Board of Directors

Regular Meeting
May 11, 2021
6:00 p.m.

This meeting will be held in the Ford Middle School Commons
located at 1602 104th Street East in Tacoma, Washington.

The public may attend in person, online using this Zoom webinar link –
https://fpschools.zoom.us/j/99432133185?pwd=WGpSK3RqdmxneVNqTXBSaklvTjhjdz09
or by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.
Webinar ID: 994 3213 3185 Password: Rm051121

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 May 10, 2021.

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

Updated by the Franklin Pierce Board of Directors on August 11, 2020.

In-Person Public Meetings during the COVID-19 Pandemic

Franklin Pierce Schools will follow all health and safety guidance that applies to public meetings, including the Healthy Washington – Roadmap to Recovery plan, 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:
    - Complete a COVID-19 health attestation;
    - Sign in with contact tracing information including full name, phone number, email address, and residential or mailing address;*
    - Wear proper face covering;
    - Maintain six feet of physical distance from other people; and
    - Sit in a designated location.
- 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.
- Public Comments during the Announcements and Communication portion of the School Board Meeting:
    - In-Person Attendees: Sign up at the check-in table upon arrival at the meeting location.
    - Online Zoom Attendees: Contact Kristin Holten at kholten@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.*

REGULAR MEETING OF THE BOARD OF DIRECTORS
Ford Middle School Commons
May 11, 2021 – 6 p.m.

AGENDA

This meeting will be held in the Ford Middle School Commons
located at 1602 104th Street East in Tacoma, Washington.

The public may attend in person, online using this Zoom webinar link -
https://fpschools.zoom.us/j/99432133185?pwd=WGpSK3RqdmxneVNqTXBSaklvTjhjdz09
or by phone at +1 (253) 215 8782 or +1 (346) 248 7799 or +1 (312) 626 6799.
Webinar ID: 994 3213 3185 Password: Rm051121

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 (kholten@fpschools.org or 253-298-3010) by 3 p.m. on May 10.

VI. Special Recognition/Award Presentation

Audience members are welcome to stay for the remainder of the meeting.

VII. Consent Agenda

1. Minutes: March 8, 2021; April 13, 2021 ..... A
2. Audit of Expenditures: April 2021 ..... B
3. Personnel Action C
4. Budget Status Reports: March 2021 ..... D

VIII. New Business

1. Resolution 21-R-05: Harvard Elementary School Utility Easement ..... E
2. Resolution 21-R-06: Interdistrict Agreement for Educational Opportunities ..... F
3. Resolution 21-R-07: Contract with Non-Public School Agencies or Individuals ..... G
4. Resolution 21-R-08: Delegating Authority to WIAA ..... H
5. Out-of-Endorsement Assignments I
6. Information Technology Surplus ..... J

IX. Proposals

1. Policy 3432: Emergencies ..... K
2. Policy 6000: Program Planning, Budget Preparation, Adoption, and Implementation L
3. Policy 6530: Insurance ..... M

X. Information

1. Procedure 3432P: Emergencies ..... N
2. Procedure 6000P: Program Planning, Budget Preparation, Adoption & Implementation .. O

XI. Adjournment

Next Meeting: May 25, 2021



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 982 1764 2194 – (253) 215-8782 or in-person at Ford Middle School Commons, 1602 104th Street East, Tacoma, WA 98445.

March 8, 2021

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER
Mr. Roberts called the special meeting to order at 5:15 p.m.

BOARD MEMBERS PRESENT
Mr. Davis, Ms. Gallogly, Dr. Mendoza, Mr. Roberts, Mrs. Sherman.

SPECIAL MEETING
The purpose of this work session was to test hybrid meeting technology and allow our directors and staff become familiar with using this technology so that future hybrid work sessions and board meetings run smoothly. No other business was discussed.

ADJOURNMENT
There being no business to transact, the special meeting adjourned at 5:34 p.m.

Secretary of the Board

President of the Board

* Minutes from this meeting should have been submitted for approval during the April 13, 2021 regular meeting. So that this minutes page will post in correct chronological meeting order (between minutes of the March 2, 2021 special meeting and the March 9, 2021 special meeting), this page is numbered 14.1.

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 959 1687 6342 – (253) 215-8782 or in-person at Ford Middle School Commons, 1602 104th Street East, Tacoma, WA 98445.

April 13, 2021

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER
Mr. Roberts called the special meeting to order at 6:07 p.m.

BOARD MEMBERS PRESENT
Ms. Gallogly, Dr. Mendoza, Mr. Roberts. Excused: Mr. Davis, Mrs. Sherman.

SPECIAL MEETING
The Board of Directors reviewed and discussed the following items:

1. Superintendent's Update
2. School Board Student Representatives
3. Return to In-Person Instruction

ADJOURNMENT
There being no business to transact, the special meeting adjourned at 6:59 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 959 1687 6342 – (253) 215-8782 or in-person at Ford Middle School Commons, 1602 104th Street East, Tacoma, WA 98445.

April 13, 2021

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER
Mr. Roberts called the meeting to order at 7:04 p.m.

BOARD MEMBERS PRESENT
Ms. Gallogly, Dr. Mendoza, Mr. Roberts. Excused: Mr. Davis, Mrs. Sherman.

AGENDA **21-M-25**
It was moved by Ms. Gallogly, seconded by Dr. Mendoza, and unanimously passed that the Board of Directors adopt the agenda as presented.

ANNOUNCEMENTS & COMMENTS FROM THE SUPERINTENDENT
Dr. Goodpaster commented on district and community events and the return to in-person instruction.

ANNOUNCEMENTS & COMMENTS FROM THE BOARD OF DIRECTORS
Dr. Mendoza commented on the continuing work of the boundary review committee.

ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE/COMMUNITY
Mr. Roberts read written questions submitted by Ms. Pam Kruse, FPEA President, related to Pierce County's return to Phase 2 of the Healthy Washington – Roadmap to Recovery plan and the Centers for Disease Control and Prevention's change to classroom spacing guidelines.

CONSENT AGENDA **21-M-26**
It was moved by Dr. Mendoza, seconded by Ms. Gallogly, and unanimously passed that the Board of Directors approve the Consent Agenda as presented.

(1) Minutes
Minutes of the Board of Directors for the special and regular meetings held on March 9, 2021 were approved.

(2) Audit of Expenditures
Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, expense reimbursement claims certified as required by RCW 42.24.090, and payroll disbursements are identified below and approved for payment. The Franklin Pierce Board of Directors, at its regularly scheduled meeting held April 13, 2021, authorized the County Treasurer to pay all warrants/transfers specified below.

(2) Audit of Expenditures (continued)

	Number	Amount	Date Issued
General Fund – Payroll	Direct Dep/Bank Fees	$5,728,428.74	3/31/2021
	269545-269555	$2,778.51	3/31/2021
	269556-269591	$2,856,360.55	3/31/2021
General Fund – A/P	A/P Direct Deposit	$23,266.24	3/15/2021
	269419-269476	$574,110.70	3/15/2021
	A/P Direct Deposit	$9,689.66	3/31/2021
	269492-269534	$803,360.98	3/31/2021
	BMO Direct Deposit	$320,065.18	3/31/2021
Capital Projects	A/P Direct Deposit	$303,434.43	3/15/2021
	269477-269489	$3,197,295.13	3/15/2021
	A/P Direct Deposit	$34,809.00	3/31/2021
	269535-269544	$60,943.71	3/31/2021
	BMO Direct Deposit	$60,295.79	3/31/2021
ASB	A/P Direct Deposit	$9.85	3/15/2021
	269490	$350.00	3/15/2021
	BMO Direct Deposit	$3,476.46	3/31/2021

(3) Personnel Action

NEW HIRES

NAME	JOB TITLE / LOCATION	EFFECTIVE DATE
Brokenshire, Sarah	Special Education Teacher / To be determined	08/23/2021
Chittenden, Candyce	Temporary Custodian / Franklin Pierce	03/25/2021
Coburn-Paredes, Kent	Paraeducator / Keithley	03/11/2021
Duncan, Jordan	Temporary Paraeducator / Hewins Early Learning Center	03/16/2021
Hatfield, Madison	Psychologist / Learning Support Services	08/23/2021
Heavens, Odyssey	Bus Driver / Transportation	03/23/2021
Johnson, Trinera	Temporary HS Admin Assistant / Franklin Pierce	03/29/2021
Jones, Jordan	Paraeducator / James Sales	03/23/2021
Kusander, Elsy	Temporary Paraeducator / Collins	03/18/2021
Martin, Gelettie	Temporary Paraeducator / Elmhurst	03/11/2021
McMullen, Alesha	Paraeducator / Harvard	03/10/2021

(3) Personnel Action

NEW HIRES (continued)

NAME	JOB TITLE / LOCATION	EFFECTIVE DATE
Rattan, Sandeep	Temporary Custodian / Ford	03/17/2021
Washington, Enjoli	Occupational Therapist / Learning Support Services	08/23/2021
Willard, Kristy	Temporary Nutrition Services Assistant III / Hewins Early Learning Center	03/29/2021
Williams, McKenzie	Temporary Paraeducator / Brookdale	03/23/2021
Wyne, Lora	Special Education Teacher / Central Avenue	08/23/2021
Zimmerman, Arika	Paraeducator / Franklin Pierce	03/08/2021

TERMINATIONS * corrected effective date

NAMES	JOB TITLE / LOCATION	EFFECTIVE DATE
Agar, Lori	Teacher / Central Avenue	06/30/2021
Aszklar, George	CTE TOSA / CTE Department	06/30/2021
Beatty, Nikita	Paraeducator / Elmhurst	04/02/2021
Davenport, Ryan	Teacher / Keithley	08/31/2021
Hernandez, Arturo	Dual Language Teacher / Harvard	08/31/2021
Hundven, Ronda	Paraeducator / Harvard	04/02/2021
Inman, Brittany*	Teacher / Franklin Pierce	08/31/2021
Jefferson, Nicole	Teacher / Ford	08/31/2021
Johnson, Nathan	Temp Custodian / Ford	03/03/2021
Lindquist, Elena	ELL Teacher / Christensen	06/30/2021
Nelson, Lauren	Counselor on Leave / Keithley	08/31/2021
Ohlde, Elizabeth	Spec Ed Teacher / Keithley	08/31/2021
Parsons, Jennifer	Social Worker on Leave / Learning Support Services	08/31/2021
Popkov, Marina	Teacher on Leave / Keithley	08/31/2021
Powell, Ashley	Teacher / James Sales	08/31/2021
Roberson, Randy	Mechanic / Transportation	02/25/2021
Rothner, Matthew	Spec Ed Teacher / Elmhurst	08/31/2021
Smith, Corinne	Teacher / Keithley	08/31/2021
Turner, Stephanie*	Special Ed Teacher / Central Avenue	08/31/2021
Verkuyl, Jennifer	Teacher / Brookdale	08/31/2021

APPOINTMENTS / PROMOTIONS / TRANSFERS

NAME	JOB TITLE / LOCATION	EFFECTIVE DATE
Amoah-Forson, Kwesi	Assistant Principal - Temporary / Washington	07/01/2021
Banks, Frank	Assistant Chief / Washington	03/15/2021
Dailey, Kelly	Assistant Chief / Franklin Pierce	03/15/2021
Laban, Marie	Assistant Principal - Temporary / Franklin Pierce	07/01/2021
Sagastizado, Blanca	Family Resource Navigator / PK-12	04/19/2021
Van, Jennifer	Student Health Services Nurse / Learning Support	04/19/2021

LEAVES OF ABSENCE

NAME	JOB TITLE / LOCATION	EFFECTIVE DATE
Marable, Rachel	Teacher / Harvard	06/22/21-09/01/22
Walters, Leroy	Teacher / Franklin Pierce	06/22/21-09/01/22

SPECIAL ACTION

NAME	JOB TITLE / LOCATION	ACTION
Jackson, Kimberly	Teacher / Franklin Pierce	Legal Settlement Agreement
Roberson, Randy	Mechanic / Transportation	Legal Settlement Agreement

(4) Investment and Financial Reports

Budget status reports for the General Fund, Capital Projects Fund, Debt Service Fund, ASB Fund, and Transportation Vehicle Fund for the month of February 2021.

RESOLUTION 21-R-04 – EMERGENCY WAIVER OF HIGH SCHOOL GRADUATION REQUIREMENTS **21-M-27**

It was moved by Dr. Mendoza, seconded by Ms. Gallogly, and unanimously passed that the Board of Directors adopt Resolution 21-R-04 – Emergency Waiver of High School Graduation Requirements.

ADJOURNMENT

Mr. Roberts announced that the next regular meeting of the Board of Directors will be held on Tuesday, May 11, 2021 beginning at 6 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 7:25 p.m.

Secretary of the Board

President of the Board

FRANKLIN PIERCE SCHOOLS

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: May 11, 2021
SUBJECT: Audit of Expenditures

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, expense reimbursement claims certified as required by RCW 42.24.090, and payroll disbursements are identified below and approved for payment. The Franklin Pierce Board of Directors, at its regularly scheduled meeting held May 11, 2021, authorizes the County Treasurer to pay all warrants/transfers specified below. To obtain a copy of the detailed listing, please contact the Superintendent's Office.

	Number	Amount	Date Issued
General Fund – Payroll	Direct Dep/Bank Fees	$5,770,144.68	4/30/2021
	269649-269669	$13,444.37	4/30/2021
	269670-269705	$2,868,552.08	4/30/2021
General Fund – A/P	A/P Direct Deposit	$79,312.38	4/15/2021
	269592-269639	$760,818.07	4/15/2021
	269648	$72,651.36	4/15/2021
	A/P Direct Deposit	$375,779.01	4/30/2021
	269706-269755	$325,675.51	4/30/2021
Capital Projects	269640-269646	$2,937,971.76	4/15/2021
	A/P Direct Deposit	$239,775.33	4/30/2021
	269756-269764	$90,391.03	4/30/2021
ASB	A/P Direct Deposit	$99.61	4/15/2021
	269647	$20.00	4/15/2021
	A/P Direct Deposit	$7,925.82	4/30/2021
	269765-269776	$300.00	4/30/2021
Trust	A/P Direct Deposit	$347.26	4/30/2021

Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Brandy Marshall, Director of Human Resources
DATE: May 11, 2021
SUBJECT: Personnel Action

NEW HIRES

NAME	JOB TITLE / LOCATION	EFFECTIVE DATE	REASON
Allen, Nathan	Psych Intern / Learning Support Services	8/31/2021	Temporary
Benedetti, Julie	Financial Coordinator / Ford	4/19/2021	Replacement
Bougard, Pierre	Secondary Teacher / To be determined	8/23/2021	Replacement
Cartwright, Christina	Bus Driver / Transportation	4/20/2021	Replacement
Chittenden, Candyce	Temporary Custodian / Franklin Pierce	3/25/2021	Leave Replacement
Coburn-Paredes, Kent	Paraeducator / Keithley	3/11/2021	Replacement
Duncan, Jordan	Paraeducator / Hewins Early Learning Center	3/16/2021	Leave Replacement
Faison, Aliyah	Paraeducator / Washington	4/19/2021	Replacement
Garcia Ramirez, Samantha	Paraeducator / Harvard	4/12/2021	Replacement
Heavens, Odyssey	Bus Driver / Transportation	3/23/2021	Replacement
Johnson, Trinera	Temporary HS Admin Assistant / Franklin Pierce	3/29/2021	Temporary
Jones, Jordan	Paraeducator / James Sales	3/23/2021	Replacement
Kawalec, Tonnika	Paraeducator / James Sales	4/12/2021	Replacement
Kusander, Elsy	Temp Paraeducator / Collins	3/18/2021	Temporary
Martin, Gelettie	Paraeducator / Elmhurst	3/11/2021	Leave Replacement
McMullen, Alesha	Paraeducator / Harvard	3/10/2021	Replacement
Rambow, Sierra	LPN / Brookdale	8/27/2021	Replacement
Rattan, Sandeep	Temporary Custodian / Ford	3/17/2021	Leave Replacement
Roberts, Madeline	Physical Therapist / Learning Support Services	8/23/2021	Replacement
Ulmer, Brooke	Psych Intern / Learning Support Services	8/31/2021	Temporary
Willard, Kristy	Temp NSA III / Hewins Early Learning Center	3/29/2021	Leave Replacement
Williams, McKenzie	Temporary Paraeducator / Brookdale	3/23/2021	Temporary
Zimmerman, Arika	Paraeducator / Franklin Pierce	3/08/2021	Replacement

TERMINATIONS

NAME	JOB TITLE / LOCATION	HIRE DATE	EFFECTIVE DATE	REASON
Dahlberg, Shan	Paraeducator / On leave	09/06/2016	04/01/2021	Termination
Dickson, Sandra	Coordinator / Hewins Early Learning	09/04/2002	06/22/2021	Retirement
Dickson, Rachel	Director of Learning Support Services / Learning Support Services	08/28/1996	06/30/2021	Resignation
Dietzen, Tara	Paraeducator / James Sales	01/06/2020	06/04/2021	Resignation
Edwards, Thomas	Principal / Keithley	11/02/2000	06/30/2021	Resignation
Fitzsimmons, Joseph	ROTC Instructor / Washington	11/06/2015	06/29/2021	Resignation
Gorham, Jamie	Psychologist / Learning Support Services	08/25/2014	08/31/2021	Resignation
Hallahan, Rebecca	Elementary Teacher / Midland	08/21/2017	08/31/2021	Resignation
Hampton, Jeanne	Registered Nurse / LSS	08/23/2004	04/30/2021	Retirement
Harding, Kristina	Systems/Operations Specialist / Human Resources	07/05/2018	04/21/2021	Resignation
Laughon, Karen	Nutrition Services Assistant III / James Sales	12/06/2017	08/30/2021	Resignation
Melendez, Jennifer	Dean of Students / Elmhurst	08/20/2018	08/31/2021	Resignation
Merritt, Bruce	Purchasing Agent / Support Services	04/03/2017	05/07/2021	Resignation
Okeze, Bennett	Para / James Sales	08/27/2019	08/30/2021	Resignation
Pense, Cheryl	Bus Driver / Transportation	10/18/1991	08/31/2021	Retirement
Randall, Heather	Psychologist on Leave / Learning Support Services	08/23/2002	08/31/2021	Resignation
Redfield, Morgan	Chief Custodian / Ford	03/22/2006	05/14/2021	Resignation
Taylor, Rebecca	Paraeducator / Washington	05/08/2013	04/01/2021	Resignation
Whalen, Michael	Teacher / Franklin Pierce	08/28/2000	08/31/2021	Retirement
Woodward, April	Security Officer / Franklin Pierce	04/03/2017	03/26/2021	Resignation

APPOINTMENTS / PROMOTIONS / TRANSFERS

NAME	PREVIOUS JOB TITLE / LOCATION	EFFECTIVE DATE	NEW JOB TITLE / LOCATION	REASON
Chittenden, Candyce	Temporary Custodian / Franklin Pierce	04/29/2021	Temporary Custodian / Ford	Reassignment
Colvin, Benjamin	Computer Repair Technician / Information Technology	04/01/2021	Network Specialist / Information Technology	Promotion
Hill, Tiara Violet	MS Teacher / Ford	08/23/2021	HS Teacher / Franklin Pierce	Reassignment
Rattan, Sandeep	Temporary Custodian / Ford	04/29/2021	Custodian / Franklin Pierce	Reassignment
Singletary, Roberto	Custodian / Keithley	04/28/2021	Assistant Chief Custodian / Brookdale	Promotion
Vanderford, Chelsea	Records Specialist / Human Resources	04/22/2021	Systems & Operations Specialist / Human Resources	Promotion

Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: May 11, 2021
SUBJECT: Budget Status Reports, March 2021

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

General Fund
As of March 31, 2021, the ending fund balance was $10,920,870. Property tax receipted was $685,600 in March for a total revenue of $9,357,804. Expenditures totaled $10,335,127 with an excess of expenditures over revenues of $977,322.

Capital Project Fund
As of March 31, 2021, the ending fund balance was $53,922,687. Property tax receipted was $112,922. Local income from rentals, interest, Erate and impact fees totaled $106,723.

- **Expenditures:**
  - **Bond: $3,048,466**
  - **Technology Levy: $484,401**
    - Network Infrastructure: $12,561
    - New Computers: $371,892
    - Wireless Access: $11,605
    - Admin Technology: $1,902
    - Fiber: $38,250
    - VOIP Charges: $23,520
    - Other Software: $805
    - Utilities: $18,380
    - Bell & Clock: $5,486

Debt Service Fund
Property tax collections in March totaled $441,942 with an ending fund balance of $1,805,854.

Associated Student Body Fund
Ending fund balance was $387,893.

Transportation Vehicle Fund
Ending fund balance was $523,743.

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 2020 (September 1, 2020 - August 31, 2021)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	12,946,977	685,600.12	6,821,352.69		6,125,624.31	52.69
2000 LOCAL SUPPORT NONTAX	806,000	86,345.06	237,705.82		568,294.18	29.49
3000 STATE, GENERAL PURPOSE	74,334,454	5,958,234.24	39,604,386.37		34,730,067.63	53.28
4000 STATE, SPECIAL PURPOSE	24,860,393	1,686,730.08	12,083,238.11		12,777,154.89	48.60
5000 FEDERAL, GENERAL PURPOSE	75,000	24,641.92	163,417.09		88,417.09-	217.89
6000 FEDERAL, SPECIAL PURPOSE	14,042,092	916,253.49	5,187,882.27		8,854,209.73	36.95
7000 REVENUES FR OTH SCH DIST	500	.00	380.56		119.44	76.11
8000 OTHER AGENCIES AND ASSOCIATES	4,000	.00	5,700.00		1,700.00-	142.50
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	127,069,416	9,357,804.91	64,104,062.91		62,965,353.09	50.45
B. EXPENDITURES						
00 Regular Instruction	67,401,961	4,949,497.31	34,289,193.30	23,839,394.47	9,273,373.23	86.24
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	20,846,151	1,566,175.61	11,234,561.56	8,216,060.64	1,395,528.80	93.31
30 Voc. Ed Instruction	4,315,004	308,429.54	2,055,038.83	1,434,733.08	825,232.09	80.88
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	12,956,087	898,498.20	6,516,752.26	4,283,149.19	2,156,185.55	83.36
70 Other Instructional Pgms	1,485,998	75,764.09	938,012.82	251,155.76	296,829.42	80.02
80 Community Services	773,470	53,608.61	396,538.42	264,574.65	112,356.93	85.47
90 Support Services	30,745,952	2,483,154.37	13,892,940.29	10,571,211.08	6,281,800.63	79.57
Total EXPENDITURES	138,524,623	10,335,127.73	69,323,037.48	48,860,278.87	20,341,306.65	85.32
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	11,455,207-	977,322.82-	5,218,974.57-		6,236,232.43	54.44-
F. TOTAL BEGINNING FUND BALANCE	19,000,000		16,139,844.63			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	7,544,793		10,920,870.06			

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

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

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	2,228,783	112,922.32	1,094,598.66		1,134,184.34	49.11
2000 Local Support Nontax	1,943,000	106,723.53	465,597.88		1,477,402.12	23.96
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.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
Total REVENUES/OTHER FIN. SOURCES	4,171,783	219,645.85	1,560,196.54		2,611,586.46	37.40
B. EXPENDITURES						
10 Sites	0	19,359.00	19,359.00	64,006.00	83,365.00-	0.00
20 Buildings	68,096,000	3,097,185.10	20,872,322.82	38,056,676.36	9,167,000.82	86.54
30 Equipment	2,700,000	539,283.96	2,321,717.19	2,426,752.18	2,048,469.37-	175.87
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	1,000	950.00	950.00	0.00	50.00	95.00
Total EXPENDITURES	70,797,000	3,656,778.06	23,214,349.01	40,547,434.54	7,035,216.45	90.06
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	66,625,217-	3,437,132.21-	21,654,152.47-		44,971,064.53	67.50-
F. TOTAL BEGINNING FUND BALANCE	77,230,353		75,576,840.34			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	10,605,136		53,922,687.87			

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

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

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	9,479,391	441,942.99	5,171,552.95		4,307,838.05	54.56
2000 Local Support Nontax	25,000	117.30	2,087.29		22,912.71	8.35
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
Total REVENUES/OTHER FIN. SOURCES	9,504,391	442,060.29	5,173,640.24		4,330,750.76	54.43
B. EXPENDITURES						
Matured Bond Expenditures	3,410,000	.00	3,410,000.00	0.00	.00	100.00
Interest On Bonds	6,008,352	.00	3,029,500.00	0.00	2,978,852.00	50.42
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
Total EXPENDITURES	9,428,352	.00	6,440,100.00	0.00	2,988,252.00	68.31
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)	76,039	442,060.29	1,266,459.76-		1,342,498.76-	< 1000-
F. TOTAL BEGINNING FUND BALANCE	3,261,537		3,072,314.65			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,337,576		1,805,854.89			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

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

A. REVENUES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 GENERAL STUDENT BODY	399,990	2,964.17	7,979.83		392,010.17	2.00
2000 ATHLETICS	225,700	1,864.00	4,083.63		221,616.37	1.81
3000 CLASSES	61,000	.00	2,829.38		58,170.62	4.64
4000 CLUBS	134,700	2,133.00	4,293.99		130,406.01	3.19
6000 PRIVATE MONEYS	25,800	301.00	7,464.80		18,335.20	28.93
Total REVENUES	847,190	7,262.17	26,651.63		820,538.37	3.15
B. EXPENDITURES						
1000 GENERAL STUDENT BODY	393,750	541.06-	8,802.58	1,430.82	383,516.60	2.60
2000 ATHLETICS	251,000	3,117.41	10,494.70	1,794.18	238,711.12	4.90
3000 CLASSES	56,100	.00	.00	0.00	56,100.00	0.00
4000 CLUBS	144,525	95.81-	3,216.22	0.00	141,308.78	2.23
6000 PRIVATE MONEYS	25,800	.00	10,729.37	0.00	15,070.63	41.59
Total EXPENDITURES	871,175	2,480.54	33,242.87	3,225.00	834,707.13	4.19
C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B)	23,985-	4,781.63	6,591.24-		17,393.76	72.52-
D. TOTAL BEGINNING FUND BALANCE	420,055		394,485.19			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE C+D + OR - E)	396,070		387,893.95			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

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

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	2,000	48.12	453.04		1,546.96	22.65
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	708,126	.00	.00		708,126.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	1,110,126	48.12	453.04		1,109,672.96	0.04
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	1,110,126	48.12	453.04		1,109,672.96	0.04
D. EXPENDITURES						
Type 30 Equipment	1,350,000	.00	.00	1,154,997.00	195,003.00	85.56
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	1,350,000	.00	.00	1,154,997.00	195,003.00	85.56
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)	239,874-	48.12	453.04		240,327.04	100.19-
H. TOTAL BEGINNING FUND BALANCE	522,359		523,290.11			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	282,485		523,743.15			

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: Robin Heinrichs, Executive Director of Support Services
DATE: May 11, 2021
SUBJECT: Resolution 21-R-05: Harvard Elementary School Utility Easement

BACKGROUND INFORMATION

Tacoma Public Utilities provides water and electrical utilities to Harvard Elementary School. The street lighting control cabinet required by Pierce County and operated by Tacoma Public Utilities could not be placed within the public right of way on the 85th Street frontage due to conflicts with existing buried utilities. The cabinet was therefore installed on district property next to the right of way. The utility requires legal access to this equipment in the form of an easement if their equipment is placed on private property. The attached easement has been prepared by the utility to secure the necessary rights to enter district property to maintain the street lighting equipment for the new school.

RECOMMENDATION

I move that the Board of Directors adopt Resolution 21-R-05: Harvard Elementary School Utility Easement.

ACTION REQUIRED



Resolution 21-R-05: Harvard Elementary School Utility Easement
Street lighting control cabinet on 85th Street East

Franklin Pierce Schools

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

RESOLUTION 21-R-05
HARVARD ELEMENTARY SCHOOL UTILITY EASEMENT

WHEREAS, Franklin Pierce School District No. 402, Pierce County, Washington, (the District) is authorized under RCW Chapter 28A.335 to convey interest in real property for school purposes; and

WHEREAS, the City of Tacoma Department of Public Utilities provides water and electrical utility service to Harvard Elementary School; and

WHEREAS, the City of Tacoma Department of Public Utilities requires the right to access, maintain, and repair utility equipment located on private property when placed outside of the public right of way; and

WHEREAS, the street lighting control cabinet operated by the City of Tacoma Department of Public Utilities, located on the 85th Street frontage at Harvard Elementary, was placed on District property after it could not be installed within the public right of way;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District authorizes Superintendent, Lance Goodpaster, to enter into agreement with the City of Tacoma Department of Public Utilities on behalf of the District by signing Easement No. 13778 as described in "Exhibit A" and "Exhibit B".

Adopted by majority of the Board of Directors of the Franklin Pierce School District No. 402 at the regular meeting held on Tuesday, May 11, 2021.

BOARD OF DIRECTORS
FRANKLIN PIERCE SCHOOL DISTRICT

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ATTEST:

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Secretary of the Board

WHEN RECORDED RETURN TO:
Tacoma Public Utilities
Real Property Services
PO Box 11007, Tacoma, WA 98411

CITY OF TACOMA

DEPARTMENT OF PUBLIC UTILITIES

EASEMENT NO. 13778

Reference No.	P2021-009 JRC
Grantor:	Franklin Pierce School District No. 402
Grantee:	City of Tacoma, Department of Public Utilities, Light Division (d.b.a. Tacoma Power)
Legal Description:	REV PARCEL A OF LOT COMBINATION, AFN 201908290157; ROS, AFN 201912115004; NE¼ S34, T20N, R03E, W.M., PIERCE CO., WA
Complete Description:	Exhibit A
Tax Parcel No.:	0320341209

The undersigned, Franklin Pierce School District No. 402, a Municipal Corporation, organized and existing under the laws of the State of Washington, record owner of the premises hereinafter described, hereinafter referred to as “Grantor”, by and through Lance Goodpaster, its Superintendent, for good and valuable consideration from the City of Tacoma, Department of Public Utilities, Light Division (d.b.a. Tacoma Power), hereinafter referred to as “Tacoma Power” and/or “Grantee”, the receipt of which is hereby acknowledged, does hereby grant unto said Tacoma Power, its successors and assigns, the right and privilege to construct, operate, maintain, alter, repair, and replace aboveground and underground utilities including, but not limited to, electric and communications/data wires, cable, conduit, a padmount transformer, a vault, and appurtenant equipment in, upon, under, along and across the following real property

situate and being in the County of Pierce and State of Washington, described as follows, to-wit:

As described on Exhibit “A” and depicted on Exhibit “B” attached hereto and by this reference incorporated herein.

Situate in the County of Pierce, State of Washington.

Together with the right to trim and keep trimmed all vegetation located upon the tract of land above described.

It is agreed that the Grantor and its successors shall not construct any permanent structures within the easement area.

The Grantor shall at all times provide access to Tacoma Power staff and its contractors to change, repair, renew or remove said equipment or facilities. The Grantor herein further grants to Tacoma Power, its contractors and/or agents, the right to hereafter temporarily enter upon the Grantor’s remaining lands where necessary to construct or maintain said facilities.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

P2021-009 JRC / E13778

IN WITNESS WHEREOF, I have executed this instrument at Pierce County, Washington, on behalf of Franklin Pierce School District No. 402, said Municipal Corporation having caused its corporate name to be hereunto subscribed and affixed and these presents to be executed by its Superintendent thereunto duly authorized, on

_____.

Franklin Pierce School District No. 402

_____
Lance Goodpaster,
Superintendent

STATE OF WASHINGTON)
) §
COUNTY OF PIERCE)

On _____ before me personally appeared Lance Goodpaster, to me known to be the Superintendent of Franklin Pierce School District No. 402, the Municipal Corporation that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

PLACE NOTARY SEAL IN BOX

_____
Notary Public in and for the
State of Washington

Residing in _____

P2021-009 JRC / E13778

Dated: _____

Accepted:

_____
Chris Robinson
Power Superintendent

Reviewed:

_____
Transmission & Distribution Manager

_____
Transmission & Distribution Asst. Manager

_____
Project Lead

Form Approved:

_____
Deputy City Attorney

City of Tacoma - Department of Public Utilities
Light Division Easement No. 13778

Northeast Quarter (NE¼) of Section 34, Township 20 North, Range 03 East, W.M., in Pierce County, Washington

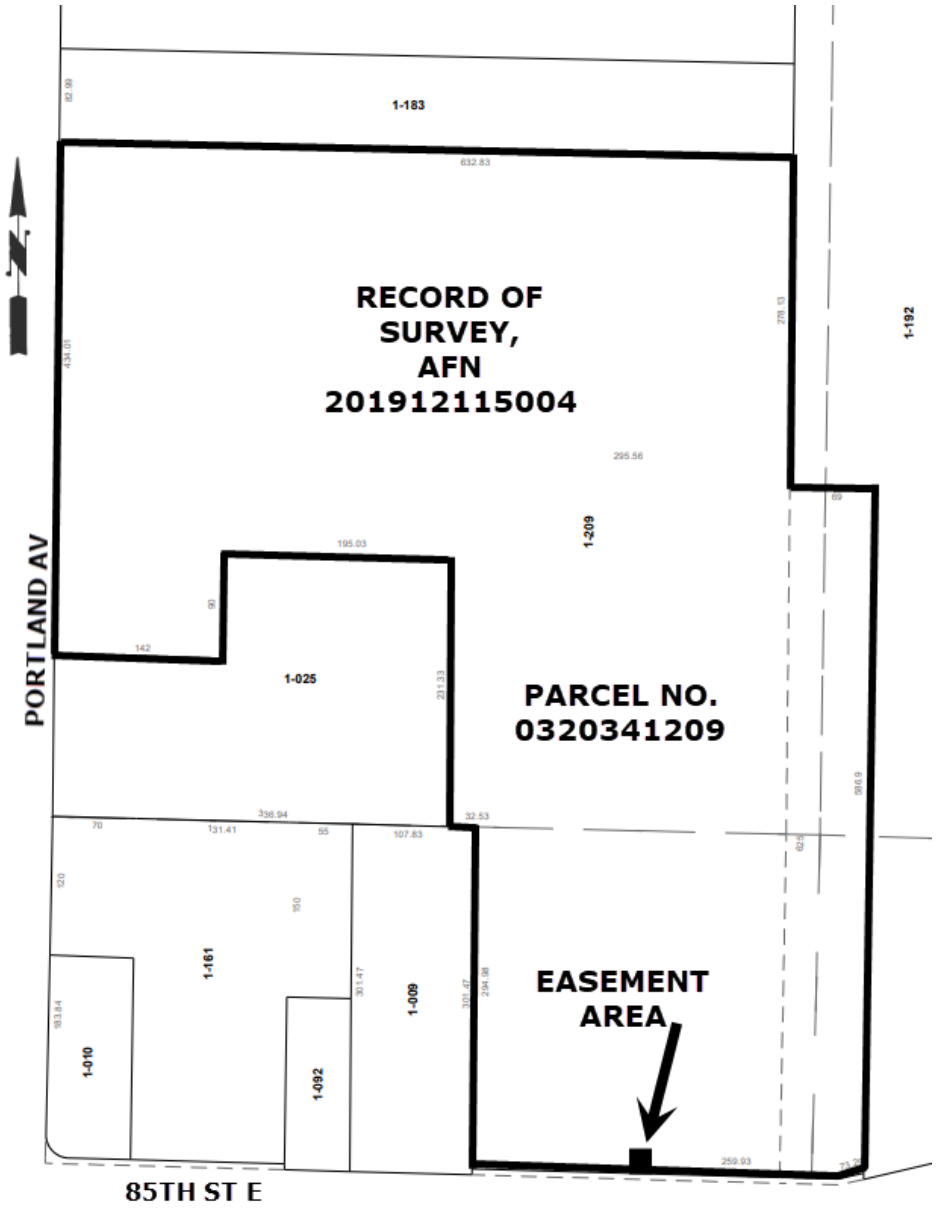
THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 34, TOWNSHIP 20 NORTH, RANGE 03 EAST OF THE WILLAMETTE MERIDIAN, LYING EAST OF PORTLAND AVENUE AND NORTH OF 85TH STREET EAST DESCRIBED AS FOLLOWS:

THE EAST 6 FEET OF THE WEST 140.5 FEET OF THE SOUTH 6 FEET OF REVISED PARCEL A OF THAT CERTAIN DECLARATION OF LOT COMBINATION RECORDED UNDER AUDITOR'S FILE NO. 201908290157 AND SHOWN ON THAT CERTAIN RECORD OF SURVEY RECORDED UNDER AUDITOR'S FILE NO. 201912115004, ALL RECORDS OF PIERCE COUNTY, WASHINGTON.

Reference No. P2021-009 JRC	Legal Description reviewed for Tacoma Power, by _____ Jeff Singleton, Chief Surveyor Date: _____	**Exhibit A**

City of Tacoma - Department of Public Utilities
Light Division Easement No. 13778

Northeast Quarter (NE¼) of Section 34, Township 20 North, Range 03 East, W.M., in Pierce County, Washington



REAL PROPERTY SERVICES ILLUSTRATION – *NOT TO SCALE*

Reference No. P2021-009 JRC	This illustration is not to scale. It is provided as a customer convenience to assist in identifying significant characteristics of the installation. No liability is assumed by reason of reliance hereon.	**Exhibit B**

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: John Sander, Executive Director of Learning Support Services
DATE: May 11, 2021
SUBJECT: Resolution 21-R-06: Interdistrict Agreement for Educational Opportunities

BACKGROUND INFORMATION

Annually, our district enters into agreements with local school districts to either provide or receive educational services for students with disabilities ages 3 through 21. The districts that are entering into these agreements include Bethel, Clover Park, Dieringer, Eatonville, Fife, Puyallup, Steilacoom, Sumner, White River, Orting, and Tacoma.

RECOMMENDATION

I move that the Board of Directors adopt Resolution 21-R-06: Interdistrict Agreement for Educational Opportunities as presented.

ACTION REQUIRED

Franklin Pierce Schools

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

RESOLUTION 21-R-06
INTERDISTRICT AGREEMENT FOR EDUCATIONAL OPPORTUNITIES

WHEREAS, each school district of the State of Washington undertakes and is authorized by RCW 28A.155 to provide an appropriate educational program for all students with disabilities residing within its boundaries; and

WHEREAS, each school district has the authority under the provisions of RCW 28A.155.020 to contract with other school districts for the education of students with disabilities residing within its boundaries;

NOW, THEREFORE, BE IT RESOLVED that the Superintendent of Franklin Pierce School District No. 402 be authorized to enter into interdistrict agreements with the following school districts for the 2021-2022 school year: Bethel District No. 403, Clover Park District No. 400, Dieringer District No. 343, Eatonville District No. 404, Fife District No. 417, Puyallup District No. 3, Steilacoom District No. 1, Sumner District No. 320, White River District No. 416, Orting District No. 344, and Tacoma District No. 10, to provide or receive educational services for students with disabilities ages 3 through 21.

Adopted by majority of the Board of Directors of the Franklin Pierce School District No. 402 at the regular meeting held on Tuesday, May 11, 2021.

BOARD OF DIRECTORS
FRANKLIN PIERCE SCHOOL DISTRICT

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ATTEST:

_____
Secretary 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: John Sander, Executive Director of Learning Support Services
DATE: May 11, 2021
SUBJECT: Resolution 21-R-07: Contract with Non-Public School Agencies or Individuals

BACKGROUND INFORMATION

Under IDEA and Washington State RCW and WAC, Franklin Pierce Schools is required to provide special education services to students as designed and required by their Individual Education Plan (IEP). The school district has evaluated certain children with disabilities and has determined that for some children with disabilities no appropriate district program exists, no appropriate district program can be reasonably established, and no appropriate program can be contracted for with another district. For these students, the district needs to contract with approved non-public school agencies or individuals to provide special education services.

RECOMMENDATION

I move that the Board of Directors adopt Resolution 21-R-07: Contract with Non-Public School Agencies or Individuals as presented.

ACTION REQUIRED

Franklin Pierce Schools

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

RESOLUTION 21-R-07
CONTRACT WITH NON-PUBLIC SCHOOL AGENCIES OR INDIVIDUALS

WHEREAS, the Board of Directors of Franklin Pierce School District is authorized by RCW 28A.155 and WAC 392-172A-04080 to contract with non-public school agencies or individuals for appropriate educational opportunities for children with disabilities, as defined in RCW 28A.155; and

WHEREAS, the school district has evaluated certain children with disabilities and has determined that for such children with disabilities no appropriate district program exists, no appropriate district program can be reasonably established, no appropriate program can be contracted for with another district, and that such facts are adequately documented; and

WHEREAS, non-public school agencies or individuals with whom contracts are contemplated are in compliance with all applicable federal, state and local laws, state and school district rules and WAC 392.172A; and

WHEREAS, the staff of the contracted agency are currently licensed or registered or certified and/or certified in accordance with applicable laws; and

WHEREAS, each agency or individual providing special education services on behalf of a school district has written policies which are available for review, which govern services contracted for which comply with or exceed school district and state standards; and

WHEREAS, the contracted agency's or individual's programs conform substantially to the standards and procedures established by WAC 392.172A governing school district programs for funding and other purposes; and

WHEREAS, special education services provided by a contracted non-public school agency or individual shall be coordinated with the school district so that a close working relationship shall be established and maintained to ensure that the provision of services is in accordance with established objectives and educational goals and contract conditions; and

WHEREAS, the Franklin Pierce School District shall retain responsibility for and control of the provision of all special educational services contracted for in order to ensure the fulfillment of the district's legal responsibility for the education and welfare of the students receiving such services; and

WHEREAS, the State Board of Education has approved the particular non-public school agency or individual or individuals with whom contracting for special educational services is contemplated, in accordance with WAC 392-172A-04090; and

WHEREAS, a contract with a non-public school agency or individual is in writing and in compliance with all other requirements of WAC 392-172A-04085 and WAC 392-172A-04090;

THEREFORE, BE IT RESOLVED that the Superintendent of the Franklin Pierce School District, Pierce County, Washington, be authorized to execute written contracts for the 2021-2022 school year with non-public school agencies or individuals for appropriate educational opportunities for children with disabilities.

Adopted by majority of the Board of Directors of the Franklin Pierce School District No. 402 at the regular meeting held on Tuesday, May 11, 2021.

BOARD OF DIRECTORS
FRANKLIN PIERCE SCHOOL DISTRICT

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ATTEST:

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Secretary 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: Dr. Lance Goodpaster, Superintendent
DATE: May 11, 2021
SUBJECT: Resolution 21-R-08: Delegating Authority to WIAA

BACKGROUND INFORMATION

By action of the 1976 legislature, each school district's board of directors may delegate control, supervision, and regulation of an extracurricular activity to the Washington Interscholastic Activities Association (WIAA) and compensate such entity for services provided.

WIAA requests that the resolution be submitted electronically after its adoption.

RECOMMENDATION

I move that the Board of Directors adopt Resolution 21-R-08: Delegating Authority to WIAA as presented.

ACTION REQUIRED

SCHOOL BOARD RESOLUTION

Electronic form available at: wiaa.com/resolution.aspx
Return by the second Friday in June annually.

WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

School District Type (select one): ☒ **Public** ☐ **Private** ☐ **Charter** ☐ **Tribal**

School District Name: Franklin Pierce Schools **Resolution #** (optional): 21-R-08 **Date**: May 11, 2021

By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided.

The local **SCHOOL BOARD PRESIDENT** and **SUPERINTENDENT** must sign this resolution form to indicate that the School Board has approved the Public School District's or Private School's membership with the Washington Interscholastic Activities Association (WIAA) and as members, these schools will follow the WIAA Rules and Regulations.

DELEGATING AUTHORITY TO WIAA

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. grants authority to each school district board of directors to control, supervise and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. authorizes school district boards of directors to delegate control, supervision and regulation of any of the aforesaid activities to any voluntary, nonprofit entity and to compensate any such entity for services provided subject to the satisfaction of certain conditions and approval by the State Board of Education.

WHEREAS the Washington Interscholastic Activities Association is a voluntary, nonprofit entity which has satisfied the conditions, expressly set forth in Chapter 32, Laws of 1975-76, 2nd Ex. Sess. and has further been approved by the State Board of Education in action taken on August 17, 1977.

WHEREAS the board of directors of directors of the following School District or School being otherwise fully informed of the rules and regulations of the Washington Interscholastic Activities Association as approved by the State Board of Education and recognizing that said rules and regulations provide for private sponsorship of post-season tournaments for extracurricular activities by WIAA, consent to abide by such rules and regulations.

NOW THEREFORE, the board of directors of the following School District or School hereby delegates to the Washington Interscholastic Activities Association the authority to control, supervise and regulate interschool activities consistent with the rules and regulations of WIAA. The Board of Directors retains the right to establish eligibility standards that meet or exceed the rules and regulations of WIAA.

INTERSCHOLASTIC OFFICIALS L&I COVERAGE STATEWIDE & MEMBERSHIP BILLING

Beginning July 1, 1988, interscholastic sports officials were covered by Washington State Labor and Industries via a common rate and payment system that eliminated game-by-game calculations and record keeping by school and/or district business offices. WIAA will guarantee payment of L&I premiums for WOA registered officials for all interscholastic activities under WIAA's jurisdiction and will assess WIAA member schools based on tiered billing rates at the same time service fees are billed. Officials L&I coverage is only in effect for activities in which registered WOA officials officiate, and which are authorized and offered by School Board approval and listed on the school's WIAA membership form.

Member schools will be billed in August according to the Membership Fee Structure outlined in the handbook of the upcoming school year. Labor and Industries (L&I) fees will be included on the bills sent out to each member school at that time. Per Rule 3.6.4: Member school service and Labor and Industries fees are due November 1. Schools that fail to submit service and L & I fees by December 1 will be excluded from participation in regular season contests and culminating events until fees are remitted and be assessed a $100.00 late fee.

By signing below the School District Superintendent/Head of School, School Board President (for Public School Districts), and school board members agree to the information above for the public school district or private school listed above, on or before the date listed above.

Superintendent/Head of School: Dr. Lance Goodpaster Signature:_____

School Board President (if applicable): Mr. Cole Roberts Signature:_____

School Board Members (list WIAA Contact as first school board member):

1. Mr. Cole Roberts Signature:_____
2. Dr. Gil Mendoza Signature:_____
3. Mr. Alex Davis Signature:_____
4. Ms. Rebecca Gallogly Signature:_____
5. Mrs. Mary Sherman Signature:_____

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, Director of Human Resources
DATE: May 11, 2021
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:

Robert Joyner	Currently endorsed in Language Arts, he will teach courses that require an endorsement in Instrumental Music.
Jacob Leon	Currently endorsed in Language Arts, he will teach courses that require an endorsement in Social Studies.
Janelle Murray	Currently endorsed in Music, she will teach Kindergarten, which requires an endorsement in Elementary Education.

As required by law, the district will provide planning and study time for these teachers. During the 2020-21 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 Robert Joyner to teach Guitar at Franklin Pierce High School, Jacob Leon to teach Ethnic Studies at Washington High School, and Janelle Murray to teach Kindergarten at Midland Elementary School.

ACTION REQUIRED

Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Liza Klumpar, Chief Technology Officer
DATE: May 11, 2021
SUBJECT: Information Technology Surplus Approval

BACKGROUND INFORMATION

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

RECOMMENDATION

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

ACTION REQUIRED

Item	Make	Model	Quantity
Audio Amp	Audio Enhancement	CA-50	1
Cell Phone	Apple	iPhone X	1
Desktop	Dell	OptiPlex 3011 AIO	1
Desktop	Dell	OptiPlex 3030 AIO	2
Desktop	Dell	OptiPlex 380	7
Desktop	Dell	OptiPlex 390	7
Desktop	Dell	OptiPlex 745	1
Desktop	Dell	OptiPlex 755	1
Desktop	Dell	OptiPlex 760	1
Desktop	Dell	OptiPlex 780	4
Desktop	Dell	OptiPlex 790	1
Desktop	Lenovo	M90z AIO	6
Desktop	Lenovo	M92z AIO	1
Document Camera	Elmo	MO-1	8
Document Camera	Elmo	TT-02	21
Document Camera	Elmo	TT-02RX	12
Document Camera	Elmo	TT-02S	62
Document Camera	HoverCam	Solo 8	1
Headsets (Phone)	Plantronics	CS70N	3
Headsets (Phone)	Plantronics	CS55	8
Headsets (Phone)	Plantronics	Savi745, W745	1
Headset Base Station (Phone)	Plantronics	CS50	3
Headset Base Station (Phone)	Plantronics	CS55	5
Headset Base Station (Phone)	Plantronics	CS70NC	3
Laptop	Lenovo	E550	2

Item	Make	Model	Quantity
Laptop	Lenovo	T430	2
Laptop	Lenovo	T440	3
Laptop	Lenovo	T540P	1
Laptop	Lenovo	X1 Carbon	2
Laptop	Lenovo	Yoga 12	67
Laptop	Lenovo	Yoga S1	13
Monitor	Dell	E190SF	3
Monitor	Dell	E198FPF	2
Monitor	Dell	P170ST	1
Monitor	ViewSonic	VS15451	1
Printer	HP	LaserJet 2100TN	2
Printer	HP	LaserJet Pro M402dn	2
Printer	HP	LaserJet P3005N	2
Projector	InFocus	LP280	1
Switch	Brocade	FastIron Edge 12GCF	1
Switch	D-Link	DGS-3620-28SC	2
Tablet	Apple	iPad 2 WiFi	1
Tablet	Apple	iPad Air 2 64G	5

Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: James Hester, Deputy Superintendent of PK-12
DATE: May 11, 2021
SUBJECT: Policy 3432: Emergencies

BACKGROUND INFORMATION

Board Policy 3432: Emergencies is being comprehensively revised to reflect the current laws and needs related to safety planning. In 2019, our Legislature passed House Bill (HB) 1216, modifying some of the drill requirements and addressing several areas of safety preparedness. In 2020, we began working our way through the significant impacts of COVID-19. Updates include formatting changes, clear guidance around drills, and responses to a pandemic/epidemic.

Due to the formatting changes in the policy update, we have included the complete current version as well as the new revised version for comparison.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

EMERGENCIES

The Franklin Pierce School District is committed to having current safe school plans and procedures in place to maximize safety for all students and staff. A commitment to safety enables teaching and learning. The district and its schools shall develop comprehensive all-hazard emergency operations plans that address prevention, mitigation, preparedness, response, and recovery strategies.

District and school plans shall:

- Include required school safety policies and procedures;
- Include provisions for the special needs of staff and students;
- Require the building principal to be certified on the incident command system;
- Consider community use of school facilities in emergencies;
- Be annually reviewed with emergency response agencies;
- Conduct inventory of all hazardous materials;
- Identify all staff members who are trained on the national incident management system and the incident command system;
- Collaborate with community agencies to update emergency first aid procedures, including training, use, funding, and placement of public access automated external defibrillators (AEDs);
- Identify school transportation procedures for evacuation;
- Provide information to all staff on the use of emergency supplies and alert procedures;
- Annually record and report information and activities required in subsection RCW 28A.320.125.

Drills

Drills are an essential component of safety planning. Drills teach students and staff basic functional responses to potential threats and hazards. The four functional responses are adaptable and can be applied to a variety of situations. Additionally, some threats or hazards may require the use of more than one basic functional response. Therefore, each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. Drill planning and implementation shall consider and accommodate the needs of all students.

Basic Functional Drills

The basic functional responses include shelter-in-place, lockdowns, evacuations, and earthquakes (drop-cover-hold on):

- **Shelter-in-Place**
  Shelter in place is designed to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants that are released into the environment by isolating the inside environment from the outside. Staff and students will receive instruction so that they will be able to remain inside and take the steps necessary to eliminate or minimize the health and safety hazard.

REVISED

- **Lockdowns**
  Lockdowns are meant to isolate students and staff from threats of violence, such as suspicious trespassers, armed intruders, and other threats that may occur in a school or in the vicinity of a school. Staff and students will receive instruction so that in the event of the breach of security of a school building or campus, staff, students, and visitors will be able to take positions in secure enclosures.

- **Evacuations**
  When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

  Staff and students will receive instruction so that in the event the school or district needs to be evacuated due to threats, such as fires, oil train spills, earthquakes, etc., they will be able to leave the building in the shortest time possible and take the safest route possible to a designated reunification site.

  Schools in mapped tsunami or mapped lahar hazard zones, will plan and participate in one pedestrian evacuation drill annually.

- **Earthquakes: Drop – Cover – Hold On**
  The Board recognizes the importance of protecting staff, students, and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

  "Drop – cover – hold on" is the basic functional earthquake response. The superintendent will establish guidelines and the action for building principals to take should an earthquake occur while school is in session.

Additional Drills
In addition to the above four functional response drills, the district shall, at a minimum, also develop response plans for the following:

- **Pandemic/Epidemic**
  The Board recognizes that a pandemic outbreak is a serious threat that could affect students, staff, and the community. The superintendent or a designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

  When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

REVISED

- **Bomb Threats**
  The superintendent will establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally, or by other means.

- **Emergency School Closure or Evacuation (Modified Shelter-in-Place)**
  When weather conditions or other circumstances make it unsafe to operate schools the superintendent is directed to determine whether schools should be started late, closed for the day, or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

  The superintendent will establish procedures for the emergency closure of a building or department.

All safety plans and drills shall include protocols for both internal and external communications, as well as procedures for drill documentation. Evacuation plans shall also include reunification plans. Schools shall document the dates and time of such drills. Each school will maintain the time and type of drill in the school office.

Legal References:

RCW 19.27.110	International fire code — Administration and enforcement by counties, other political subdivisions and municipal corporations — Fees
RCW 28A.320.125	Safe school plans — Requirements — Duties of school districts, schools, and educational service districts — Reports — Drills — Rules

REVISED

Adoption Date: 4/12/77
Franklin Pierce Schools
Revised: 9/11/01; 11/18/08; 11/12/13; 5/25/21
Classification: Essential

EMERGENCIES

Fire Evacuation
Students will receive instruction so that in case of a fire or sudden emergency they will be able to leave their particular building in the shortest time possible or take such other steps as the particular emergency demands without confusion or panic. Fire drills will be held three times each year.

The superintendent is directed to develop emergency evacuation procedures for each building.

Lockdowns
Students will receive instruction so that in the event of the breach of security of a school building or campus, staff, students, and visitors will be able to take positions in secure enclosures. Lockdown drills will be held at least three times each school year.

Evacuations
Students will receive instruction so that in the event that the school or district needs to be evacuated, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

Shelter-in-Place
Students will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside and take the steps necessary to eliminate or minimize the health and safety hazard. A shelter-in-place drill will be held at least once each school year. Annually, at least one drill will be conducted using the school mapping information system.

Additional Safety-Related Drill
One additional safety-related drill to be determined by the school will be held each year. Schools will consider earthquakes, tsunamis, or other high-risk local events. At least one drill annually will use the school mapping information system.

Earthquakes
The Board recognizes the importance of protecting staff, students, and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm. The superintendent will establish guidelines and action to be taken by building principals should an earthquake occur while school is in session.

Bomb Threats
The superintendent will establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally, or by other means.

Emergency School Closure or Evacuation
When weather conditions or other circumstances make it unsafe to operate schools, the superintendent is directed to determine whether schools should be started late, closed for the day, or if transportation will be provided only on emergency routes. Those decisions will be commu-

CURRENT

nicated through community media resources pursuant to a plan developed by the superintendent or designee.

Pandemic/Epidemic

The Board recognizes that a pandemic outbreak is a serious threat that could affect students, staff, and the community. The superintendent or designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent will establish procedures for the emergency closure of a building or department.

Legal References:	RCW 19.27.110	International Fire Code — Administration and enforcement by counties, other political subdivisions and municipal counties
	RCW 28A.320.125	Safe school plans — Requirements — Duties of school districts, schools, and educational service districts — Reports — Drills — Rules

CURRENT

Adoption Date: 4/12/77
Franklin Pierce Schools
Revised: 9/11/01; 11/18/08; 11/12/13
Classification: Essential

Franklin Pierce Schools

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253-298-3010, Fax 253-298-3015
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MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: May 11, 2021
SUBJECT: Policy 6000: Program Planning, Budget Preparation, Adoption, and Implementation

BACKGROUND INFORMATION

Board Policy 6000: Program Planning, Budget Preparation, Adoption, and Implementation includes revised language so it will no longer require updating each time changes in the law or changes in contracts occur. Several legal references were also added that address payroll deductions for staff.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

PROGRAM PLANNING, BUDGET PREPARATION, ADOPTION, AND IMPLEMENTATION

A district's annual budget is tangible evidence of the Board's commitment toward fulfilling the aims and objectives of the instructional program and providing for the efficient and effective operation of the district. The budget expresses in specific terms the services to be provided, consistent with immediate and long-range goals and resources available, and establishes priorities within broad program areas such as basic education, other separately funded programs, and support services. Each year a budget will be prepared for the ensuing fiscal year. The budget will set forth the complete financial plan of the district for the ensuing fiscal year.

Prior to presentation of the proposed budget for adoption, the superintendent or designee will prepare for the Board's study and consideration appropriate documentation supporting his/her recommendations, which will be designed to meet the needs of students within the limits of anticipated revenues consistent with reasonable management practices. Program planning and budget development will provide for staff participation and the sharing of information with community members prior to action by the Board.

Fiscal Year
The district fiscal year will begin September 1 each year and will continue through August 31 of the succeeding calendar year.

Budget Preparation, Notice, and Submission to ESD and OSPI
On or before the tenth day of July in each year, the district shall prepare the budget for the ensuing fiscal year. The annual budget development process shall include the development or update of a four-year budget plan that includes a four-year enrollment projection. The four-year budget plan must include an estimate of funding necessary to maintain the continuing costs of program and service levels and any existing supplemental contract obligations.

The completed budget must include a summary of the four-year budget plan and set forth the complete financial plan of the district for the ensuing fiscal year.

Upon completion of the budget, the district will electronically publish a notice stating that the district has completed the budget, posted it electronically, placed it on file in the district administration office, and that a copy of the budget and a summary of the four-year budget plan will be furnished to any person who calls upon the district for it.

By July 10, the district will submit a copy of the budget and four-year budget plan to its educational service district (ESD) and to the Office of the Superintendent of Public Instruction (OSPI) for review and comment, unless the Superintendent of Public Instruction has delayed the date because the state operating budget was not adopted by June 1.

Budget Notice, Hearing, Adoption, and Filing
The Board of Directors will meet to fix and adopt the budget for the ensuing fiscal year. The district will provide notice of the meeting. The notice will designate the date, time, and place of the meeting. The notice will also state that any person may appear at the meeting and be heard for or against any part of the budget, the four-year budget plan, or any proposed changes to

uses of enrichment funding. The district will publish the notice electronically and will publish it at least once each week for two consecutive weeks in a newspaper of general circulation in the district (or if there is none in the district, in a newspaper of general circulation in the county or counties in which the district is a part). The last notice will be published no later than seven days before the meeting.

On the day given in the notice, the Board of Directors will meet at the time and place designated. At the meeting, the Board of Directors will fix and determine the appropriation from each fund contained in the budget separately; will by resolution adopt the budget, the four-year budget plan summary, and the four-year enrollment projection; and will record its action in the official minutes. Copies of the budget as adopted will be filed with the education service district for review. Copies of the budget will be filed with the Superintendent of Public Instruction.

The dates for adoption and filing are as follows for 1st Class Districts:

Budget adopted by August 31
Budget filed with ESD by September 3
Budget filed with OSPI by September 10

Budget Implementation

The Board places responsibility with the superintendent or designee for administering the operating budget once adopted. All actions of the superintendent or designee in executing the programs and/or activities as set forth in the adopted operating budget are authorized subject to the following provisions:

A. Expenditure of funds for the employment and assignment of staff meet the legal requirements of the State of Washington and adopted Board policies;

B. Funds held in reserve accounts (General fund #810-890) for self-insurance and other such contingencies may not be expended unless approved for purposes designated by the Board;

C. A complete listing of expenditures for supplies, materials, and services is presented for Board approval and/or ratification;

D. Purchases are made according to the legal requirements of the State of Washington and adopted Board policy;

E. Funds may be transferred from one budget classification to another subject to such restrictions as may be imposed by the Board;

F. The superintendent or designee will be responsible for establishing procedures to authorize and control the payroll operations of the district; ~~No involuntary deduction may be made from the wages of a staff member except for federal income tax, social security, medical aid, and state retirement, or in compliance with a court order such as garnishment;~~ and

G. Financial reports are submitted to the Board each month.

Legal References:	RCW 28A.300.060	Studies and adoption of classifications for school district budgets — Publication
	RCW 28A.320.010	Corporate powers
	RCW 28A.320.020	Liability for debts and judgments
	RCW 28A.320.090	Preparing and distributing information on district's instructional program, operation and maintenance — Limitation
	RCW 28A.330.100	Additional powers of the board
	RCW 28A.400.240	Deferred compensation plan for school district or educational service district employees
	RCW 28A.400.250	Tax deferred annuities—Regulated company stock—Limitations
	RCW 28A.400.280	Employee benefits—Employer contributions—Optional benefits—Annual report
	RCW 28A.400.300	Hiring and discharging employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
	RCW 28A.405.400	Payroll deductions authorized for employees
	RCW 28A.405.410	Payroll deductions authorized for certificated employees—Savings
	RCW 28A.505.040	Budget — ~~Four-year budget plan~~ — Notice of completion — Copies — Review by educational service districts
	RCW 28A.505.050	Budget — Notice of meeting to adopt
	RCW 28A.505.060	Budget — Hearing and adoption of — Copies filed with ESDs
	RCW 28A.505.080	Budget — Disposition of copies
	RCW 28A.505.150	Budgeted expenditures as appropriations — Interim expenditures — Transfer between budget classes — Liability for nonbudgeted expenditures
	Chapter 28A.510 RCW	Apportionment to district — District accounting
	RCW 41.04.020	Public employees — Payroll deductions authorized
	RCW 41.04.035	Salary and wage deductions for contributions to charitable agencies—United Fund defined—Includes Washington state combined fund drive
	RCW 41.04.036	Salary and wage deductions for contributions to charitable agencies—Deduction and payment to United Fund or Washington state combined fund drive—Rules, procedures
	RCW 41.04.230	Payroll deductions authorized
	RCW 41.04.233	Payroll deductions for capitation payment to health maintenance organizations
	RCW 41.04.245	Payroll deductions to a bank, savings bank, credit union, or savings and loan association

WAC 392-123-054 Time schedule for budget

Adoption Date: 12/9/08
Franklin Pierce Schools
Revised: 2/14/12; 3/12/19; 05/25/21
Classification: Encouraged

Franklin Pierce Schools

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MEMORANDUM

TO: Board of Directors
FROM: Tammy Bigelow, Director of Business Services
DATE: May 11, 2021
SUBJECT: Policy 6530: Insurance

BACKGROUND INFORMATION

Board Policy 6530: Insurance is presented with changes that align with the School Employee Benefits Board (SEBB) program. SEBB administers health insurance and other benefits for employees of Washington's school districts.

RECOMMENDATION

None.

ACTION REQUIRED

None. This policy is being presented for first reading.

INSURANCE

All insurance programs of the district shall be managed as part of the district's risk management program.

Liability Insurance
The district shall maintain sufficient liability insurance to protect it against claims for the negligent or wrongful acts of its staff or agents. The amount and terms of such insurance protection shall be reviewed annually as part of the district's risk management program.

The Board shall hold individual Board members, administrators, staff, or agents of the district harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time of the act or omission complained of the individual so indemnified was acting within the scope of his/her responsibilities or employment and in compliance with the policies and procedures of the district.

The district shall provide its staff with insurance protection while they are engaged in the maintenance of order and discipline and in the protection of students, other staff, and property. Such insurance protection must include liability insurance covering injury to persons and property and insurance protecting staff from loss or damage of their personal property incurred while so engaged, within the limits described in Policy 6540: School District's Responsibility for Privately-Owned Property.

A member of the Board of Directors or the superintendent is immune from civil liability for damages for any discretionary decision or failure to make a discretionary decision within his or her official capacity, but liability shall remain on the district for the tortious conduct of the Board members and superintendent. The superintendent shall obtain errors and omissions insurance in the amounts deemed necessary by the Board.

Property Damage Insurance
The district shall maintain a comprehensive insurance program which shall provide adequate coverage, as determined by the Board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles.

Staff Insurance
The district shall develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, industrial accident and/or injury insurance, liability, and medical insurance.

The district may make available liability, life, health, health care, accident, disability, or salary protection insurance~~, or any one of or a combination of these types of insurance and may contribute all or part of the cost of such insurance.~~ based on the School Employees Benefits Board.

Unemployment Insurance
The district shall participate in the program lawfully available for fulfilling its unemployment insurance obligation that is most financially and administratively efficient. Staff eligible under the

terms of the unemployment compensation pool agreement with the educational service district shall be provided with the unemployment benefits to which they are entitled. The district shall maintain the records required by the state employment security department and retain them for not less than four years.

Workers' Compensation

Franklin Pierce Schools is self-insured through the Puget Sound Workers' Compensation Trust for the purpose of providing industrial insurance benefits to employees who sustain job-related injuries or occupational diseases. This trust has been approved by the Washington State Department of Labor and Industries to administer industrial insurance benefits. Employees of a self-insured business have the same rights and responsibilities as other workers insured through the State of Washington. Employees are protected in two ways:

A. Medical costs resulting from job-related injuries or diseases are paid under the claim; and
B. Injured employees are paid a partial wage replacement while off work due to a job-related injury or disease under the claim when certified off work by their doctor.

When an employee is injured on the job and is unable to perform his or her duties as a result of an on-the-job injury or occupational disease and is certified off work by a doctor, the employee may elect to use leave as follows (provided the employer does not elect to keep the employee on full salary through means other than use of accrued leave):

A. Choose unpaid leave, thus receiving only his or her entitled temporary total disability (TTD) benefits; or
B. Elect to use a full day of accumulated leave (sick, annual, or other similar benefit) in addition to their entitled TTD benefits; or
C. Elect to use a proportionate share of accumulated leave to make up the difference between the workers' compensation payments and the employee's regular pay at the time of injury.

The superintendent or designee will develop procedures to assure the legal administration of workers' compensation benefits.

Medical Insurance

Medical plans are offered in the district on a payroll deduction plan. Staff may select from among those plans which are made available ~~by the district's~~ approval through the Health Care Authority School Employees Benefits Board program. The district shall make a contribution toward approved insurance premiums for each ~~full-time~~ eligible staff member each month in an amount which is determined ~~each year~~ by the Health Care Authority (HCA). ~~The district may provide prorated contributions toward premiums for less than full-time staff. In the event of any fully-funded legislative changes for payment of insurance premiums, such funds shall be provided automatically as additional contributions.~~

~~When a staff member is on leave and the staff member's accumulated paid leave has been exhausted, the district shall notify the staff member that the medical insurance benefits are exhausted and the premium is due. The district shall accept the premium from the staff member and remit it to the carrier each month during the term of an approved leave of absence.~~

In compliance with COBRA (Consolidated Omnibus Budget Reconciliation Act), the HCA~~district~~ will offer continuing health care coverage on a self-pay basis to staff members and their dependents following termination (for reasons other than gross misconduct), a reduction in hours, retirement, death, or loss of coverage eligibility to the dependent. These health benefits will be identical to the coverages offered to ~~full-time~~ eligible staff members. For terminated or reduced-hour staff members, the coverage may last up to 18 months or until they become entitled to Medicare benefits ~~eligible for other health insurance,~~ whichever is earlier. In the event of the staff member's termination of a state-registered domestic partnership, ~~retirement~~, divorce, ~~separation,~~ death, or loss of dependent eligibility, the coverage may last up to 36 months for the staff member and/or qualified beneficiary. When an employee is on approved leave or when employment ends due to a layoff, continuation coverage generally can last for a maximum of 29 months.~~The full policy premium plus a 2% administration fee will be paid by the staff member or the beneficiary to the district~~.

Legal Reference:	RCW 4.24.470	Liability of officials and members of governing body of public agency — Definitions
	RCW 4.96.010	Tortious conduct of political sub-division — Liability for damages
	RCW 28A.320.060	Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
	RCW 28A.320.100	Actions against officers, employees or agents of school districts and educational service districts — Defense, costs, fees — Payment of obligation
	RCW 28A.335.010	School buildings, maintenance, furnishing and insuring
	~~RCW 28A.400.350~~	~~Liability, life, health, health care,accident, disability and salary insurance authorized — Premiums~~
	RCW 28A.400.370	Mandatory insurance protection for employees
	~~RCW 41.50.160~~	~~Restoration of withdrawn contributions by annual installment~~
	~~RCW 50.20.050~~	~~Disqualification for leaving work voluntarily without good cause~~
	~~RCW 50.44.030(3)~~	~~Insurance pools~~
	RCW 50.44.050	Benefits payable, terms and conditions — "Academic year" defined
	RCW 51.32.090	Temporary total disability — Partial restoration of earning power — Return to available work — When employer continues wages — Limitations
	29 U.S.C. A §§ 1161-1168	Consolidated Omnibus Budget Reconciliation Act
	WAC 182-31	School Employees Benefits Board – Eligible School Employees

WAC 296-15	Worker's compensation self-insurance rules and regulations

Adoption Date: 2/10/87
Franklin Pierce Schools
Revised: 12/9/08; 9/14/10; 05/25/21
Classification: Priority

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: James Hester, Deputy Superintendent of PK-12
DATE: May 11, 2021
SUBJECT: Procedure 3432P: Emergencies

BACKGROUND INFORMATION

Board Procedure 3432P: Emergencies is being comprehensively revised to reflect the current laws and needs related to safety planning. In 2019, our Legislature passed House Bill (HB) 1216, modifying some of the drill requirements and addressing several areas of safety preparedness. In 2020, we began working our way through the significant impacts of COVID-19. Notable updates include guidance around safety drills and provide an understanding of the basic function of specific types of drills/responses. Safety drills are an essential component of safety planning.

Due to the formatting changes in the procedure update, we have included the complete current version as well as the new revised version for comparison.

RECOMMENDATION

None.

ACTION REQUIRED

None. This is an information item only.

EMERGENCIES

Overview

The district and its schools will develop comprehensive all-hazard emergency operations plans that address prevention, mitigation, preparedness, response, and recovery strategies. Plans will be revisited annually and revised if necessary.

In the event of an emergency:

- The report of an emergency will be directed to the superintendent's office;
- If the nature of the emergency calls for immediate action on the part of a principal, he/she will take necessary action and report such action to the superintendent's office;
- The superintendent's office will contact those departments and/or schools who must assist in the emergency action, and
- When appropriate the superintendent's office will contact the local police department and the county department of emergency services.

Drills

Drills are essential and are held to familiarize the occupants of a building with the signals, process, and procedures so that in case of emergency there will be no hesitation or confusion. Each school in the district will hold at least one safety-related drill per month to teach students and staff the basic functional responses to potential threats and hazards: evacuation, lockdown, shelter-in-place, and drop-cover-hold on. All persons in the building must take part in the drills. District schools may hold unplanned drills.

Schools will identify those drills that they intend to practice more than one time. The basic functional responses are adaptable and can be applied to a variety of situations. In responding to real threats or hazards, more than one response may be required. (An earthquake, for example, may require both a drop-cover-hold on response followed by an evacuation.)

The sounding of an alarm for the purpose of a drill is an authority possessed solely by the principal or authorized designee. The principal will designate an alternate to act in the principal's absence. In the event of a real emergency, the person witnessing the situation may sound the alarm; the school office must be immediately notified of the emergency.

Each school in the district will document the date, time, and type of drill, and maintain the documentation in the school office. In addition to required monthly drills, schools are encouraged to conduct one tabletop exercise, one functional exercise, and two full-scale exercises within a four-year period.

Each school in the district is distinct. It is incumbent upon the principal of each school to develop, adapt, and modify safety planning requirements, processes, and drills to the particular needs of the school. The school principal will ensure that all staff and students are trained and prepared for a wide range of potential emergency situations. Principals are encouraged to use a variety of options and opportunities to facilitate the training process. Each school will develop plans to teach students crisis response strategies and ensure that adults, including First Responders, are trained to follow established protocols.

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The district is committed to supporting the needs of all students in the event of an emergency, including those with special needs and disabilities, and those whose first language is other than English. School emergency planning will consider the needs of these students throughout the four phases of crisis management and work to identify students' needs for accommodations and modifications related to safety planning.

Basic Responses and Drills

Evacuation:
In an emergency, it may be necessary to evacuate students from a school. An evacuation is a functional response taken to move students and staff from one place to another quickly. The primary objective of an evacuation is to ensure that all staff, students, and visitors can quickly move away from the threat. Evacuation examples include responding to fire, bomb threat, after an earthquake, or internal gas leak.

Principals must prepare an evacuation plan for their school and carry out a practical evacuation exercise at least once a year. The needs for each school will be different, no common plan can be used to prepare all schools. Principals are encouraged to collaborate with local fire and law enforcement when making plans to evacuate your school.

In preparing for possible evacuations, principals should identify three types of evacuation locations:

- On-site evacuation location within the school (auditorium, gym, cafeteria, etc.);
- On-site evacuation location outside of the building (playground, football field, parking lot, etc.);
- Off-site evacuation location to a separate facility, as well as a possible alternate location.

When planning for an evacuation, principals should consider:

- The safe movement of students, staff, and visitors to designated assembly areas;
- The evacuation of students who are not with a teacher or staff member;
- Alternate evacuation routes and assembly locations in the event that the primary route or assembly area is unsafe;
- The evacuation of individuals with disabilities and others with access and functional needs, such as language, transportation, or medical needs.

The principal will instruct staff including teachers, secretaries, cooks, custodians, aides, and bus drivers as to their respective responsibilities in an evacuation exercise.

The principal will be responsible for organizing and conducting such emergency evacuation drills as are necessary and will objectively evaluate the activity following each such drill. In the absence of the principal, staff should be able to conduct all aspects of the evacuation procedure.

Lockdown/Lockout:
A Lockdown is a functional response taken to secure interior portions of school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective is to ensure all school students, staff, and visitors are quickly secured away

from the immediate danger, such as armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threat, sniper, or nearby police activity.

A Full Lockdown is initiated when hallways need to be cleared. Movement throughout building is stopped until an all-clear signal is given.

A Modified Lockdown is typically used when events in the vicinity of the school may pose a threat. Movement within the building may continue as normal or may be adapted based on the situation.

A Lockout is initiated to secure school buildings and grounds during incidents that pose a threat or hazard outside of the school building. Lockout uses the security of the physical facility to act as protection; it brings students inside the school when that is deemed safer than being outside.

Shelter-in-Place/Sheltering:
Shelter-in-place means to take immediate shelter where you are and isolate your inside environment from the outside environment. Generally, shelter-in-place lasts for just a few hours. Shelter-in-place is initiated because it is safer inside the building or a room than outside. It is used to protect students and staff from chemical, radiological, or biological contaminants that have been released into the environment.

Sheltering is similar to shelter-in-place, in that it is initiated because it is safer inside the building than outside. When sheltering, action is taken to move students, staff, and visitors indoors quickly. Sheltering may last for an *extended period* of time. For severe weather, depending on the type and/or threat level, staff may need to move the affected individuals to rooms without windows or to rooms that can be sealed as a weather shelter.

In planning for both shelter-in-place and for sheltering, the school planning team should consider:

- Supplies needed to seal a room against hazardous materials;
- Supplies needed to provide for the basic needs of students and staff (e.g., water; sanitary needs);
- The needs of individuals with disabilities and others who have access or functional needs, such as students needing regular administration of medication, durable medical equipment, or personal assistant services; and
- The possible need for and integration of “safe rooms” for protection against extreme weather hazards in order to provide immediate life-safety protection when evacuation is not an option.

Earthquake/Drop – Cover – Hold On:
The threat of an earthquake in Washington is ever-present. The standard functional response to an earthquake is: Drop – Cover – Hold On. When an earthquake occurs, the danger can persist for some time.

Each school principal in consultation with staff is required to prepare a plan and conduct an emergency drop-cover-hold on earthquake drill annually. Building staff are encouraged to contact the district office and the county emergency service department for technical assistance.

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Preparation
The principal and building staff will be responsible for conducting an annual inspection of the building early in the school year for the purpose of identifying potential hazards in the event of an earthquake, e.g., securing all bookcases to wall to prevent collapse. Those hazards that cannot be corrected by building level personnel will be corrected by district maintenance personnel as soon as resources permit.

Information to Families
Families should be advised that if there is an earthquake while children are on their way to school, they should "duck and cover away from power lines, buildings, and trees." Once the earthquake has stopped, they should proceed to school. If the quake occurs on their way home, after protecting themselves until the quake stops, they should proceed to their home.

Families should also be advised not to remove a child from the school grounds unless they have first checked with school officials, as building staff might think the student is missing and needs help.

Families should further be advised to avoid calling the school, as school staff will need to use the phones, if the phones are functioning. Staff will notify parents of injured children first. Schools will train staff to help injured children, as possible, until other medical assistance arrives.

Following an earthquake drill or actual event, staff members will account for all students and staff before re-entry. The principal must determine, on the basis of thorough inspection of both structures and utility conduits, that the facility is safe. No students or staff will be dismissed until procedures have been approved by the superintendent's office if district-wide communications are in operation.

Instructions – During Drill or Earthquake
In classrooms: All persons, including the teacher, other staff, and students should get under a desk or table, face away from windows, face away from bookshelves, face away from heavy objects that may fall, crouch on knees close to ground, place head close to knees, cover side of head with elbows and clasp hands firmly behind neck, close eyes tightly, and remain in place until instructed otherwise or until the "all clear" signal is given.

In gymnasiums or assembly areas: all persons should exit such facilities as expeditiously as possible and move to designated areas.

On stairways: all persons should move to the interior wall and "duck and cover." If the stairway is exterior to the building, all persons should evacuate to designated areas.

If outdoors: all persons should move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. All persons should lie down or crouch low to the ground, covering their heads. All persons should be aware of encroaching danger that may demand further movement.

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After the Shaking Stops:
Expect aftershocks.

The principal and custodian should inspect facilities as soon as it appears safe to do so, and before instructing staff and students to evacuate. Classes should be evacuated through exits to a safe area. Students should move away from buildings and remain there until given further instructions. One or more responsible staff members or students may be posted to prevent re-entry.

Following the evacuation, the principal should:

- Check for injuries among students and staff (do not attempt to move seriously injured persons unless they are in immediate danger of further injury);
- Check for fires or fire hazards;
- Check utility lines and appliances for damage. If gas leaks exist, shut off the main gas valves and shut off electrical power if there is damage to the wiring (do not use matches, lighters, or open flame appliances until you are sure no gas leaks exist, and do not operate electrical switches or appliances if gas leaks are suspected);
- Instruct students not to touch power lines or objects touched by the wires (all wires should be treated as live);
- Clean up spilled medicines, drugs, chemicals, and other potentially harmful materials immediately;
- Do not eat or drink anything from open containers near shattered glass (liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists);
- Check the chimney over its entire length for cracks and damage, particularly in the attic and at the roof line (unnoticed damage could lead to a fire);
- Check closets and storage shelf areas (open closet and cupboard doors carefully and watch for objects falling from shelves);
- Keep the streets clear for emergency vehicles;
- Be prepared for “after-shocks;”
- Respond to requests for help from police, fire department and civil defense, but do not go into damaged areas unless your help has been requested; and
- Plan for student/staff needs during the time that may elapse before assistance arrives (e.g. four to eight hours).

The four basic functional responses are adaptable and can be applied to a variety of situations. Some threats or hazards may require the use of more than one basic functional response.

Preparation and Response to Specific Emergencies

Fire:
Fire drills are evacuation drills held to familiarize the occupants of a building with the signals, evacuation routine, and exits so that in case of a fire emergency there will be no hesitation or confusion in leaving the building. These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon his/her actions and cooperation.

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Therefore:

- All persons in the building must take part in the fire drill;
- Every fire alarm should be considered as a warning of an actual fire;
- An accidental or otherwise unplanned fire alarm will be considered a real event and not counted as a drill.

Instructions should be given to all students during the first week of school in September. It is particularly important that kindergarten children, representing the one large group of children new to the schools, be given instructions in fire evacuation drill procedures for the building.

Pandemic/Epidemic:
If anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic that person will be immediately quarantined pending further medical examination. Local health officials will be notified immediately.

Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend school until medical clearance is provided by the individual's primary care physician or other medical personnel indicating that the risk of that individual transmitting the disease no longer exists.

In the event of prolonged school closings and/or extended absences by staff or students as the result of a pandemic (or other catastrophes) the superintendent will develop a pandemic/epidemic emergency plan that includes at a minimum:

- The chain of command for the emergency plan, and the individuals responsible for specific duties such as quarantine;
- The specific steps the district will take to stop the spread of the disease;
- The process for identifying sick students;
- The transportation plan for sick students;
- Disease containment measures for the district, including possible required use of personal protective equipment and of social distancing;
- A continuing education plan for students, such a plan for remote learning including but not limited to teaching via the internet, providing students with learning packets, assignments via mail, the school district's web resources, etc.;
- Procedures for dealing with student online safety and privacy;
- A continuity of operations plan (COOP) for central office functions including employee leave, pay, and benefits during a pandemic; and
- An ongoing communication plan for staff, students, and families.

Bomb Threats:
Most bomb threat messages are very brief. When possible, every effort should be made to obtain detailed information from the caller such as: exact location of the bomb, time set for detonation, description of the bomb, and type of explosive used. Details such as: time of call, exact words used, sex, estimated age, identifiable accent, voice description of caller and identifiable background noise should also be noted.

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Evacuation Decision
The principal should notify the district office immediately. The principal should be ready to provide specific information regarding the "threatening call" and indicate if the building(s) will be evacuated and/or searched.

The decision of whether or not to evacuate and the manner of evacuation depends on the circumstances of each call. Every call should be handled individually and evaluated separately. If there is doubt as to what action to take, the safety of students and staff must be paramount.

If the principal determines the threat is a hoax**,** he/she will conduct a quiet search of the building. No classes will be dismissed. A written report should be submitted to the superintendent.

If the principal determines that the message is a dangerous threat, law enforcement officers and the district office should be contacted. Immediate evacuation of the facility should be initiated as delineated in the site-specific comprehensive safety plan. Evacuation procedures should be modified as needed to ensure the safest possible routes are identified and followed.

Students and staff to be evacuated from the area should be moved to a minimum safe distance as determined by law enforcement personnel. Teaching staff should remain with their classes until such time as the danger of explosion is past. Search procedures should be conducted under the direction of law enforcement officers. A written report should be submitted to the superintendent.

Those evacuated from the area should be moved to a minimum of 300 feet from the point of possible explosion. Power, gas, and fuel lines leading to a danger area should be shut off as soon as practical. All flammable liquids and materials should be removed from the surrounding area as well as any portable materials of value.

Search without Evacuation
If the preliminary decision is to search the building without evacuating the students, the principal should enlist the voluntary aid of the staff to conduct a cursory search of the building. Particular attention should be paid to those areas that are accessible to the public, such as hallways, stairways and stairwells, restrooms, unlocked lockers, unlocked unused classrooms, closets, and the like. A search should also be made on the outside of the building on low window ledges, window wells, and the base of all outside walls.

Search with Evacuation
If the decision is to evacuate staff and students, the principal should have the team conduct a more thorough search of the entire building. When a threat appears to be "dangerous," the principal should enlist the aid of the local police and fire department in conducting the search. All searchers should vacate the building for a short period of time when the alleged bomb is to detonate. After the search has been made and the danger period is over, the students may then return to their classrooms for resumption of normal activities.

Search with Evacuation during Valid Bomb Threats
When the bomb threat is judged to be valid, the building should be cleared immediately of all personnel so that the police can assume the responsibility of conducting the search. A staff member should be stationed at each entrance to prevent unauthorized persons from returning to the building until the area is declared safe.

What to Look for
All unidentified packages found during bomb searches should be considered dangerous and left untouched, to be examined and identified by a qualified bomb expert. Bombs come in many shapes and sizes. Some are disguised, while others may be as crude as sticks of dynamite held together with twine or tape. One must be suspicious of any package that cannot be identified. Example: a brown paper package found ticking in an unlocked locker should always be considered dangerous.

Disposition of Suspected Bombs
In the event of the discovery of a suspected bomb, the following steps will be taken:

- Do not touch or attempt to move the package in any manner.
- Avoid moving any article or articles that seem to be connected with the bomb in any way that could be a triggering mechanism. Bombs have been set off by turning on a light switch or lifting a telephone receiver;
- Clear the danger area of all occupants; and
- Assign staff at entrances to prevent others from entering.

Additional Emergency and Drill Planning Considerations

Communications:
The delivery of timely and accurate information before, during, and after an incident is a critical component of crisis and emergency management. Ensuring that students, staff members, parents, local response agencies, the media, and the community have information is the joint responsibility of the school and the district public information officer.

Planning for communication and coordination will consider both internal communication and external communication with stakeholders during emergencies and disasters. Planning will also consider the communication of emergency protocols before an emergency and communication after an emergency.

If possible, district and school communications system will work to integrate into the local disaster and response law enforcement communication networks (e.g., fire department and law enforcement staff). The goal of integrated communications is to:

- Ensure relevant staff members can operate communications equipment;
- Communicate with students, families, and the broader community before, during, and after an emergency;
- Account for technology barriers faced by students, staff, parents, and guardians;
- Effectively address language access barriers faced by students, staff, parents, and guardians;
- Allow the public information officer to respond in a timely manner to media inquiries;
- Communicate to the community; and
- Ensure effective communication with individuals with disabilities and others with access and functional needs (e.g., coordinating with First Responders and local emergency managers to provide sign language interpreters for use during press conferences, publishing only accessible documents, ensuring information on websites is accessible).

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Accounting for All Persons:
The planning team should consider the following when developing plans to account for all persons, including students, staff, and visitors:

- Who is in attendance at the school site;
- Who is in attendance at the assembly area;
- Actions to be taken when a student, staff member, or guest cannot be located;
- The process for reporting to the assembly supervisor; and
- How and when students will be dismissed or released.

Reunification and Student Release:
Planning how students will be reunited with their families or guardians is a critical component of emergency planning. Reunification is part of the Incident Command System. A comprehensive emergency plan needs to include procedures to accomplish the main priority of safety planning, which is to ensure the safety of the students to every extent possible.

There are a wide variety of emergency situations that might require student/parent reunification. Reunification may be needed if the school is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, flooding, earthquake, tsunami, school violence, bomb threat, terrorist attack or other local hazard.

As feasible, the planning team will consider the following when developing goals, objectives, and courses of action:

- The location of the reunification site;
- The methods used to inform families and guardians about the reunification process in advance;
- Verification that an adult is authorized to take custody of a student;
- The check-in process between the authorized adult and student at the reunion areas;
- Assurances that students do not leave on their own;
- Privacy protection of students and parents from the media;
- Methods to reduce confusion during the reunification process;
- Frequent updates for families;
- Recognition of technology barriers faced by students, staff, parents, and guardians; and
- Effective resources to address language access barriers faced by students, staff, parents, and guardians.

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Fire Evacuation: Three drills required annually

A. In the event of a fire:
   1. Give the fire alarm signal (one long continuous signal);
   2. Call and report the fire; and
   3. Authority to sound the fire alarm system in the event of a real emergency is possessed by any person who discovers the fire.

B. Fire evacuation drills
   1. Instructions must be given to all students on the FIRST DAY of school in September each year;
   2. A fire/evacuation drill must be held three times each school year; and
   3. It is particularly important that kindergarten children, representing the one large group of children new to the schools, be given instructions in fire drill procedures for the building.

C. Authority to Call Drills
   The sounding of a fire alarm for the purpose of a drill is an authority possessed solely by the principal, or someone authorized by him/her.

D. Purpose of Fire Drills
   Fire drills are held to familiarize the occupants of a building with the signals, evacuation routine, and exits so that in case of emergency there will be no hesitation or confusion in leaving the building.

   These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon his/her actions and cooperation. Therefore:
   1. All persons in the building must take part in the fire drill; and
   2. Every fire alarm should be considered as a warning of an actual fire.

E. Frequency – Fire Drills in Schools
   1. Fire drills will be held as often as necessary and no less than three times per school year, to assure rapid and orderly evacuation of the school building. During severe weather, fire drills may be postponed. A record of all fire drills will be kept on the premises and be subject to inspection by the fire chief; and
   2. In schools, fire drills include complete evacuation of all persons from the building.

F. Warning Signals – Fire Drills
   The fire warning signal will be one long continuous signal, whether by bell, siren, or horn. An emergency warning signal, either by whistle or hand siren, should be planned for and occasionally used, thereby anticipating possible power failure.

G. Responsibilities of Staff
   1. Principals will:
      a. Be in complete charge of all matters pertaining to organizing and conducting fire drills in the building, and will be responsible for the efficiency of the drill

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and all corrective actions or punishments taken for violation of the rules and regulations;

b. Be thoroughly familiar with the fire alarm system, all firefighting equipment, all means of egress, and any special features of the building that might prove dangerous to human life (storerooms, lunchrooms, attic spaces, ventilators, etc.) or where fire may spread quickly;
c. Be responsible for notifying custodians, engineers, and lunchroom staff that in case of an actual fire, the ventilating systems, the oil burners, gas meters, ovens, etc., are shut off;
d. Appoint all subordinate officers (see bullet e immediately below) and instruct them in the general plan of the drills and details of their specific duties, such as instruction regarding:
    i. How to send an alarm to the fire department (including how the fire alarm system operates — both electrical and emergency);
    ii. How to use all in-school fire-fighting equipment; and
    iii. The importance of quick action to send in a fire alarm signal and to vacate the building — even if in-school fire-fighting equipment is in use.
e. Appoint subordinate officers:
    i. Searchers – These are teachers assigned to inspect sections of the buildings to make sure that everyone is out. Cloakrooms, lavatories, teachers' room, and all other places frequented by students or teachers must be checked. Searchers will rejoin their classes as soon as the inspection is completed.
    ii. Traffic Guards – These are students appointed by the principal to open doors, assist in traffic control, and maintain order.
    iii. Fire Drill Aides – These are students appointed by either the principal or teachers to assist in any way deemed necessary, and to take the place of teacher searchers in their absence only. They may be used as messengers, or assigned to aid disabled students or those who are ill or faint.
    iv. Safety Coordinator – In case of actual fire, during the absence of the principal, it must be clearly understood by the entire staff which person will be in charge.

2. Teachers will:
    a. Be in charge of their respective classes;
    b. Issue all commands relative to participation in the fire drills except as delegated by them to aides;
    c. Unless assigned as searchers, lead their classes to the designated outside stations; and
    d. Immediately report to the principal or fire drill aides if any student is unaccounted for after a visual check of students.

H. Drills on Request

Occasionally, fire department representatives may come to schools and request an immediate fire drill. In general, this is their method of checking upon the quality of the drill program, and principals are expected to cooperate fully, even to the extent of calling a drill at an inconvenient time.

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1. Procedures
   In case of fire, the principal will:
   a. Sound the alarm;
   b. Call and identify self to fire department officials, directing them to the location of the fire and give them any necessary special information;
   c. Make a building search; and
   d. Ensure that teachers and students perform all activities assigned to them during fire drills.

2. During Fire Drills – when the alarm begins:
   a. Teachers will lead students to the designated exit;
   b. Students will walk briskly (no running), with an arm's length spacing, and without talking, laughing, or breaking from the ranks (no student may leave the line);
   c. Students not in the classroom will join the line of the first group of students met (the student must not return to the classroom);
   d. Teachers will check roll when assigned area is reached;
   e. Teachers will not leave the students gathered at a designated area unless someone is placed in charge;
   f. Teachers will notify the principal if any student is missing; and
   g. The principal will initiate a search for any missing students.

3. After a Fire Drill:
   a. The principal will give the all clear signal (a short steady signal);
   b. Teachers will lead the students back into the classroom;
   c. Teachers will check the roll;
   d. Students will not loiter in the halls;
   e. Teachers will notify the principal if any student is missing; and
   f. The principal will initiate a search for any missing students.

4. After a FALSE ALARM, the principal will:
   a. Notify the fire department of the incident; and
   b. Notify school officials of the incident.

Lockdown – Three drills required annually.

Modified Lockdown is initiated to isolate students and staff inside the school from potential dangers outside the school. Modified Lockdown is typically used when events in the vicinity of the school may pose a threat.

Lockdown is initiated to isolate students and staff from immediate dangers which may include armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threats, snipers, or nearby police activity.

Shelter-in-Place – One drill required annually.

"Shelter-in-place" is initiated to protect students and staff from chemical, radiological, or biological contaminants released into the environment. To "shelter-in-place" means to take immediate shelter where you are and isolate your inside environment from the outside environment.

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Additional safety-related drill – One drill required annually.

Schools will consider earthquakes, tsunamis, or other high-risk local events.

At least one safety-related drill annually will use the school mapping information system.

Earthquake

The threat of an earthquake in western Washington is ever-present. As with other unforeseen events, the district must be prepared to care for students and staff until danger subsides. Each school principal, in consultation with staff, is required to prepare a plan and conduct an emergency earthquake drill at least twice annually. The building staff is encouraged to contact the district office and the county emergency service department for technical assistance.

A. Preparation

The principal and building staff will be responsible for conducting an annual inspection of the building early in the school year for the purpose of identifying potential hazards in the event of an earthquake, e.g., securing all bookcases to the wall to prevent collapse. Those hazards that cannot be corrected by building level personnel will be corrected by district maintenance personnel as soon as resources permit.

B. Information to Parents

Parents should be advised that:

1. If there is an earthquake while children are on their way to school, they should duck and cover away from power lines, buildings, and trees. Once the earthquake has stopped, they should proceed to school. If the quake occurs on their way home, after protecting themselves until the quake stops, they should proceed to their home.
2. A parent is advised not to remove a child from the school grounds unless they have first checked with school officials. If a parent were to remove a child without checking out, others could be needlessly hurt while searching for a missing child.
3. Parents should avoid calling the school. The phones, if functioning, may be needed by school staff. Parents of injured children will be notified first. All schools will have trained staff to help injured children until other medical assistance arrives.

Staff members should attempt to account for all students and staff before re-entry. The principal must feel absolutely certain, on the basis of thorough inspection of both structures and utility conduits, that the facility is safe; but no students or staff will be dismissed until procedures have been approved by the superintendent's office if district-wide communications are in operation.

C. General Responsibilities

The principal must become familiar with the alarm system, all means of egress, and any special features of the facility which might endanger human life. Staff should be appointed and instructed in the general earthquake plan. The building administrator should carry out all communications functions, coordinate post-quake building inspections, and signal re-entry when safety is assured.

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Teachers will see that all members of their respective classes take protective action appropriate to their situations; evacuate classes in an orderly and expeditious manner; maintain order; supervise evacuated students; and ensure orderly re-entry when signaled.

Monitors may be appointed from the more mature students in each class to assist teachers. Monitors should be assigned to substitute for any teacher who may be injured. The custodian will assist in the inspection of the facility, including utility conduits, and shut down mechanical/electrical systems as required. Other staff members will act as searchers; assist in evacuation and care of injured or disabled individuals; help remove hazardous materials or debris; and, carry out any additional assigned functions.

1. Staff Instructions (During quake)
   Staff should maintain control in the following manner:
   a. In a classroom, students should get under a desk or table; face away from windows, bookshelves, and heavy objects that may fall; crouch on knees close to the ground; place head close to knees; cover side of head with elbows and clasp hands firmly behind neck; close eyes tightly; and remain in place until instructed otherwise or until the “all clear” signal is given;
   b. In gymnasiums or assembly areas, students should exit such facilities as expeditiously as possible. Individuals should move to designated areas;
   c. On a stairway, students should move to the interior wall and duck and cover. (Individuals should evacuate exterior stairs and move to designated areas); and
   d. If outdoors, students should move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects, and lie down or crouch low to the ground. Staff and students should be aware of encroaching danger that may demand further movement.

2. Staff Instructions (After quake)
   The principal and custodian should inspect facilities before instructing staff and students to evacuate. Classes should be evacuated through exits to a safe area. Students should move away from buildings and remain there until given further instructions. Responsible students or staff should be posted to prevent re-entry. Following this evacuation, the principal should:
   a. Check for injuries among students and staff (but do not attempt to move seriously injured persons unless they are in immediate danger of further injury);
   b. Check for fires or fire hazards;
   c. Check utility lines and appliances for damage. If gas leaks exist, shut off the main gas valves and shut off electrical power if there is damage to the wiring. (Do not use matches, lighters, or open flame appliances until you are sure no gas leaks exist, and do not operate electrical switches or appliances if gas leaks are suspected.);
   d. Instruct students not to touch power lines or objects touched by the wires (all wires should be treated as live);
   e. Clean up spilled medicines, drugs, chemicals, and other potentially harmful materials immediately;

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f. Do not eat or drink anything from open containers near shattered glass (liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists);
g. Check the chimney over its entire length for cracks and damage, particularly in the attic and at the roof line (unnoticed damage could lead to a fire);
h. Check closets and storage shelf areas (open closet and cupboard doors carefully and watch for objects falling from shelves);
i. Keep the streets clear for emergency vehicles;
j. Be prepared for "after-shocks;"
k. Respond to requests for help from police, the fire department, and civil defense, but do not go into damaged areas unless your help has been requested; and
l. Plan for student/staff needs during the time that may elapse before assistance arrives (e.g. four to eight hours).

Bomb Threats

Most bomb threat messages are very brief. When possible, every effort should be made to obtain detailed information from the caller such as: exact location of the bomb, time set for detonation, description of the bomb and type of explosive used. Details such as: time of call, exact words used, sex, estimated age, identifiable accent, voice description of caller, and identifiable background noise should also be noted.

A. Evacuation Decision

The principal should notify the district office immediately. The principal should be ready to provide specific information regarding the "threatening call" and indicate if the building(s) will be evacuated and/or searched. If the principal determines the threat is a hoax, he/she will conduct a quiet search of the building. No classes will be dismissed. A written report should be submitted to the superintendent.

If the principal determines that the message is a dangerous threat, law enforcement officers and the district office should be contacted. A routine fire drill should be initiated at least 15 minutes prior to the time of possible detonation. Teaching staff should remain with their classes until such time as the danger of explosion is past. Search procedures should be conducted under the direction of law enforcement officers. A written report should be submitted to the superintendent.

B. Search Procedures

Each building should have a volunteer search team composed of staff members. The person most qualified to search buildings or space is the person using the area.

1. How a Search is to be Made

The room to be searched may be divided into three (3) parts. The bottom third of the room, from eye level to the floor where most of the objects are located; the middle third from eye level upward toward the ceiling; and the top third of the room. The top third will have such items as light fixtures or a ceiling vent which can usually be observed from the floor. The search should be conducted systematically in a clockwise or counter-clockwise manner. Searchers should look into areas that are open and listen in those areas (cabinets, desks, lockers) where opening every closed area is impossible.

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Most homemade bombs are made with spring-wound clocks and give off a ticking sound. The more sophisticated bombs use other devices such as batteries, chemicals, or may even be plugged into a light switch.

2. What to Look for
   ALL UNIDENTIFIED PACKAGES FOUND DURING BOMB SEARCHES SHOULD BE CONSIDERED DANGEROUS AND LEFT UNTOUCHED, TO BE EXAMINED AND IDENTIFIED BY A QUALIFIED BOMB EXPERT. Bombs come in many shapes and sizes. Some are disguised, while others may be as crude as sticks of dynamite held together with twine or tape. One must be suspicious of any package that cannot be identified. Example: a brown paper package found ticking in an unlocked locker should always be considered dangerous.

3. Search without Evacuation
   If the preliminary decision is to search the building without evacuating the students, the principal should enlist the voluntary aid of the staff to conduct a cursory search of the building. Particular attention should be paid to those areas that are accessible to the public, such as hallways, stairways and stairwells, restrooms, unlocked lockers, unlocked unused classrooms, closets, and the like. A search should also be made on the outside of the building on low window ledges, window wells, and the base of all outside walls.

4. Search with Evacuation
   If the decision is to evacuate staff and students, the principal should have the team conduct a more thorough search of the entire building. The signal to be used for evacuation is through the use of the fire drill routine. When a threat appears to be dangerous, the principal should enlist the aid of the local police and fire department in conducting the search. All searchers should vacate the building for a short period of time when the alleged bomb is to detonate. After the search has been made and the danger period is over, the students may then return to their classrooms for resumption of normal activities.

5. Search with Evacuation during Valid Bomb Threats
   When the bomb threat is judged to be valid the building should be cleared immediately of all personnel so that the police can assume the responsibility of conducting the search. A staff member should be stationed at each entrance to prevent unauthorized persons from returning to the building until the area is declared safe.

6. Disposition of Suspected Bombs
   In the event of the discovery of a suspected bomb, the following steps will be taken:
   a. DO NOT TOUCH OR ATTEMPT TO MOVE THE PACKAGE IN ANY MANNER;
   b. Avoid moving any article or articles which in any way may be connected with the bomb to act as a triggering mechanism. Bombs have been set off by turning on a light switch or lifting a telephone receiver;
   c. Clear the danger area of all occupants; and

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d. Assign staff at entrances to prevent others from entering.

The decision of whether or not to evacuate depends on the circumstances of each call. Every call should be handled individually and evaluated separately. If there is doubt as to what action to take, the safety of students and staff must be paramount and evacuation procedures should be followed.

Persons to be evacuated from the area should be moved to a minimum of 300 feet from the point of possible explosion. Power, gas, and fuel lines leading to a danger area should be shut off as soon as practical. All flammable liquids and materials should be removed from the surrounding area, as well as any portable materials of value.

If an actual bomb explosion does occur, the police department should maintain a guard around the area to prevent re-entry by any unauthorized person. However, inspection is necessary to insure the safety of all persons having business in the bombed area. Fire marshals, building inspectors, etc., should be requested to inspect the building regarding supporting walls, damaged overhead structure, broken gas lines, live power lines, etc. Their inspection should precede any police or security investigation and should be designed to prevent any further injury.

Emergency School Evacuation

When an emergency within a school or department necessitates total or partial closure of the schools within the district, threatens the safety and well-being of students, and/or interferes in the normal operation of the school, the following emergency procedure must be followed:

A. The report of an emergency will be directed to the superintendent's office;
B. If the nature of the emergency calls for immediate action on the part of a principal, he/she will take necessary action and report such action to the superintendent's office;
C. The superintendent's office will contact those departments and/or schools who must assist in the emergency action; and
D. When appropriate, the superintendent's office will contact the city police department and the county department of emergency services.

The principal will instruct staff, including teachers, secretaries, cooks, custodians, aides, and bus drivers, as to their respective responsibilities in an evacuation exercise.

The principal will be responsible for organizing and conducting such emergency evacuation drills as are necessary and will objectively evaluate the activity following each such drill. In the absence of the principal, staff should be able to conduct all aspects of the evacuation procedure.

Pandemic/Epidemic

If anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person will be immediately quarantined pending further medical examination. Local health officials will be notified immediately.

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Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend school until medical clearance is provided by the individual's primary care physician or other medical personnel indicating that the risk of that individual transmitting the disease no longer exists.

In the event of prolonged school closings and/or extended absences by staff or students as the result of a flu pandemic or other catastrophe, the superintendent will develop a pandemic/epidemic emergency plan that includes at a minimum:

A. The chain of command for the emergency plan, and the individuals responsible for specific duties such as quarantine;
B. The specific steps the district will take to stop the spread of the disease;
C. The process for identifying sick students;
D. The transportation plan for sick students;
E. Disease containment measures for the district;
F. A continuing education plan for students. Such a plan may include providing students with assignments via mail, local access cable television, or the school district's website;
G. Procedures for dealing with student privacy rights;
H. A continuity of operations plan for central office functions including employee leave, pay, and benefits during a pandemic; and
I. An ongoing communication plan for staff, students, and parents.

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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: May 11, 2021
SUBJECT: Procedure 6000P: Program Planning, Budget Preparation, Adoption, and Implementation

BACKGROUND INFORMATION

New Board Procedure 6000P: Program Planning, Budget Preparation, Adoption, and Implementation provides details about salary placement, payroll procedures related to direct deposits, and payroll deductions as required by law.

RECOMMENDATION

None.

ACTION REQUIRED

None. This is an information item only.

PROGRAM PLANNING, BUDGET PREPARATION, ADOPTION, AND IMPLEMENTATION

Payroll - Authorization and Control
Employment of all certificated and classified staff must be approved by the Board and authority to pay for such services rendered follows this approval. Annual salaries will be determined by placement on the district salary schedule in terms of position, experience, training (where applicable), and collective bargaining agreements (where applicable). Proper documentation is required to receive credit for experience and training.

Payroll
Unless otherwise specified, each staff member will receive their salary on the last working day of each month equal to 1/12 of the staff member's yearly salary less statutory, contractual, and voluntary deductions. Voluntary payroll deductions must be authorized by the Board.

Direct Deposit
All district employees are required to receive payroll related payments via direct deposit. It is the employee's responsibility to notify the Payroll Office when there is any change to their bank and/or bank account that affects their direct deposit by completing a new Direct Deposit Authorization Agreement. Should an employee fail to notify the Payroll Office that a bank account was closed, the district will not issue a paper check until the funds are received from the banking institution.

All newly hired employees or re-hired employees must complete a Direct Deposit Authorization Agreement as a condition of employment.

The district will make payroll deductions for staff as required by law, such as federal withholdings, applicable state retirement contributions, and industrial insurance premiums.

The district will make payroll deductions for staff based on contractual agreements, such as those required by collective bargaining agreements.

The district may make allowed voluntary payroll deductions for staff after an employee has submitted a written request to make such a deduction.

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