



Human Resources

Justin Wing, Director

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The Washington Elementary School District (WESD) is seeking a Trustee for the WESD Trust Board (The Trust Board). The Trust Board has five (5) Trustees serving, without compensation, at the pleasure of the Governing Board and the Washington Elementary School District.

Trustee Qualifications

- I. Required Qualifications
 - a. Candidate must be a resident within WESD boundaries at time of appointment.
 - b. Candidate is not employed by WESD.

- II. Preferred Qualifications
 - a. Knowledge and/or experience in one or more of the following areas:
 - i. Employee benefits;
 - ii. Worker's compensation;
 - iii. Casualty insurance;
 - iv. Fiscal management.

Trustee Responsibilities

The Trust Board shall be responsible for the management of the trust funds including:

1. Interpreting and applying all provisions of the insurance plans approved by the Governing Board;
2. Formulating, issuing, and applying rules and regulations which are consistent with applicable law and terms and provision of the insurance plans approved by the Board;
3. Making appropriate claim determinations and calculations, and directing the payment of benefits accordingly;
4. Arranging for all fund-related reports which may be required either by law or for fund management and administration;
5. Contracting for and paying premiums for any insurance which is purchased in furtherance of the insurance plans;
6. Recommending plans, plan design changes and funding levels to the Governing Board that are designed to insure the cost-effectiveness and financial solvency of the District's self-insurance programs (employee benefits trust, worker's compensation trust, and casualty trust);
7. Developing and implementing preventative programs pertaining to the safety and health of students and employees, and administering said programs in conformity with approved plans and all applicable laws; and
8. Insuring compliance with approved plans and all applicable laws pertaining to the safety and health of students and employees, and managing all litigation arising from claims brought against the District.

Governing Board: Bill Adams, President • Larry Herrera, Vice President
Aaron Jahneke, Member • Tee Lambert, Member • Nikkie Whaley, Member

Dr. Paul Stanton, Superintendent



Appointment of Trustees

No more than one Trustee may be a member of the Governing Board and no more than one Trustee may be an employee of the District. The remaining three Trustees must be at the time of their appointment, residents of the District but not employed thereby. The Trustees shall be appointed for three (3) year staggered terms as the Governing Board determines and shall serve at the pleasure of the Governing Board.

Time Commitments

Trustees on the Trust Board require a commitment that should not be underestimated. The following are time commitments for each Trustee:

1. Serves as a Trustee for three years.
2. Attends monthly Trust Board meetings that average 90 minutes at the WESD administrative center.
 - a. Trust Board meetings are typically held the third Tuesday of each month.
 - b. Trust Board meetings begin at 3:30 p.m.
3. Attends emergency or special Trust Board meetings when necessary.
4. Reviews Trust Board agendas, minutes and other materials.

When an extenuating circumstance occurs, Trustees may participate telephonically for the Trust Board meeting.

Application Process

An application must be completed and submitted to the Trust Board Secretary, Mrs. Rhonda Braswell, on or before the end of business (4:30 p.m.) on Friday, October 27, 2017. The following is Mrs. Braswell's contact information.

Mrs. Rhonda Braswell
4650 W. Sweetwater Avenue
Glendale, AZ 85304
Rhonda.braswell@wesdschools.org
Fax: 602-347-3568

WESD representatives will interview selected candidates during the week of October 30.

Thank you for your consideration. If you have any questions, please contact me at your earliest convenience.

Sincerely,

Justin Wing
Director of Human Resources
Washington Elementary School District
Justin.wing@wesdschools.org
602-347-2801

**WASHINGTON ELEMENTARY SCHOOL DISTRICT
TRUST BOARD APPLICATION
2017-2018**

CANDIDATE INFORMATION

Last Name		First	
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone		E-mail Address	
Are you are resident of the Washington Elementary School District?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you work for the Washington Elementary School District?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
What is your affiliation, if any, with the Washington Elementary School District?			

EDUCATION

High School Attended	
College(s) Attended	
Degree(s) Earned	
Other Education	

CURRENT OR MOST RECENT EMPLOYMENT (CANDIDATES MAY SUBMIT RESUME IN LIEU OF EMPLOYMENT SECTION)

Company	Phone
Address	
Job Title	
Responsibilities:	



SPECIAL SKILLS AND QUALIFICATIONS

Summarize your knowledge, skills and experiences in the areas of employee benefits, worker's compensation, casualty insurance, and/or fiscal management, if applicable.

Please explain the reasons you are interested in serving as a Trustee for the WESD Trust Board.

DISCLAIMER AND SIGNATURE

- ✓ *Prospective Trust Board candidates must be a resident of WESD at the date of the appointment.*
- ✓ *Prospective Trust Board candidates, for this particular vacancy, cannot be employed by WESD.*

I certify that my answers are true and complete to the best of my knowledge.

Signature

Date

An application must be completed and submitted to the Trust Board Secretary, Mrs. Rhonda Braswell, on or before the end of business (4:30 p.m.) on **Friday, October 27, 2017**.