURCES</u> | | | | | | |
| 1000 Local Taxes | 2,571,001 | 13,274.02 | 1,054,988.13 | | 1,516,012.87 | 41.03 |
| 2000 Local Support Nontax | 564,500 | 108,816.63 | 201,316.09 | | 363,183.91 | 35.66 |
| 3000 State, General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 4000 State, Special Purpose | 9,228,000 | .00 | .00 | | 9,228,000.00 | 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> | 12,363,501 | 122,090.65 | 1,256,304.22 | | 11,107,196.78 | 10.16 |
| <u>B. EXPENDITURES</u> | | | | | | |
| 10 Sites | 0 | 676.85 | 92,080.91 | 2,901,756.54 | 2,993,837.45- | 0.00 |
| 20 Buildings | 46,728,000 | 2,014,441.74 | 7,633,173.49 | 6,656,784.77 | 32,438,041.74 | 30.58 |
| 30 Equipment | 4,400,000 | 1,495,041.57 | 2,131,588.69 | 2,193,326.07 | 75,085.24 | 98.29 |
| 40 Energy | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| 50 Sales & Lease Expenditure | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| 60 Bond Issuance Expenditure | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| 90 Debt | 1,100 | .00 | .00 | 950.00 | 150.00 | 86.36 |
| <u>Total EXPENDITURES</u> | 51,129,100 | 3,510,160.16 | 9,856,843.09 | 11,752,817.38 | 29,519,439.53 | 42.26 |
| <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> | 38,765,599- | 3,388,069.51- | 8,600,538.87- | | 30,165,060.13 | 77.81- |
| <u>F. TOTAL BEGINNING FUND BALANCE</u> | 42,222,687 | | 35,552,503.24 | | | |
| <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u> | XXXXXXXXX | | .00 | | | |
| <u>H. TOTAL ENDING FUND BALANCE</u> | 3,457,088 | | 26,951,964.37 | | | |
| <u>(E+F + OR - G)</u> | | | | | | |

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

For the FRANKLIN PIERCE SCHOOLS School District for the Month of December, 2021

| | ANNUAL | ACTUAL | ACTUAL | | | |
|--|----------------|------------------|------------------|--------------|------------------|-----------|
| | BUDGET | FOR MONTH | FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
| <u>A. REVENUES/OTHER FIN. SOURCES</u> | | | | | | |
| 1000 Local Taxes | 10,277,213 | 52,969.41 | 4,080,948.45 | | 6,196,264.55 | 39.71 |
| 2000 Local Support Nontax | 10,000 | 18.08 | 815.80 | | 9,184.20 | 8.16 |
| 3000 State, General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 5000 Federal, General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 9000 Other Financing Sources | 0 | .00 | .00 | | .00 | 0.00 |
| <u>Total REVENUES/OTHER FIN. SOURCES</u> | 10,287,213 | 52,987.49 | 4,081,764.25 | | 6,205,448.75 | 39.68 |
| <u>B. EXPENDITURES</u> | | | | | | |
| Matured Bond Expenditures | 3,770,000 | 3,770,000.00 | 3,770,000.00 | 0.00 | .00 | 100.00 |
| Interest On Bonds | 5,882,700 | 2,978,850.00 | 2,978,850.00 | 0.00 | 2,903,850.00 | 50.64 |
| Interfund Loan Interest | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| Bond Transfer Fees | 10,000 | .00 | 600.00 | 0.00 | 9,400.00 | 6.00 |
| Arbitrage Rebate | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| Underwriter's Fees | 0 | .00 | .00 | 0.00 | .00 | 0.00 |
| <u>Total EXPENDITURES</u> | 9,662,700 | 6,748,850.00 | 6,749,450.00 | 0.00 | 2,913,250.00 | 69.85 |
| <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> | 624,513 | 6,695,862.51- | 2,667,685.75- | | 3,292,198.75- | 527.16- |
| <u>F. TOTAL BEGINNING FUND BALANCE</u> | 2,197,913 | | 3,203,037.67 | | | |
| <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u> | XXXXXXXX | | .00 | | | |
| <u>H. TOTAL ENDING FUND BALANCE</u> | 2,822,426 | | 535,351.92 | | | |
| <u>(E+F + OR - G)</u> | | | | | | |

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

For the FRANKLIN PIERCE SCHOOLS School District for the Month of December, 2021

| | ANNUAL | ACTUAL | ACTUAL | | | |
|---|------------|-----------|------------|--------------|------------|---------|
| | BUDGET | FOR MONTH | FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
| <u>A. REVENUES</u> | | | | | | |
| 1000 GENERAL STUDENT BODY | 307,027 | 2,721.33 | 25,903.98 | | 281,123.02 | 8.44 |
| 2000 ATHLETICS | 206,700 | 7,976.39 | 45,437.57 | | 161,262.43 | 21.98 |
| 3000 CLASSES | 49,500 | 409.00 | 13,076.00 | | 36,424.00 | 26.42 |
| 4000 CLUBS | 136,300 | 4,828.83 | 11,918.98 | | 124,381.02 | 8.74 |
| 6000 PRIVATE MONEYS | 34,981 | 1,875.00 | 17,654.58 | | 17,326.42 | 50.47 |
| <u>Total REVENUES</u> | 734,508 | 17,810.55 | 113,991.11 | | 620,516.89 | 15.52 |
| <u>B. EXPENDITURES</u> | | | | | | |
| 1000 GENERAL STUDENT BODY | 320,707 | 4,307.02 | 21,051.46 | 0.00 | 299,655.54 | 6.56 |
| 2000 ATHLETICS | 209,600 | 4,762.21 | 25,103.77 | 0.00 | 184,496.23 | 11.98 |
| 3000 CLASSES | 47,600 | 195.44 | 7,122.74 | 0.00 | 40,477.26 | 14.96 |
| 4000 CLUBS | 169,550 | 3,479.82 | 12,594.15 | 0.00 | 156,955.85 | 7.43 |
| 6000 PRIVATE MONEYS | 16,500 | 5,497.83 | 7,338.60 | 0.00 | 9,161.40 | 44.48 |
| <u>Total EXPENDITURES</u> | 763,957 | 18,242.32 | 73,210.72 | 0.00 | 690,746.28 | 9.58 |
| <u>C. EXCESS OF REVENUES</u> | | | | | | |
| <u>OVER (UNDER) EXPENDITURES</u> (A-B) | 29,449- | 431.77- | 40,780.39 | | 70,229.39 | 238.48- |
| <u>D. TOTAL BEGINNING FUND BALANCE</u> | 350,000 | | 381,139.83 | | | |
| <u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u> | XXXXXXXXXX | | .00 | | | |
| <u>F. TOTAL ENDING FUND BALANCE</u> | 320,551 | | 421,920.22 | | | |
| <u>C+D + OR - E</u> | | | | | | |

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)For the FRANKLIN PIERCE SCHOOLS School District for the Month of December, 2021

| | ANNUAL BUDGET | ACTUAL FOR MONTH | ACTUAL FOR YEAR | ENCUMBRANCES | BALANCE | PERCENT |
|---|------------------|---------------------|--------------------|------------------|----------------|-----------|
| <u>A. REVENUES/OTHER FIN. SOURCES</u> | | | | | | |
| 1000 Local Taxes | 0 | .00 | .00 | | .00 | 0.00 |
| 2000 Local Nontax | 2,000 | 69.48 | 266.02 | | 1,733.98 | 13.30 |
| 3000 State, General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 4000 State, Special Purpose | 380,000 | .00 | .00 | | 380,000.00 | 0.00 |
| 5000 Federal, General Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 6000 Federal, Special Purpose | 0 | .00 | .00 | | .00 | 0.00 |
| 8000 Other Agencies and Associates | 708,126 | .00 | .00 | | 708,126.00 | 0.00 |
| 9000 Other Financing Sources | 0 | .00 | 39,750.00 | | 39,750.00- | 0.00 |
| A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u> | 1,090,126 | 69.48 | 40,016.02 | | 1,050,109.98 | 3.67 |
| B. <u>9900 TRANSFERS IN FROM GF</u> | 0 | .00 | .00 | | .00 | 0.00 |
| C. <u>Total REV./OTHER FIN. SOURCES</u> | 1,090,126 | 69.48 | 40,016.02 | | 1,050,109.98 | 3.67 |
| <u>D. EXPENDITURES</u> | | | | | | |
| Type 30 Equipment | 1,687,000 | .00 | .00 | 1,154,997.00 | 532,003.00 | 68.46 |
| 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> | 1,687,000 | .00 | .00 | 1,154,997.00 | 532,003.00 | 68.46 |
| 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> | 596,874- | 69.48 | 40,016.02 | | 636,890.02 | 106.70- |
| H. <u>TOTAL BEGINNING FUND BALANCE</u> | 915,694 | | 915,955.56 | | | |
| I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u> | XXXXXXXXXX | | .00 | | | |
| J. <u>TOTAL ENDING FUND BALANCE</u> | 318,820 | | 955,971.58 | | | |
| <u>(G+H + OR - I)</u> | | | | | | |



Franklin Pierce Schools

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

MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: February 8, 2022
SUBJECT: Policy 6220: Bid or Request for Proposal Requirements

BACKGROUND INFORMATION

WSSDA has revised Board Policy 6220: Bid or Request for Proposal Requirements to add language providing for conducting a cost or price analysis. The revisions also address interlocal cooperative agreements. Other revisions serve to clarify self-certification options.

RECOMMENDATION

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

ACTION REQUIRED

BID OR REQUEST FOR PROPOSAL REQUIREMENTS

The Franklin Pierce Board of Directors recognizes the importance of:

- Maximizing the use of district resources;
- The need for sound business practices in spending public money;
- The requirement of complying with state and federal laws governing purchasing and public works;
- The importance of standardized purchasing regulations; and
- The need for clear documentation.

I. Procurement and Public Works Using Non-Federal Funds

A. Furniture, Supplies, or Equipment

Whenever the estimated cost of furniture, supplies, or equipment (except books) will cost:

- Less than \$40,000, no competitive bidding process is required to make the purchase;
- Between \$40,000 and \$75,000, the Board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- Over \$75,000, the Board will follow the formal competitive bidding process by:
 1. Preparing clear and definite plans and specifications for such purchases;
 2. Providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
 3. Ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
 4. Providing the clear and definite plans and specifications to those interested in submitting a bid;
 5. Requiring that bids be in writing;
 6. Opening and reading bids in public on the date and in the place named in the notice; and
 7. Filing all bids for public inspection after opening.

B. Use of Non-Federal Funds for Improvements or Repairs

The Board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the Board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the Board will follow the formal competitive bidding process outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155;

using an interlocal agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

C. Exemptions

The Board may waive bid requirements for purchases:

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

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

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

D. Rejection of Bids

The Board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

E. Interlocal Cooperation Act

The Board reserves the right to enter into interlocal cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW. The Board will ensure that the other governmental entities have followed their own procedures for procurement prior to making any purchases under this section.

F. Crimes Against Children

The Board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books), or public works projects consistent with state law.

II. Procurement Using Federal Funds

A. Goods

When the district uses federal funds for procurement of textbooks, the allowable Self-Certification is \$50,000. When the district uses federal funds for procurement of **goods** (furniture, supplies, and equipment):

- Purchases of \$10,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from the Office of Superintendent of Public Instruction (OSPI).

B. Services

When the district uses federal funds for procurement of **services**:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchases should be distributed equitably among suppliers.

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

Self-Certification

If during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, as determined by the auditor, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then the district may use the following Self-Certification thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable based on research, experience, purchase history, or other information and must document this determination. In addition, to the extent practical, purchases must be distributed equitably among suppliers.
- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

If the district uses Self-Certification, the superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following five circumstances applies:

- Acquiring property or services that do not exceed \$10,000 (or in the case of a school district which qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000);
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., Office of Superintendent of Public Instruction) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

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

D. Cost/Price Analysis

The district will perform a cost or price analysis in connection with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

E. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

F. Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

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

G. Interlocal Cooperation

The Board reserves the right to enter into interlocal cooperative agreements for purchases with other governmental agencies pursuant to 2 CFR 200.318(e) and the Interlocal Cooperation Act, Chapter 39.34 RCW. Prior to making any purchases through agreements entered into in this manner, the district will confirm the other governmental agency has followed its purchasing procedures.

III. Procedures

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

| | | |
|-------------------|-------------------|--|
| Legal References: | RCW 28A.335.190 | Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies |
| | RCW 28A.400.330 | Crimes against children — Contractor employees — Termination of contract |
| | RCW 39.04.155 | Small works roster contract procedures — Limited public works process — Definition |
| | RCW 39.04.280 | Competitive bidding requirements — Exemptions |
| | RCW 39.26.160 | Bid Awards — Considerations — Requirements and criteria to be set forth — Negotiations — Use of enterprise vendor registrations and bid notification system |
| | RCW 39.30.060 | Bids on public works — Identification, substitution of contractors — Review, report of subcontractor listing requirements |
| | Chapter 39.34 RCW | Interlocal Cooperation Act |
| | 2 CFR Part 200 | Uniform administrative requirements, cost principles, and audit requirements for federal awards |
| | 2 CFR 200.1 | Simplified acquisition threshold |
| | 2 CFR 200.318 | General procurement standards |
| | 2 CFR 200.320 | Methods of procurement to be followed |
| | 2 CFR 200.324 | Contract cost and price |
| | 2 CFR 200.520 | Criteria for a low-risk auditee |
| | 2 CFR Part 3485 | Nonprocurement debarment and suspension |

Adoption Date: 12/9/08
Franklin Pierce Schools
Revised: 4/12/11; 4/3/18; 8/18/20; 2/8/22
Classification: Essential



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Dr. Lance Goodpaster, Superintendent
DATE: February 8, 2022
SUBJECT: Travel Request: Overnight Field Trip with Students

BACKGROUND INFORMATION

Group: Upward Bound /Metropolitan Development Council (FPHS and WHS)
Destination: 2022 Summer College Experience

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 2022 Summer College Experience overnight field trip travel request with Franklin Pierce High School students and Washington High School students.

ACTION REQUIRED

FRANKLIN PIERCE SCHOOLS

APPLICATION FOR OVERNIGHT FIELD TRIP WITH STUDENTS

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

Date of Application: _____

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.

OBJECTIVES

The SCE- College Access program's main objective is to prepare students for their future college coursework, to inform them on ways to positively engage with the academic community while still attending high school. The mix of traditional high school courses, all while maximizing the opportunity to seize an opportunity that can serve as the catalyst for a successful career. Combined with live campus engagement activities and rigorous higher academic challenges to consider...

PROGRAM GOALS

The goal of the program is to establish a solid foundation for scholars as they prepare for life after high school while exploring opportunities for their future careers.

PATHWAY PRESENTATIONS

The SCE Pathways create a highly structured approach to student success that provides all students with a set of clear college access standards that promote better admissions options, intentional enrollment decisions and prepares students for future success. This guided pathways framework also integrates support services in ways that make it easier for students to get the help they need during every step of their college preparation & exploration experience. These presentations include topics such as:

- a. I See You at an HBCU
- b. Jumping through the hoops- SAT & ACT Crash Course
- c. Ask Your Uncle- Introduction to FAFSA
- d. Show Me the Money- The Do's & Don'ts of Scholarship procurement
- e. Traveling the Unbeaten Path- Successful alternatives to college
- f. Be All you can Be at any University- University ROTC Programs

PROGRAM CURRICULUM AND CAMPUS ACTIVITIES

While the Pathway Presentations offer a fundamental template of strategies to prepare scholars for their post-secondary education experience, our college access curriculum serves to inform and educate students on what is needed to maximize the college experience and prepare for the future. The lessons and activities include:

- a. Completing a college application
- b. Completing the Common App
- c. The mechanics of writing a successful college essay
- d. Understanding the importance of community & campus organizations
- e. Campus Politics – Student Government Association (SGA)
- f. Internships, Apprenticeships, Volunteer opportunities

SCE TOUR 2022 "HBCU EXTREME" ITINERARY

- Tour Dates- July 9 – 17th, 2022
 - Leaving from: SeaTac, WA Final Destination- Atlanta, GA
-

Saturday July 9, 2022

| | |
|---------------|---|
| 4:45 – 5:15am | Student Check In @ Tacoma Mall parking lot (before departure) |
| 5:25 – 5:45am | Bus Arrival & Loading process |
| 7:55am | Departure Flight from SeaTac Airport |
| 4:00pm | Arrive at BWI- Baltimore/Washington International Airport |
| 5:30pm | Hotel Check In- TBD, Baltimore, MD |
| 7:00pm | Dinner: Catered at hotel (TBD- To be determined) |

Sunday July 10, 2022

| | |
|-----------------|--|
| 7:00 – 8:00am | Breakfast |
| 9:00 – 12:00am | Tour of Baltimore/DC Area |
| 12:30 – 1:30pm | Lunch @ TBD |
| 2:00pm – 5:00pm | Activity: Visit African American History Museum |
| 6:00pm – 7:30pm | Dinner @ Hotel (TBD) |
| 7:45pm – 9:30pm | Daily Reflections/Introduction to Evening Programming |

Monday July 11, 2022

| | |
|----------------|---|
| 7:00 – 8:00am | Breakfast |
| 8:30am | Check Out, Load & Departure |
| 9:00 – 10:30pm | Morgan State University |
| 12:00 – 2:30pm | Bowie State University- (Includes lunch) |
| 3:15 - 5:00pm | Howard University |
| 6:00 – 8:00pm | Dinner @ TBD |
| 8:30pm | Hotel Check In- TBD |
| 9:00 – 10:30pm | Daily Reflections/Evening Programming |

Tuesday July 12, 2022

| | |
|----------------|---|
| 7:00 – 8:00am | Breakfast |
| 8:30am | Check Out, Load & Departure |
| 9:00 – 10:30am | Virginia Union University |
| 11:00 – 2:00pm | Virginia State University (Includes lunch) |
| 3:00 - 5:00pm | Hampton University |
| 6:00 – 8:00pm | Dinner @ TBD |
| 8:30pm | Hotel Check In- TBD |
| 9:00 – 10:30pm | Daily Reflections/Evening Programming |

Wednesday July 13, 2022

| | |
|----------------|---|
| 7:00 – 8:00am | Breakfast |
| 8:30am | Check Out, Load & Departure |
| 9:00 – 10:30am | Norfolk State University |
| 12:00 – 2:30pm | North Carolina Central University (Includes lunch) |
| 3:15 – 5:00pm | North Carolina A&T State University |
| 6:30 – 7:30pm | Dinner @ TBD |
| 9:00pm | Hotel Check In- TBD |
| 9:30 – 10:45pm | Daily Reflections/Evening Programming |

Thursday July 14, 2022

| | |
|----------------|---|
| 7:00 – 8:00am | Breakfast |
| 8:30am | Check Out, Load & Departure |
| 9:00 – 10:30am | Winston-Salem State University |
| 12:30 – 2:30pm | Johnson C. Smith University (Includes lunch) |
| 3:00 – 8:00pm | Travel Time on the road (Dinner included) |
| 8:30 – 9:00pm | Hotel Check In- TBD |
| 9:45 – 11:00pm | Evening Activity Option- Centennial Park |

Friday July 15, 2022

| | |
|------------------|--|
| 7:00 – 9:00am | Breakfast |
| 11:00 – 2:30pm | Morehouse College (Includes lunch) |
| 11:00 – 2:30pm | Spelman College (Includes lunch) |
| 3:00 – 4:30pm | Clark Atlanta University |
| 6:00pm – 10:30pm | Evening Activity- Lennox Mall Trip (dinner included) |

Saturday July 16, 2022

| | |
|---------------|--|
| 7:00 – 8:00am | Breakfast |
| 9:00 – 9:00pm | Visit Six Flags over Georgia (Lunch & Dinner included) |

Sunday July 17, 2022

| | |
|----------------|--|
| 7:00 – 8:00am | Breakfast |
| 9:00am | Hotel Check Out, Load & Departure |
| 11:00 – 7:00pm | Departure Flight from Hartsfield-Jackson Airport to SeaTac |
| 8:30pm | Arrive back at Tacoma Mall |

Total Trip Covers 14 Colleges and Universities

Morgan State | Bowie State | Howard | Virginia Union | Virginia State | Hampton | Norfolk State |
North Carolina Central | NC A&T | Winston-Salem State | Johnson C. Smith University |
Morehouse | Spelman | Clark-Atlanta University



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: James Hester, Deputy Superintendent of PK-12
DATE: February 8, 2022
SUBJECT: Procedure 3211P: Gender-Inclusive Schools

BACKGROUND INFORMATION

Although WSSDA first developed a transgender student model policy and procedure in 2013, this is not a static issue. SB 5689 (2019) required WSSDA and OSPI to collaborate and update WSSDA's model policy and procedure regarding transgender students. You'll notice several changes, but one that may stand out is the name change from "Transgender Students" to "Gender-Inclusive Schools." The new name is more accurate and encompassing.

Many of the revisions add or revise key definitions and terms. Other revisions include consulting with students before making assumptions. Additionally, SB 5689 required some specific revisions, such as requiring districts to designate a district staff member as the primary contact for the policy and procedure. Starting in the 2020-2021 school year, SB 5689 requires that each district's primary contact participates in at least one OSPI training. Additionally, the legislation requires that school districts share this policy and procedure with parents, students, volunteers, and school employees.

RECOMMENDATION

None.

ACTION REQUIRED

None. This is an information item only.

TRANSGENDER STUDENTS **GENDER-INCLUSIVE SCHOOLS**

The principal or building administrator or an appropriate, designated school employee is encouraged to request a meeting with a transgender or gender-expansive student ~~and their parent/guardian~~ upon the student's enrollment in the district or in response to a currently enrolled student's change of gender expression or identity.

The goals of the meeting are to:

- Develop understanding of that student's individual needs with respect to their gender expression or identity, including any accommodations that the student is requesting or that the district will provide according to Policy 3211, this procedure, and under state and federal law; and
- Develop a shared understanding of the student's day-to-day routine within the school so as to foster a relationship and help alleviate any apprehensions the student may have with regard to their attendance at school.

The school may not require the student to attend a meeting as ~~a~~ condition of providing them with the protections to which they are entitled under Policy 3211, this procedure, and state and federal law regarding gender expression or identity.

Key Definitions/Terms

- **Assigned sex at birth:** The sex a person was given at birth, usually based on anatomy or chromosomes (e.g., male, female, intersex, etc.).
- **Cisgender:** A term used to describe people whose assigned sex matches their gender identity and/or gender expression (e.g., someone who was assigned female at birth and whose gender identity and/or gender expression is also female).
- **Gender Expansive:** A wider, more flexible range of gender identities or expressions than those typically associated with the binary gender system.
- **Gender Expression** ~~is the manner:~~ The external ways in which a person ~~represents or~~ expresses their gender to ~~others, often the world, such as~~ through their behavior, ~~clothing, hairstyles, activities, voice, or emotions, mannerisms, dress, grooming habits, interests, and activities.~~
- **Gender Identity** ~~is a:~~ A person's internal and deeply felt ~~internal~~ sense of being ~~male or~~ female, male, both, non-binary, gender-expansive, or other regardless of ~~their sex the~~ gender assigned at birth.
- ~~Gender Nonconforming is a term for people whose gender expression differs from stereotypical expectations about how they should look or act based on the gender they were assigned at birth. This includes people who identify outside traditional gender categories or identify as both genders, or as gender neutral.~~

- ~~Biological Sex/Sex refers to a person's internal and external anatomy, chromosomes, and hormones.~~
- **Transgender** ~~is a general:~~ A term often used to describe a person whose gender identity ~~and/or expression is, or both, are~~ different from ~~that~~ those traditionally associated with ~~the person's gender~~ their sex assigned at birth.
- **Transitioning** ~~is the:~~ The process in which a person ~~changes their gender expression to better reflect their gender identity. goes from living and identifying as one gender to living and identifying as another.~~

Communication and Use of Names and Pronouns

An appropriate school employee will privately ask known transgender or gender-expansive students how they would like to be addressed in class, in correspondence to the home, and at conferences with the student's parent/guardian. That information will be included in the electronic student record system along with the student's legal name in order to inform teachers and staff of the name and pronoun by which to address the student. However, the student's legal name should be accessible by only necessary staff members—it should not be visible to teachers or other staff who have access to the electronic records system.

When appropriate or necessary, this information will be communicated directly with staff to facilitate the use of proper names and pronouns. A student is not required to change their official records or obtain a court-ordered name and/or gender change as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity.

When communicating with transgender or gender-expansive students regarding particular issues such as conduct, discipline, grades, attendance or health, school employees will focus on the conduct or particular issues rather than making assumptions regarding the student's actual or perceived gender identity or gender expression.

School staff shall not intentionally disclose the student's transgender or gender-expansive status except as authorized by law.

Official Records

The ~~district standardized high school transcript~~ is required to maintain a permanent student the only official record which includes the that requires a student's legal name ~~and.~~ The district will change a student's official records to reflect a change in legal name upon receipt of:

1. Documentation that the student's legal name or gender has been changed pursuant to a court order or through amendment of state or federally-issued identification; or
2. A written, signed statement explaining that the student has exercised a common-law name change and has changed their name for all intents and purposes and that the change has not been made for fraudulent reasons.

Schools may change a student's official gender designation upon parent or student request pursuant to the Office of the Superintendent of Public Instruction's (OSPI's) process found at <http://www.k12.wa.us/cedars/CEDARSDDataFormQA.aspx>; <https://www.k12.wa.us/sites/default>

/files/public/cedars/pubdocs/2018-19cedarsreportingguidance.pdf. The process should not be overly cumbersome, and the district may not require verification from a physician.

~~To the extent that the district is not legally required to use a student's legal name and biological sex on school records or documents, the district should use the name and gender by which the student identifies. In situations where school employees are required by law to use or report a student's legal name or gender, such as for standardized testing, school staff should adopt practices to avoid the inadvertent disclosure of the student's transgender or gender nonconforming status.~~

The school should use the name and gender by which the student identifies on all other records, including but not limited to school identification cards, classroom seating charts, athletic rosters, yearbook entries, diplomas, and directory information.

Confidential Health or Educational Information

Information about a student's gender ~~status~~ identity, legal name, or ~~gender~~-assigned sex at birth may constitute confidential medical or educational information. Disclosing this information to other students, their parents, or other third parties may violate privacy laws, such as the federal Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232; 34 C.F.R. Part 99). Therefore, to ensure the safety and well-being of the student, school employees should not disclose a student's transgender or gender ~~nonconforming-expansive~~ status to others, including the student's parents and/or other school personnel, unless the school is: (1) legally required to do so; or (2) the student has authorized such disclosure. Nothing in this Procedure shall be interpreted to prohibit disclosure of such information in the case of emergency, or under another exception recognized by FERPA, or from complying with the district's duty to disclose student records to parents as required by FERPA.

~~Communication and Use of Names and Pronouns~~

~~An appropriate school employee will privately ask known transgender or gender nonconforming students how they would like to be addressed in class, in correspondence to the home, and at conferences with the student's parent/guardian. That information will be included in the electronic student record system, along with the student's legal name, in order to inform teachers and staff of the name and pronoun by which to address the student. When appropriate or necessary, this information will be communicated directly with staff to facilitate the use of proper names and pronouns. A student is not required to change their official records or obtain a court-ordered name and/or gender change as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity.~~

~~When communicating with transgender or gender nonconforming students regarding particular issues such as conduct, discipline, grades, attendance or health, school employees will focus on the conduct or particular issues rather than making assumptions regarding the student's actual or perceived gender identity. When communicating with parents of transgender or gender nonconforming students, school employees will refrain from the use of gender pronouns and refer to the student by name whenever practicable. The district will not condone the intentional and persistent refusal to respect a student's gender identity, or inappropriate release of information regarding a student's transgender status.~~

Restroom Accessibility

Students will be allowed to use the restroom that is consistent with their gender expression or identity ~~consistently asserted at school~~. Any student ~~—transgender or not— who has a need or desire for increased privacy, —~~ regardless of ~~the underlying reason, will be provided~~ gender identity—who requests greater privacy should be given access to an alternative restroom. ~~No~~ However, schools may not require a student ~~will be required~~ to use an alternative restroom because ~~they are~~ of their transgender ~~or gender-expansive status~~.

Locker Room Accessibility

Use of locker rooms by transgender or gender ~~nonconforming-expansive~~ students will be assessed on a case-by-case basis, with the goal of maximizing transgender or gender nonconforming-expansive student social integration, providing an equal opportunity to participate in physical education classes and athletic opportunities, and ensuring the student's safety. The district will take an approach that conforms with OSPI's guidelines. In most cases, the district should provide the student access to the locker room that corresponds to the gender identity they assert at school. ~~Any student —transgender or not— who has a need or desire for increased privacy, regardless of the underlying reason, will be provided a reasonable alternative changing area.~~ Reasonable alternatives to locker room conditions for any student who wants additional privacy include, but are not limited to:

- Use of a private area (e.g., nearby restroom stall with a door, an area separated by a curtain, an office in the locker room, or a nearby health office restroom); ~~or~~
- A separate changing schedule (i.e., utilizing the locker room before or after the other students ~~—~~).

~~Any alternative to locker room conditions~~ The school will ~~be provided in a manner that allows provide accommodations needed to allow~~ the student to keep ~~his or her~~ their transgender or gender ~~nonconforming-expansive~~ status private. No student, ~~however,~~ will be required to use a locker room that conflicts with his or her gender identity.

Sports and Physical Education Classes

The district will provide all students, including transgender and gender-expansive students, the opportunity to participate in physical education and athletic programs/opportunities in a manner that is consistent with their gender identity.

A student may seek review of his or her eligibility for participation in interscholastic athletics by working through the Gender Identity Participation procedure set forth by the Washington Interscholastic Activities Association (WIAA).

Dress Codes

The district will allow students to dress in a manner that is consistent with their gender identity and/or gender expression within the constraints of the dress codes adopted at their school site and within the constraints of the district guidelines for dress as they relate to health and safety issues (e.g., prohibitions on wearing gang-related apparel). School dress codes will be gender-

neutral and will not restrict a student's clothing choices on the basis of gender. The district will take an approach that conforms with OSPI's guidelines.

Other School Activities

In any school activity or other circumstance involving separation by gender (i.e., class discussions, field trips, and overnight trips), students will be permitted to participate in accordance with the gender identity they assert at school. Teachers and other school employees will make every effort to separate students based on factors other than gender where practicable.

Training and Professional Development

The district will designate one person to be the primary contact regarding this policy and procedure relating to transgender or gender-expansive students. The primary contact must participate in at least one mandatory training opportunity offered by OSPI. When possible, the district will conduct staff training and ongoing professional development in an effort to build the skills of all staff members to prevent, identify, and respond to harassment and discrimination. The content of such professional development should include, but not be limited to:

- Terms and concepts related to gender identity, gender expression, and gender diversity in children and adolescents;
- Appropriate strategies for communicating with students and parents about issues related to gender identity and gender expression, while protecting student privacy;
- Strategies for preventing and intervening in incidents of harassment and discrimination, including bullying and cyber-bullying; ~~and~~
- District and staff responsibilities under applicable laws and district policies regarding harassment, discrimination, ~~and~~ gender identity ~~and~~ gender expression issues.

Discrimination and Harassment Complaints

Discrimination and harassment on the basis of sex, ~~sexual-orientation~~ gender identity, or gender ~~identity or~~ expression are prohibited within the district. It is the responsibility of each school, the district, and all staff to ensure that all students, including transgender and gender non-conforming-expansive students, have a safe school environment. The scope of this responsibility includes ensuring that any incident of discrimination or harassment is given immediate attention and/or reported to the person designated as the primary contact relating to transgender or gender-expansive students. The primary contact will communicate with the district's Civil Rights Compliance Coordinator.

Complaints alleging discrimination or harassment based on a person's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination and ~~or~~ harassment complaints. This includes investigating the incident and taking age and developmentally appropriate corrective action. Anyone may file a complaint alleging a violation of this policy using the complaint process outlined in the district's Nondiscrimination Procedure 3210P.

The district will share this policy and procedure with students, parents/guardians, employees, and volunteers.



Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Dr. Lance Goodpaster, Superintendent
DATE: February 8, 2022
SUBJECT: Approved Out-of-State Staff Travel Requests

| Travel Dates | Traveler Name(s) | Conference/Destination | Funding Source(s) |
|-----------------|---|---|--|
| 2/27/22-3/01/22 | Timothy Bremner, Jaci Washam | Educating for Careers <ul style="list-style-type: none">• Sacramento, CA | <ul style="list-style-type: none">• Perkins Grant |
| 3/31/22-4/03/22 | Alice McMillen, Brian Olsen, Michele Rupe | Learning and the Brain <ul style="list-style-type: none">• New York, NY | <ul style="list-style-type: none">• Title 1 OSSI Grant |
| 6/27/22-6/30/22 | Patrick Calcote, Lana Jones, Valinda Jones, Carrie Lind, Amanda McGrew, Brian Olsen, Angela Quiram, Michele Rupe, Abigail Smith | Project-Based Learning World <ul style="list-style-type: none">• Napa, CA | <ul style="list-style-type: none">• Medicaid Match and General Funds |