Governing Board Agenda
WASHINGTON ELEMENTARY SCHOOL DISTRICT
GOVERNING BOARD AGENDA FOR
REGULAR MEETING

DATE: May 28, 2015
TIME: Regular Meeting 7:00 p.m.
PLACE: Administrative Center, 4650 West Sweetwater Avenue, Glendale, AZ 85304-1505

CONSISTENT WITH THE REQUIREMENTS SET FORTH IN ARS 38-431.02,
NOTICES OF THIS PUBLIC MEETING HAVE BEEN APPROPRIATELY POSTED.

A copy of the completed agenda with names and details, including available support documents, may be obtained
during regular business hours at the Washington Elementary School District Superintendent’s Office at 4650 West
Sweetwater Avenue, Glendale, AZ 85304-1505.

I. REGULAR MEETING – GENERAL FUNCTION

A. Call to Order and Roll Call

B. Moment of Silence and Meditation

C. Pledge of Allegiance

D. Adoption of the Regular Meeting Agenda

It is recommended that the Governing Board adopt the Regular Meeting Agenda.

Motion ____________________ Second ____________________ Vote ________________

E. Approval of the Minutes

It is recommended that the Governing Board approve the Minutes of the May 14, 2015 Regular
Meeting. (Governing Board member not present was Mr. Larry Herrera.)

Motion ____________________ Second ____________________ Vote ________________

F. Current Events and Acknowledgments: Governing Board and Superintendent

G. Celebrations of Successful Programs
Kathleen McKeever will provide an update on the WESD after-school programs for the 2014-
2015 school year.

H. Public Participation**
• Members of the public may address the Governing Board during this portion of the agenda
in regard to non-agenda items (not to exceed three (3) minutes at chair’s discretion). If
interpretation services are used, the time shall not exceed six (6) minutes, including
interpretation.)
I. REGULAR MEETING – GENERAL FUNCTION (continued)

H. Public Participation** (continued)
   • Additionally, or instead of, members of the public may address the Governing Board during a specific item that is on the agenda (not to exceed three (3) minutes at chair’s discretion). If interpretation services are used, the time shall not exceed six (6) minutes, including interpretation.

II. CONSENT AGENDA

*A. Approval/Ratification of Vouchers
   The Vice President of the Board reviews all vouchers prior to the meeting of the Board. Vouchers represent orders for payment of materials, equipment, salaries and services.

*B. Personnel Items
   Personnel items include resignations, terminations, requests for retirement or leave, recommendations for employment, and position changes.

*C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)
   1. Arizona Rattlers donated 150 tickets with an approximate value of $4,500.00 for the benefit of the WESD Safety and Security Department’s truancy program 2014-2015 “Be Cool Come to School” good attendance campaign.

   2. Dollar General donated a check in the amount of $40,000.00 to benefit the library and literacy programs to improve students’ educational experience at Sunset Elementary School.

   3. Gayle and Marc Floyd donated refreshments with an approximate value of $450.00 for teacher appreciation week for the benefit of students and staff at Maryland School.

   4. General Mills Box Tops for Education donated a check in the amount of $1,289.20 to purchase supplies for the benefit of students at Mountain View School.

   5. Intel donated a check in the amount of $2,615.00 to purchase supplies for the benefit of the PencilPALS program at Mountain View School.

   6. Mountain Sky Student Council donated funds in the amount of $8,446.61 to be used to purchase new score boards for the gymnasium at Mountain Sky Junior High School.

   7. The Telephone Pioneers donated 32 Cisco telephone sets with an approximate value of $1,280.00 for the benefit of WESD schools.

   8. Wells Fargo Community Support Campaign donated a check in the amount of $340.00 for the benefit of students at Lakeview Elementary School.

   9. Maggie and Tom Wilder donated a cello outfit which includes cello, case, and bow with an approximate value of $2,000.00 to benefit the new Orchestra program at Chaparral Elementary School.
II. CONSENT AGENDA (continued)

*D. Out-of-State Travel

   2. Connie Parmenter, Director of Nutrition Services, to attend the Western Region Team Up for School Nutrition Success, June 15, 2015, in San Diego, CA, at no cost to the District.

*E. Award of Contract – Bid No. 15.011, Commercially Purchased Bakery Products

*F. District Representative for Procurement Protests for Fiscal Year 2015-2016

*G. Petty Cash Accounts for 2015-2016

*H. Reauthorization of Revolving and Change Funds for 2015-2016

*I. Student Activity Treasurer for 2015-2016

*J. Reauthorization of Bank Accounts and Signers

*K. Resolution Appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for Wage Garnishments

*L. Signatories for Payroll and Expense Warrants for 2015-2016

*M. Resolution Authorizing the Execution of Warrants Between Board Meetings

*N. Extracurricular Fee Schedule for 2015-2016

*O. Acceptance of the 2015 Barbara Park Literacy Grant in the amount of $2,400.00

*P. Annual Agreement with Honor Health Desert Mission Food Bank

*Q. Approval of the Head Start Facility Locations and Program Approach Changes for the 2015-2016 Program Year

III. FUTURE AGENDA ITEMS

IV. ADJOURNMENT

Motion ___________________ Second ___________________ Vote ___________________

NOTES: As a matter of information to the audience, five days prior to any Governing Board Meeting, Board Members receive the agenda along with the extensive background material which they study individually before action is taken at the meeting. Routine matters will be asterisked and approved as consent agenda items. Any member of the Governing Board may remove items from the consent agenda.

Persons with a disability may request a reasonable accommodation by contacting 602-347-2802. Requests should be made at least 24 hours prior to the scheduled meeting in order to allow time to arrange for the accommodation.
(*) Items marked with an asterisk (*) are designated as Consent Agenda items. This implies that the items will be considered without discussion. Consent Agenda items may be removed for discussion and debate by any member of the Governing Board by notifying the Board President or the Superintendent twenty-four (24) hours before regular Board meeting or by a majority of the Governing Board members present at the Board Meeting.

(**) Members of the public who wish to address the Board during Public Participation or on an item which is on the agenda may be granted permission to do so by completing a PUBLIC PARTICIPATION SPEAKER COMMENT form and giving it to the Board’s Secretary PRIOR TO THE BEGGINING OF THE MEETING. Those who have asked to speak will be called upon to address the Board at the appropriate time. If interpreter services are needed, please contact Angela Perrone at 602-347-2609 at least 24 hours prior to the scheduled Board Meeting in order to allow sufficient time to arrange for an interpreter to be available.

(**) During open session, the Board shall not hear personal complaints against school personnel or any other person connected with the District. Policy KE is provided by the Board for disposition of legitimate complaints including those involving individuals.

(**) The Board may listen but cannot enter into discussion on any item not on the agenda. Depending upon the number of requests to speak to the Board, time limitations may be imposed in order to facilitate accomplishing the business of the District in a timely manner.
I. REGULAR MEETING – GENERAL FUNCTION

A. Call to Order and Roll Call
Mrs. Lambert called the meeting to order at 7:01 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Ms. Clorinda Graziano, and Mr. Aaron Jahneke. Mr. Larry Herrera was not in attendance.

B. Moment of Silence and Meditation
Mrs. Lambert called for a moment of silence and meditation.

C. Pledge of Allegiance
Mrs. Lambert led the Pledge of Allegiance.

D. Adoption of the Regular Meeting Agenda
A motion was made by Mr. Adams that the Governing Board adopt the Regular Meeting Agenda. The motion was seconded by Mr. Jahneke. The motion carried.

E. Approval of the Minutes
A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the April 23, 2015 Regular Meeting. The motion was seconded by Ms. Graziano. The motion carried.

F. Current Events and Acknowledgments: Governing Board and Superintendent
Mrs. Lambert shared the following comments:
- Enjoyed attending the Lamp of Learning celebration to honor the awardees. The Governing Board also honored Dr. Susie Cook with the Lifetime of Learning Award.
- Staff from the U.S. Department of Agriculture (USDA) chose Washington Elementary School District to see a successful working model of breakfast in the classroom. They visited Julie Brenton’s first grade classroom at Orangewood School and were impressed with the children and the breakfast program. They will use the information to be able to promote it in other states.
- Enjoyed attending the BEGIN graduation, which was a fun event.
- Enjoyed attending Sunnyslope School’s Student of the Month Dinner, which is funded by a grant from John C. Lincoln. Retiring Principal Lori Ritz was also honored at the event.

Mr. Adams shared the following comments:
- There are many activities this time of the year and the Board members try to attend as many events as possible to show support and acknowledge the hard work of the staff.
• Enjoyed attending Roadrunner Elementary School’s Peter Piper Pizza party and visiting with the students and staff.
• Enjoyed attending the Lamp of Learning celebration.
• Enjoyed attending the Retirement Reception and proud of the accomplishments and contributions of the retirees.
• Enjoyed visiting the MAP Center at Sahuaro Elementary School.

Ms. Graziano shared the following comments:
• Enjoyed attending the Arizona Education Association (AEA) Retired and AEA annual meetings. Stated that it is important for all of the educational organizations, e.g., ASBA, AEA, ASA, to continue to work together and have the same focus - what is best for the children.
• Enjoyed attending the Middle Level Educators of the Year Awards Breakfast. Ms. Graziano congratulated the teachers honored from Cholla, Desert Foothills, Mountain Sky, Palo Verde, Royal Palm, and Sweetwater Schools. She acknowledged the Principals that nominated the teachers.
• Enjoyed attending the OASIS Volunteers Celebration. Ms. Graziano commented that many of the reading volunteers are retired teachers from the District and appreciated that the District honors the volunteers/retirees.
• Enjoyed attending the Lamp of Learning celebration to honor the individuals who do incredible work for the District.
• Enjoyed attending the 7th and 8th grade track meet and presented medals to the winners. Ms. Graziano acknowledged all of the staff who organized and worked at the event. She also acknowledged the attendance of several high school track coaches, e.g., Thunderbird, Sunnyslope, and Washington.
• Enjoyed attending the Phoenix Youth Symphony where Corbin Kohtz, French horn player from Cholla Middle School, performed with one of the groups.
• Enjoyed attending the BEGIN graduation.
• Acknowledged and thanked the teachers and nurses for their hard work in honor of Teacher Appreciation Day/Week and National School Nurse’s Day, respectively.
• Enjoyed attending the teacher job fair at Lakeview Elementary School.
• Enjoyed attending the Retiree Reception.
• Enjoyed attending the following school events:
  o Kandice Nelson’s strings classes at Chaparral
  o Sunset’s Festival of the Arts
  o Ironwood’s 3rd grade violin concert
  o Mountain Sky’s Alice in Wonderland production
  o Alta Vista’s Fitness Fair
  o Manzanita’s choral singers
  o John Jacob’s Science Fair
  o Sahuaro’s Spring Family Night for band, strings, and art
  o Abraham Lincoln Traditional School’s singers
  o Roadrunner’s fundraiser at Peter Piper Pizza
  o Acacia’s band concert
  o Royal Palm’s strings, choir, and band concert
  o Mountain Sky’s choir concert
  o Ironwood’s strings and band concert
  o Roadrunner’s music and art reception

Mr. Jahneke made the following comments:
• Acknowledged that he received his Masters in Business Administration.
• Looking forward to speaking at the promotion ceremonies.

May 14, 2015
• Enjoyed attending the Lamp of Learning celebration.
• Enjoyed attending the Retiree Reception.

Dr. Cook acknowledged receiving a touching letter from great grandparents, Edward and Deborah Hoff. They acknowledged every teacher that their 8th grade great granddaughter had had since kindergarten at Abraham Lincoln Traditional School. Dr. Cook stated that they mentioned each teacher by name and complimented each one on their impact to their great granddaughter.

Dr. Cook introduced Ms. Carla Kahn, Community Outreach Coordinator with Valley Metro, who provided an update on the Northwest light rail extension project on 19th Avenue. Dr. Cook stated it was a pleasure working with Ms. Kahn and her team who worked hard to make the light rail extension project a positive experience for the community. Ms. Kahn introduced members of her team who attended the meeting: Mike Howard and Jennifer Donaldson with Sundt/Stacy and Witbeck (light rail contractor); and Howard Steere, Community Relations Manager with Valley Metro. Mr. Howard thanked Dr. Cook for her support of the light rail project and presented her with an appreciation award. Mr. Steere thanked everyone in the District that has been involved with the light rail project and presented Dr. Cook with a commemorative award that had a piece of the train track used for the light rail. Mrs. Lambert thanked Valley Metro for their care and responsiveness to community issues. Mrs. Lambert appreciated the strong communication and involvement with the schools. Dr. Cook thanked Valley Metro for acknowledging the District’s schools and children because the students are the District’s most important asset. Dr. Cook thanked the Valley Metro team for providing the update and for their partnership.

G. Celebrations of Successful Programs
Dr. Cook introduced Mr. Perry Mason, Principal at Mountain Sky Junior High School, who presented information regarding Rachel’s Challenge, which is a national non-profit organization dedicated to creating safe, connected school environments that feature random acts of kindness for others. Mr. Mason introduced Karen Mull, social worker; Lisa Horak, teacher and F.O.R. (Friends of Rachel) Club sponsor; and Abigail Webber, student. They provided information regarding the Mountain Sky Rachel’s Challenge program and their involvement with the program.

Mrs. Lambert thanked the presenters for the information and was pleased to see the life skills that the students are learning. She stated that the program is changing the lives of the adults, as well as the students, on the campus.

H. Public Participation
There was public participation. Ms. Nora Ulloa spoke on behalf of Mr. John Vasey, 6th grade teacher at Orangewood School. Ms. Ulloa thanked Mr. Vasey for the incredible contributions he made to her son’s self esteem and love of school during the year. Ms. Ulloa stated that Mr. Vasey is a special teacher who is a good leader and role model. She stated that the out-of-county/state field trips that Mr. Vasey is providing is a world class education tool for the students.

I. Approval of the Consent Agenda
Mr. Adams requested that Item *II.B. – Personnel Items be pulled from the Consent Agenda for separate consideration.

A motion was made by Mr. Adams that the Governing Board approve the remaining Consent Agenda items. The motion was seconded by Mr. Jahneke. The motion carried.

May 14, 2015
II. CONSENT AGENDA

*A. Approval/Ratification of Vouchers
Approved and ratified the vouchers as presented.

*B. Personnel Items
A motion was made by Mr. Adams that the Governing Board approve Consent Agenda item *ILB. – Personnel Items as presented. The motion was seconded by Mr. Jahneke. The motion carried.

Dr. Cook introduced Ms. Darcy Estrada, the new Principal at Manzanita Elementary School. Dr. Cook acknowledged Manzanita staff members who were present to show their support of Ms. Estrada. Ms. Estrada thanked the Governing Board for the opportunity to work at Manzanita. She thanked the Manzanita staff, administrators, and her family for their support. Ms. Estrada introduced her husband and two sons who attended the meeting.

*C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)
Approved the public gifts and donations as presented.

1. Aetna Foundation, Inc. donated a check in the amount of $325.00 for the benefit of students at Ironwood Elementary School.

2. Arizona Diamondbacks donated 150 baseball tickets with an approximate value of $3,000.00 to be used as an incentive reward for the WESD 2014-2015 truancy program “Be Cool Come to School” good attendance campaign.

3. Donors Choose.Org donated a 3D printer with an approximate value of $1,700.00 for the benefit of students in the Gifted Program at Orangewood School.

4. Farmers Insurance Thank America’s Teachers (partnered with Adopt-a-Classroom) donated eight classroom licenses of Headsprout and related headsets with an approximate value of $2,500.00 to benefit students at Abraham Lincoln Traditional School.

5. Farmers Insurance Thank America’s Teachers (partnered with Adopt-a-Classroom) donated Bookpack sets with an approximate value of $2,500.00 to benefit students at Abraham Lincoln Traditional School.

6. General Mills Box Tops for Education donated a check in the amount of $5,000.50 for the benefit of students at Maryland School.

7. General Mills Box Tops for Education donated a check in the amount of $319.20 to purchase art supplies and materials for the benefit of students at Moon Mountain Elementary School.

8. GFWC Washington Woman’s Club, Inc. donated a check in the amount of $5,000.00 to purchase instruments for the benefit of the music programs at Royal Palm Middle School.

May 14, 2015
9. Clorinda Graziano donated a Knilling full size violin including case and accessories with an approximate value of $300.00 for the benefit of students in the strings class at Chaparral Elementary School.

10. Ironwood Parent/Teacher Organization donated a check in the amount of $5,739.35 for the purchase and installation of a SMART Board to benefit classroom students at Ironwood Elementary School.

11. Kroger/Fry’s Food Stores donated a check in the amount of $752.97 from the Community Rewards Program to benefit students at Ironwood Elementary School.

12. McCarthy Construction donated Taylor Swift concert tickets with an approximate value of $770.00 for the benefit of students in the After-school Academy program.

13. Moore Co., Inc. donated innovation, ergonomically-designed classroom furnishings (proto-type “shapes” desks, “cloud” tables, flipper tables, modular display board and cantilever chairs) with an approximate value of $41,075.00 to enhance STEAM-based classroom activities in the art and gifted classrooms at Orangewood School.

14. North Phoenix Kiwanis Club donated twenty $25.00 fuel cards with a value of $500.00 to benefit families in the McKinney-Vento Homeless Assistance Program.

15. Summerwinds-West Bell donated a Chinese Elm tree in memory of Courtney Wood, a former student, to Chaparral Elementary School.

16. Washington Education Foundation donated a check in the amount of $500.00 for the benefit of the WESD Retiree Reception.

17. Wolz Florist donated flowers with an approximate value of $500.00 for the WESD Lamp of Learning Celebration.

*D. Out-of-County/State Field Trips


4. John Vassey, Orangewood School, submitted an out-of-county/state field trip to Lee’s Ferry and Horseshoe Bend, Marble Canyon, AZ, Sky Y Camp, Prescott, AZ, and Goldwater Lake, Prescott, AZ, October 4-9, 2015, for 6th grade students at a cost of $20,225.00.

May 14, 2015
5. John Vasey, Orangewood School, submitted an out-of-county/state field trip to Hoover Dam, Boulder City, NV, Colorado River, Willow Beach, AZ, Sky Y Camp, Prescott, AZ, and Goldwater Lake, Prescott, AZ, October 6-9, 2015, for 6th grade students at a cost of $19,880.00.

6. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium, Tucson, AZ, November 6, 2015, for 6th grade students at a cost of $1,259.00.

7. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium, Tucson, AZ, November 13, 2015, for 6th grade students at a cost of $1,259.00.

8. John Vasey, Orangewood School, submitted an out-of-county/state field trip to University of Arizona Flandrau Planetarium, Tucson, AZ, November 20, 2015, for 6th grade students at a cost of $1,259.00.

9. Dianna Bonney, Orangewood School, submitted an out-of-county/state field trip to Camp Colley, Payson, AZ, Moqui Fire Lookout Tower and Blue Ridge Reservoir (Cragin Reservoir), Coconino National Forest, Coconino County, AZ, October 6-8, 2015, for 5th-7th grade students at a cost of $3,200.00.

*E. Out-of-State Travel

1. Dr. Paul H. Stanton, Superintendent; Dr. Linda Jean Bailey, Assistant Superintendent; Janet A. Sullivan, Assistant Superintendent; Justin Peter Wing, Director of Human Resources; Dr. Janet Kinahan Altersitz, Administrator of Professional Development; Shannon Beth Bonnette, Principal at Richard E. Miller Elementary School; Rebeccah Marlene Potavin, Principal at Maryland School; Michael Stephen Waters, Principal at Mountain View School; Tracy Maynard, Principal at Shaw Butte Elementary School; and Steven Murosky, Principal at Ocotillo Elementary School, to attend the University of Virginia Turnaround Program – Cohort 11 Summer Session, June 20-24, 2015, in Charlottesville, VA, at no cost to the District.

*F. Award of Contract – Bid No. 15.001, Apparel and Accessories

*G. Award of Contract – RFP No. 15.002, Grocery and Retail Supplies, to Costco Wholesale #490

*H. Award of Contract – Bid No. 15.004, Private Day Schools and Ancillary Services

*I. Award of Contract – Bid No. 15.005, Special Education Services

*J. Award of Contract – Bid No. 15.012, Used Perfector Four-Color Offset Conventional Stream Fed Press

*K. Extension and Renewal of Annual Contract for Specified Goods and Services

*L. Annual Intergovernmental Cooperative Purchase Agreement with the Strategic Alliance for Volume Expenditures (SAVE)

*M. Renewal of Intergovernmental Agreement with the City of Phoenix for the Head Start Program and Approval of the WESD Head Start Program Planning 2015-2016

UNANIMOUS

UNANIMOUS

UNANIMOUS

UNANIMOUS

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UNANIMOUS

May 14, 2015
*N. Agreement with *Interlingua* to Provide Spanish Classes to MAP Center Students at Sahuaro Elementary School  

*O. Approval of Memorandum of Understanding with NAU for the Foster Grandparents Program at Desert View Elementary School  

*P. Acceptance of the Musical Instrument Museum Grant in the Amount of $12,500.00, the Foresters Grant in the Amount of $2,453.00, and the 2015 We Love It Here Grant in the Amount of $5,000.00  

III. RECESSING OF REGULAR MEETING FOR PUBLIC HEARING  

IV. PUBLIC HEARING  

A. Annual Expenditure Budget Revision #2 for Fiscal Year 2014-2015  

Dr. Cook introduced Mr. David Velazquez, Director of Finance, to present information regarding the Annual Expenditure Budget Revision #2 for fiscal year 2014-2015. Mr. Velazquez advised the Board that the District was required by law to present the revised expenditure budget for approval at a Governing Board meeting prior to May 15, 2015. Mr. Velazquez stated when the budget was finalized in October 2014, the carry forward dollars were placed into accounts for the new fiscal year. He reported that the District had the ability to move Capital dollars into M&O to cover expenses.  

Mr. Velazquez reported that as a result of student growth, there were slight increases to the following:  

- Revenue Control Limit  
- M&O budget  
- Capital budget  
- Classroom Site Fund  

Mrs. Lambert asked if Capital funding can be carried forward and is there a cap on the amount. Mr. Velazquez responded that capital funding can be carried forward with no cap.  

There were no questions from the public.  

V. RECESSING OF PUBLIC HEARING FOR REGULAR MEETING  

VI. ACTION / DISCUSSION ITEMS  

A. Annual Expenditure Budget Revision #2 for Fiscal Year 2014-2015  

Dr. Cook advised the Governing Board that they were being asked to approve the Annual Expenditure Budget Revision #2 for fiscal year 2014-2015.  

A motion was made by Mrs. Lambert that the Governing Board approve the 2014-2015 Annual Expenditure Budget Revision #2, and authorize subsections to be exceeded provided that the overall Maintenance and Operation budget is not exceeded as per ARS 15-905 G. The motion was seconded by Ms. Graziano. The motion carried.
B. **2015-2016 School and Employee Calendars**

Dr. Cook advised the Board that they would be presented with the 2015-2016 school and employee calendars for consideration and approval. Dr. Cook introduced Dr. Maggie Westhoff, Director of Professional Development, who facilitated the work of the Calendar Committee.

Dr. Westhoff reported that the following parameters provided the framework for the calendar development process:

- Alignment of WESD start date and holidays with those of Glendale Union High School District.
- Compliance with legal requirements and State mandates pertaining to instructional days and hours, legal holidays, teacher contracts and the State testing schedule.

Dr. Westhoff stated that the following issues were discussed and monitored during this year’s development process:

- The early release Wednesday during State testing week.
- The parent/teacher conference model that is based on available translation services.
- The additional grading time for K-3 special area teachers.

Ms. Graziano asked why there was no time before the end of the 4th quarter grading period and the last day of school. Dr. Westhoff replied that the committee had long discussions regarding grading days because in the past, the grading was so early that it negated several weeks of the grading period. Therefore, the committee had tried to make the grading day as close to the end of the grading period as possible so that teachers would have the opportunity to have all observation data collected on the students to complete the final grades. Teachers have created systems to gather critical information earlier in the 4th quarter grading period because report cards go home with the students on the last day of school.

A motion was made by Mr. Jahnecke that the Governing Board approve the 2015-2016 school and employee calendars as presented. The motion was seconded by Ms. Graziano. The motion carried.

VII. **INFORMATION / DISCUSSION ITEM**

A. **Arizona School Boards Association’s Legislative Agenda Proposals**

Dr. Cook advised the Board that ASBA requested suggestions for the ASBA 2016 Political Agenda. Board members were provided with the 2015 long-term, short-term, and Session-specific issues from ASBA as an example. Board members were asked to submit suggestions for proposals to Dr. Cook by May 18, 2015. The proposals will be submitted to the Governing Board on May 28, 2015 for consideration and action.

Mrs. Lambert encouraged Board members to submit proposals.

VIII. **FUTURE AGENDA ITEMS**

Mr. Adams requested a presentation from Honeywell regarding its contributions to public education.

Ms. Graziano requested the following future agenda item:

- BEGIN Program update (possibly at the beginning of the 2015-2016 school year)
  - How are teachers selected for the program?
  - Summary of the 3-year program.
  - How are the mentor teachers and cadre leaders developed?

May 14, 2015
IX. **ADJOURNMENT**

A motion was made by Mr. Adams to adjourn the meeting at 8:20 p.m. The motion was seconded by Mr. Jahneke. The motion carried.

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**SIGNING OF DOCUMENTS**

Documents were signed as tendered by the Governing Board Secretary

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TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: May 28, 2015

AGENDA ITEM: *Approval/Ratification of Vouchers

INITIATED BY: Elizabeth Martinez, Accounting Manager

SUBMITTED BY: David Velazquez, Director of Finance

PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, DK and A.R.S. §15-321

The Vice President of the Board reviews all vouchers prior to the meeting of the Board. Vouchers represent orders for payment of salaries, materials, equipment, and services. Documentation for warrants is available for inspection from the Finance Department located at the District Administrative Center.

APPROVE/RATIFY FY14/15 PAYROLL VOUCHERS (warrants for services and materials, payroll expense):

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APPROVE/RATIFY FY 14/15 EXPENSE VOUCHERS (warrants for services and materials, payroll expense):

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SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve and ratify the payroll and expense vouchers as presented.

Superintendent

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<th>Adams</th>
<th>Graziano</th>
<th>Herrera</th>
<th>Jahneke</th>
<th>Lambert</th>
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Agenda Item *J.A.
TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: May 28, 2015

AGENDA ITEM: *Personnel Items

INITIATED BY: Justin Wing, Director of Human Resources

SUBMITTED BY: Justin Wing, Director of Human Resources

PRESENTER AT GOVERNING BOARD MEETING: Justin Wing, Director of Human Resources

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

The attached personnel actions are presented for approval.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the personnel items as presented.

Superintendent

Board Action

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</tr>
<tr>
<td>Herrera</td>
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<td>Jahneke</td>
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<tr>
<td>Lambert</td>
<td></td>
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</tr>
</tbody>
</table>

Agenda Item #II.B.
I. **RECOMMENDED PERSONNEL ACTIONS**
   **May 28, 2015**

I. **RESIGNATIONS, RETIREMENTS, EXCESSES, AND LEAVES OF ABSENCE**

<table>
<thead>
<tr>
<th>A. ADMINISTRATIVE</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>ACTION</th>
<th>YEARS OF SERVICE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potvin</td>
<td>Principal</td>
<td>Maryland</td>
<td>Resignation</td>
<td>11</td>
<td>6/10/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. CERTIFIED</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>ACTION</th>
<th>YEARS OF SERVICE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henderson</td>
<td>Teacher-Music</td>
<td>Lookout Mountain</td>
<td>Resignation</td>
<td>4</td>
<td>5/29/2015</td>
</tr>
<tr>
<td>Kowalczyk</td>
<td>Teacher-2nd Grade</td>
<td>Chap Butte</td>
<td>Resignation</td>
<td>10.5</td>
<td>5/29/2015</td>
</tr>
<tr>
<td>Levin-Slamska</td>
<td>Teacher-Kindergarten</td>
<td>Sahuararo</td>
<td>Resignation</td>
<td>15</td>
<td>5/29/2015</td>
</tr>
<tr>
<td>Schene</td>
<td>Teacher-Gifted</td>
<td>Sahuararo</td>
<td>Leave of Absence</td>
<td>for remainder of 14-15 fiscal year</td>
<td>5/18/2015</td>
</tr>
<tr>
<td>Siegel</td>
<td>Teacher-5th Grade</td>
<td>Tumbleweed</td>
<td>Leave of Absence</td>
<td>for 15-16 FY</td>
<td>11/4/2015</td>
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<table>
<thead>
<tr>
<th>C. FULL-TIME CLASSIFIED</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>ACTION</th>
<th>YEARS OF SERVICE</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Armendariz</td>
<td>Office Technician</td>
<td>Ocotillo</td>
<td>Resignation</td>
<td>3</td>
<td>6/10/2015</td>
</tr>
<tr>
<td>Rogers</td>
<td>Paraprofessional</td>
<td>Cholla</td>
<td>Resignation</td>
<td>3 mo.</td>
<td>5/29/2015</td>
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<tr>
<td>Sambora</td>
<td>Library Technician</td>
<td>Maryland</td>
<td>Resignation</td>
<td>10</td>
<td>5/29/2015</td>
</tr>
<tr>
<td>Todd</td>
<td>Health Service Technician</td>
<td>Sahuararo</td>
<td>Resignation</td>
<td>2.5</td>
<td>5/29/2015</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>D. PART-TIME CLASSIFIED</th>
<th>POSITION</th>
<th>LOCATION</th>
<th>ACTION</th>
<th>YEARS OF SERVICE</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>Adams</td>
<td>Paraprofessional</td>
<td>Cholla</td>
<td>Resignation</td>
<td>3 mo.</td>
<td>4/30/2015</td>
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<tr>
<td>Clark</td>
<td>Food Service Manager</td>
<td>Lakeview</td>
<td>Deceased</td>
<td>7</td>
<td>5/9/2015</td>
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<tr>
<td>Dingman</td>
<td>Paraprofessional</td>
<td>Richard Miller</td>
<td>Resignation</td>
<td>1</td>
<td>5/7/2015</td>
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<tr>
<td>Foley</td>
<td>KidSpace Assistant</td>
<td>Lakeview</td>
<td>Resignation</td>
<td>4 mo.</td>
<td>5/11/2015</td>
</tr>
<tr>
<td>Hitchcock</td>
<td>KidSpace Assistant</td>
<td>Manzanita/</td>
<td>Resignation</td>
<td>4 mo.</td>
<td>5/28/2015</td>
</tr>
<tr>
<td>Holliday</td>
<td>KidSpace Assistant</td>
<td>Sweetwater</td>
<td>Resignation</td>
<td>4 mo.</td>
<td>5/28/2015</td>
</tr>
<tr>
<td>McLeod</td>
<td>KidSpace Assistant</td>
<td>Sunset</td>
<td>Resignation</td>
<td>3</td>
<td>5/27/2015</td>
</tr>
<tr>
<td>Orkin</td>
<td>Food Service Helper</td>
<td>Food Services</td>
<td>Resignation</td>
<td>3 wks.</td>
<td>5/8/2015</td>
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<tr>
<td>Rice</td>
<td>Food Service Unit Leader</td>
<td>Ironwood</td>
<td>Resignation</td>
<td>4</td>
<td>5/26/2015</td>
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<tr>
<td>Riggins</td>
<td>Paraprofessional</td>
<td>Roadrunner</td>
<td>Resignation</td>
<td>3</td>
<td>5/28/2015</td>
</tr>
<tr>
<td>Ulloa</td>
<td>KidSpace Assistant</td>
<td>Manzanita</td>
<td>Resignation</td>
<td>1</td>
<td>5/28/2015</td>
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<tr>
<td>Williams</td>
<td>Office Manager</td>
<td>Moon Mountain</td>
<td>Retirement-SmartSchools</td>
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II. **EMPLOYMENT**

A. **ADMINISTRATIVE**

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<th>LAST NAME</th>
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<th>(E)XISTING OR LOCATION (NEW)</th>
<th>YEARS OF SERVICE</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>Bayus</td>
<td>Tameri</td>
<td>Assistant Principal</td>
<td>N Sunnyslope</td>
<td>FY 15-16</td>
<td></td>
</tr>
<tr>
<td>Weiner</td>
<td>Holly</td>
<td>Assistant Principal</td>
<td>E Palo Verde</td>
<td>FY 15-16</td>
<td></td>
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</table>
**B. CERTIFIED**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>POSITION</th>
<th>(E)EXISTING OR LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tramontozzi</td>
<td>Christine</td>
<td>Teacher-2nd Grade</td>
<td>E Lakeview</td>
</tr>
</tbody>
</table>

**C. FULL-TIME CLASSIFIED**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>POSITION</th>
<th>(E)EXISTING OR LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeLeon</td>
<td>Carla</td>
<td>Office Technician</td>
<td>E Search to Serve</td>
</tr>
</tbody>
</table>
| Efimova      | Irina    | Library Technician    | E Orangewood            | Request for LOA
| Esparza      | Anthony  | Night Custodian       | E Alta Vista            |
| Saenz        | Marcella | Office Technician     | E Royal Palm            |
| Tucker       | Shannon  | Administrative Assistant | E Administrative Services |

**D. PART-TIME CLASSIFIED**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>POSITION</th>
<th>(E)EXISTING OR LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cunningham</td>
<td>Christy</td>
<td>KidSpace Site Coordinator</td>
<td>E Manzanita</td>
</tr>
<tr>
<td>Garcia</td>
<td>Kimberly</td>
<td>KidSpace Asst.</td>
<td>E Lookout Mountain</td>
</tr>
<tr>
<td>Merkhai</td>
<td>Lina</td>
<td>KidSpace Asst.</td>
<td>E Lookout Mountain</td>
</tr>
<tr>
<td>Morales</td>
<td>Melissa</td>
<td>KidSpace Site Coordinator</td>
<td>E Sunburst</td>
</tr>
<tr>
<td>Petros</td>
<td>Arlene</td>
<td>Paraprofessional</td>
<td>E Manzanita</td>
</tr>
</tbody>
</table>
WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: May 28, 2015

AGENDA ITEM: *Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)

INITIATED BY: Dr. Susan J. Cook, Superintendent

SUBMITTED BY: Dr. Susan J. Cook, Superintendent

PRESENTER AT GOVERNING BOARD MEETING: Dr. Susan J. Cook, Superintendent

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA and A.R.S. §15-341

SUPPORTING DATA

1. Arizona Rattlers donated 150 tickets with an approximate value of $4,500.00 for the benefit of the WESD Safety and Security Department’s truancy program 2014-2015 “Be Cool Come to School” good attendance campaign.

2. Dollar General donated a check in the amount of $40,000.00 to benefit the library and literacy programs to improve students’ educational experience at Sunset Elementary School.

3. Gayle and Marc Floyd donated refreshments with an approximate value of $450.00 for teacher appreciation week for the benefit of students and staff at Maryland School.

4. General Mills Box Tops for Education donated a check in the amount of $1,289.20 to purchase supplies for the benefit of students at Mountain View School.

5. Intel donated a check in the amount of $2,615.00 to purchase supplies for the benefit of the PencilPALS program at Mountain View School.

6. Mountain Sky Student Council donated funds in the amount of $8,446.61 to be used to purchase new score boards for the gymnasium at Mountain Sky Junior High School.

7. The Telephone Pioneers donated 32 Cisco telephone sets with an approximate value of $1,280.00 for the benefit of WESD schools.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the gifts and donations as presented.

Funding Source: Donations
Budgeted: N/A

<table>
<thead>
<tr>
<th>Board Action</th>
<th>Adams</th>
<th>Graziano</th>
<th>Herrera</th>
<th>Jahneke</th>
<th>Lambert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td></td>
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</tbody>
</table>

Agenda Item *II.C.
8. Wells Fargo Community Support Campaign donated a check in the amount of $340.00 for the benefit of students at Lakeview Elementary School.

9. Maggie and Tom Wilder donated a cello outfit which includes a cello, case, and bow with an approximate value of $2,000.00 to benefit the new Orchestra program at Chaparral Elementary School.
TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: May 28, 2015
AGENDA ITEM: *Out-of-State Travel

INITIATED BY: Maggie Westhoff, Director of Professional Development
SUBMITTED BY: Maggie Westhoff, Director of Professional Development
PRESENTER AT GOVERNING BOARD MEETING: Maggie Westhoff, Director of Professional Development

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Various
Budgeted: N/A

The following out-of-state travel requests have been reviewed and are recommended for approval:


2. Connie Parmenter, Director of Nutrition Services, to attend the Western Region Team Up for School Nutrition Success, June 15, 2015, in San Diego, CA, at no cost to the District.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Out-of-State Travel requests as presented.

Superintendent

<table>
<thead>
<tr>
<th>Board Action</th>
<th>Adams</th>
<th>Graziano</th>
<th>Herrera</th>
<th>Jahneke</th>
<th>Lambert</th>
</tr>
</thead>
</table>

Agenda Item *II.D.
WASHINGTON ELEMENTARY SCHOOL DISTRICT #6  
DATE OF BOARD AGENDA ITEM - May 28, 2015

OUT-OF-STATE TRAVEL REQUEST FORM

<table>
<thead>
<tr>
<th>Name of Traveler(s)</th>
<th>Position</th>
<th>School/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Ann Gasiorek</td>
<td>Nutrition Services Program Supervisor</td>
<td>Nutrition Services Department</td>
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</table>

CONFERENCE INFORMATION:

<table>
<thead>
<tr>
<th>CONFERENCE TITLE:</th>
<th>School Nutrition Annual Conference-School Nutrition Association</th>
</tr>
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<tbody>
<tr>
<td>TRAVEL DATES:</td>
<td>July 10-16, 2015</td>
</tr>
<tr>
<td>CONFERENCE LOCATION:</td>
<td>Salt Lake City, Utah</td>
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<table>
<thead>
<tr>
<th>SOURCE OF FUNDING: Description</th>
<th>Registration Funds (Funding Source)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Account Code:</td>
<td>6331</td>
<td>$ 0.00</td>
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<table>
<thead>
<tr>
<th>SOURCE OF FUNDING: Description</th>
<th>Travel Funds (Funding Source)</th>
<th>Total</th>
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<tbody>
<tr>
<td>Travel Account Code:</td>
<td>6580</td>
<td>$ 0.00</td>
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<table>
<thead>
<tr>
<th>SOURCE OF FUNDING: Description</th>
<th>Substitute Funds (Funding Source)</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Substitute Account Code:</td>
<td>6129</td>
<td>$ 0.00</td>
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</tbody>
</table>

PURPOSE OF TRAVEL: By attending the 2015 National School Nutrition Annual Conference, Debbie Gasiorek will network with current nutrition professionals and attend education sessions to enhance her nutritional services skill set. Upon her return, Debbie will share this information with her fellow Nutrition Services employees. As president-elect for the Arizona School Nutrition Association, Debbie's conference expenses are paid for by the state organization.

MAXIMUM COSTS:

<table>
<thead>
<tr>
<th>MAXIMUM COSTS:</th>
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</thead>
<tbody>
<tr>
<td>REGISTRATION FEE:</td>
<td>$</td>
</tr>
<tr>
<td>MEALS:</td>
<td>$</td>
</tr>
<tr>
<td>LODGING:</td>
<td>$</td>
</tr>
<tr>
<td>SUBSTITUTES:</td>
<td>$</td>
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<tr>
<td>TRANSPORTATION:</td>
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<tr>
<td>AIR:</td>
<td>$</td>
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<tr>
<td>CAR RENTAL/PARKING:</td>
<td>$</td>
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<tr>
<td>BUS/TAXI/SHUTTLE:</td>
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<td>TOTAL COST:</td>
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SIGNATURES

<table>
<thead>
<tr>
<th>SIGNATURES</th>
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<tbody>
<tr>
<td>Connie Parmenter</td>
<td>Supervisor</td>
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<table>
<thead>
<tr>
<th>SIGNATURES</th>
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</thead>
<tbody>
<tr>
<td>Budget Manager</td>
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</tbody>
</table>

Please Note: Actual costs may occasionally vary from estimated amounts. Therefore, reimbursement for actual costs which exceed estimates, yet do not exceed the maximum reimbursement allowed by statute, will be subject to approval by the Superintendent or designee.

COMMENTS: There are no costs to the District.
WASHINGTON ELEMENTARY SCHOOL DISTRICT #6  
DATE OF BOARD AGENDA ITEM - May 28, 2015

OUT-OF-STATE TRAVEL REQUEST FORM

<table>
<thead>
<tr>
<th>Name of Traveler(s)</th>
<th>Position</th>
<th>School/Department</th>
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</thead>
<tbody>
<tr>
<td>Connie Parmenter</td>
<td>Director of Nutrition Services</td>
<td>Nutrition Services</td>
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CONFERENCE INFORMATION:

<table>
<thead>
<tr>
<th>CONFERENCE TITLE:</th>
<th>Western Region Team Up for School Nutrition Success</th>
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</thead>
<tbody>
<tr>
<td>TRAVEL DATES:</td>
<td>June 15, 2015 - June 18, 2015</td>
</tr>
<tr>
<td>CONFERENCE LOCATION:</td>
<td>San Diego, CA</td>
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<tr>
<td>SOURCE OF FUNDING: Description</td>
<td>Registration Funds (Funding Source) Total</td>
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<td>SOURCE OF FUNDING: Description</td>
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<td>Travel Account Code:</td>
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<tr>
<td>SOURCE OF FUNDING: Description</td>
<td>Substitute Funds (Funding Source) Total</td>
</tr>
<tr>
<td>Substitute Account Code:</td>
<td>6129 $</td>
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</tbody>
</table>

PURPOSE OF TRAVEL: Connie Parmenter has been invited to participate in the Western Region Team Up for School Nutrition Success workshop sponsored by the National Food Service Management Institute (NFSMI). The purpose of this workshop is to assist school food authorities in implementing the new school meal program requirements. Upon her return, Connie will share the information with the Nutrition Services staff. NFSMI is paying for all expenses associated with the workshop.

MAXIMUM COSTS:

<table>
<thead>
<tr>
<th>MAXIMUM COSTS:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
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<td>LODGING:</td>
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<td>SUBSTITUTES</td>
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<td>TRANSPORTATION:</td>
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<td>AIR</td>
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<tr>
<td>CAR RENTAL/PARKING</td>
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<td>BUS/TAXI/SHUTTLE</td>
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<td>TOTAL COST:</td>
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SIGNATURES

<table>
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<tbody>
<tr>
<td>Connnie Parmenter</td>
<td>Supervisor</td>
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<tr>
<td></td>
<td>Supervisor</td>
</tr>
<tr>
<td></td>
<td>Budget Manager</td>
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</table>

COMMENTS: There are no costs to the District. NFSMI is paying for all expenses associated with the workshop.

Please Note: Actual costs may occasionally vary from estimated amounts. Therefore, reimbursement for actual costs which exceed estimates, yet do not exceed the maximum reimbursement allowed by statute, will be subject to approval by the Superintendent or designee.
TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: May 28, 2015

AGENDA ITEM: *Award of Contract – Bid No. 15.011, Commercially Purchased Bakery Products

INITIATED BY: Connie Parmente, Director of Nutrition Services

SUBMITTED BY: Howard Kropp, Director of Purchasing

PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Director of Purchasing

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

On April 20, 2015, the District issued Bid No. 15.011, Commercially Purchased Bakery Products. The purpose of this bid is to obtain a qualified firm to supply the District’s kitchens with baked goods. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Nineteen (19) vendors were notified of the bid. Two (2) responsive, responsible bids were received and opened on May 11, 2015. Connie Parmente, Director of Nutrition Services, and Anita Hotchkiss, Purchasing/Contracts Agent for Nutrition Services, evaluated the bids and recommend Holsum Bakery and Shamrock Foods for award. A multiple award is the most advantageous to ensure the most complete product availability, best service, and quality for the District.

The award of this bid will result in a one-year contract with the option to renew for four (4) additional years or portion thereof. The estimated requirements cover the period of the contracts and are reasonable and continuing. Included is a provision for cancellation by the District with thirty (30) days prior written notice.

Funding for this expenditure is included in the 2015-2016 Nutrition Services budget.

Copies of the solicitation and responses are available for review in the Purchasing Department.

SUMMARY AND RECOMMENDATION

It is recommended the Governing Board award contract regarding Bid No. 15.011, Commercially Purchased Bakery Products to Holsum Bakery and Shamrock Foods.
TO:  Governing Board
FROM:  Dr. Susan J. Cook, Superintendent
DATE:  May 28, 2015
AGENDA ITEM:  *District Representative for Procurement Protests for Fiscal Year 2015-2016
INITIATED BY:  Howard Kropp, Director of Purchasing
SUBMITTED BY:  Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING:  Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:  BBA, R7-2-1006, R7-2-1001.32, R7-2-1147 and R7-2-1181

SUPPORTING DATA

Pursuant to R7-2-1006, the Governing Board shall designate a District representative, as defined in R7-2-1001.32, to resolve bid protests. All bids issued by the District shall include the name of the District representative and shall indicate that any bid protest must be filed with the District representative. Appeal from the decision of the District representative may be made to a hearing officer pursuant to R7-2-1147 and R7-2-1181.

It is recommended that Cathy Thompson, Director of Business Services, be appointed the District Representative to resolve Procurement Protests.

SUMMARY AND RECOMMENDATION
It is recommended that the Governing Board appoint Cathy Thompson, Director of Business Services, as the District Representative for Procurement Protests.

Superintendent

Board Action

<table>
<thead>
<tr>
<th>Board Action</th>
<th>Motion</th>
<th>Second</th>
<th>Aye</th>
<th>Nay</th>
<th>Abstain</th>
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<tbody>
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</tr>
<tr>
<td>Graziano</td>
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<tr>
<td>Herrera</td>
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Agenda Item *ILF.
WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: May 28, 2015
AGENDA ITEM: *Petty Cash Accounts for 2015-2016

INITIATED BY: David Velazquez, Director of Finance
SUBMITTED BY: Cathy Thompson, Director of Business Services

PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: USFR VI-C-6

SUPPORTING DATA

A “petty cash” account is allowable according to U.S.F.R. guidelines for minor disbursements that require “immediate need for cash”. Petty cash funds may be established by a check drawn on the revolving fund account. There is specific tracking of receipts for these purchases and replenishment of the fund. All cash is turned in at the end of each year and new requests for petty cash are made annually. If groups do not follow the proper processes for utilizing these funds, they are denied the privilege of having a petty cash account.

The following departments have identified a possible need for petty cash funds:
- School Offices: $25.00 per site (32 schools = $800.00)
- Academic Support Programs (KidSpace): $50.00 per site (24 sites = $1,200.00)
- District Departments: $100.00 per department - Maintenance, Nutrition Services, Materials Management, Transportation, and Superintendent’s Office (5 departments = $500.00)
- District Departments: $50.00 per department – Academic Services, Business Services, Communication Services, Academic Support Services, Human Resources, Management Information Systems, Head Start, Print Services, Safety & Security and Special Services (10 departments = $500.00)

Therefore, it is recommended that the Governing Board approve petty cash funds accordingly.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the disbursement of petty cash funds as presented for 2015-2016 in a total amount not to exceed $3,000.00.

Superintendent

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<td>Adams</td>
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<td>Graziano</td>
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Agenda Item *II.G.
## WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

**TO:** Governing Board  
**FROM:** Dr. Susan J. Cook, Superintendent  
**DATE:** May 28, 2015  
**AGENDA ITEM:** *Reauthorization of Revolving and Change Funds for 2015-2016*

**INITIATED BY:** David Velazquez, Director of Finance  
**SUBMITTED BY:** Cathy Thompson, Director of Business Services

**PRESENTER AT GOVERNING BOARD MEETING:** Cathy Thompson, Director of Business Services

**GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:** ARS 15-1101, 15-1154

### SUPPORTING DATA

Funding Source: Various  
Budgeted: Yes

The District maintains revolving and change funds authorized by ARS sections 15-1101 and 15-1154 when approved annually by the Governing Board. Revolving funds may be used for immediate cash outlays for postage, freight, express and other minor disbursements. The general revolving fund is primarily used to fund the petty cash accounts, bus driver certification costs, certain purchases from vendors who do not accept purchase orders such as certain online purchases and emergencies such as the cost of water during a power outage, in which purchase orders are not accepted. No salaries or wages may be paid from these funds.

Change funds are used to make change for school lunches throughout the year and are divided among the schools for their use. Change funds are also established for school offices for providing change for various school events and athletic activities. Payment of expenditures from change funds shall not be permitted.

The amounts requested for approval this year are:

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Revolving Fund</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Food Service Change Fund</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>School Office Change Fund</td>
<td>$2,200.00</td>
</tr>
</tbody>
</table>

($50 per K-5/6 sites for 20 schools)  
($100 per K-7/8 and Middle school sites for 12 schools)

The Accounting Manager has been designated as custodian of these funds.

### SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board authorize a revolving fund for the General Fund in the amount of $10,000.00, a Food Service Change Fund in the amount of $1,400.00, and a School Office Change Fund in the amount of $2,200.00 for the 2015-2016 fiscal year and further designate the Accounting Manager as the custodian of these funds.

Superintendent

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<tr>
<th>Board Action</th>
<th>Adams</th>
<th>Graziano</th>
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</table>

Agenda Item *II.H.*
TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: May 28, 2015

AGENDA ITEM: *Student Activity Treasurer for 2015-2016

INITIATED BY: David Velazquez, Director of Finance
SUBMITTED BY: Cathy Thompson, Director of Business Services

PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARD 15-1122

SUPPORTING DATA

The Uniform System of Financial Records (U.S.F.R.) requires the Governing Board to appoint administrative staff members as 2015-2016 student activities treasurers for all student activity funds. It is recommended that David Velazquez, Director of Finance, and Elizabeth Martinez, Accounting Manager, be appointed as treasurers of the Student Activities funds. It is also recommended that the Governing Board appoint the Office Manager of each school as assistant student activities treasurers for each school/site as follows:

<table>
<thead>
<tr>
<th>District Office</th>
<th>Christine Wing</th>
<th>District Office</th>
<th>Cathy Thompson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acacia</td>
<td>Kira Alexander</td>
<td>Mountain View</td>
<td>Jessica Martinez</td>
</tr>
<tr>
<td>Alta Vista</td>
<td>Luz Mariscal</td>
<td>Ocotillo</td>
<td>Blanca Zavalza</td>
</tr>
<tr>
<td>Arroyo</td>
<td>Shauna Bryan</td>
<td>Orangewood</td>
<td>Ima Jean Dolan</td>
</tr>
<tr>
<td>Cactus Wren</td>
<td>Sofia Ramirez</td>
<td>Palo Verde</td>
<td>Deena McGlade</td>
</tr>
<tr>
<td>Chaparral</td>
<td>Angela Harris</td>
<td>R. E. Miller</td>
<td>Marie Bebee</td>
</tr>
<tr>
<td>Cholla</td>
<td>Monica Ramirez</td>
<td>Roadrunner</td>
<td>Pam Talarico</td>
</tr>
<tr>
<td>Desert Foothills</td>
<td>Lolly Ramsdell</td>
<td>Royal Palm</td>
<td>Robbin Leivas</td>
</tr>
<tr>
<td>Desert View</td>
<td>Rocio Ramirez</td>
<td>Sahuaro</td>
<td>Robin Bence</td>
</tr>
<tr>
<td>Ironwood</td>
<td>Tina Cabral</td>
<td>Shaw Butte</td>
<td>Bonnie Duran</td>
</tr>
<tr>
<td>John Jacobs</td>
<td>Esther Heath</td>
<td>Sunburst</td>
<td>Diane Gasparini</td>
</tr>
<tr>
<td>Lakeview</td>
<td>Vayna Nelson</td>
<td>Sweetwater</td>
<td>Norma Sanner</td>
</tr>
<tr>
<td>Lookout Mountain</td>
<td>Audrey Damon</td>
<td>Sunnyslope</td>
<td>Joe Macaluso</td>
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SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve David Velazquez and Elizabeth Martinez as Student Activities Treasurers for student activity funds for the 2015-2016 school year and assistant treasurers for each school/site as presented.

Superintendent

Board Action

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<th>Board Action</th>
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Agenda Item *II.I.
**Student Activity Treasurer for 2015-2016**  
May 28, 2015  
Page 2

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<thead>
<tr>
<th>Community</th>
<th>Treasurer</th>
<th>Community</th>
<th>Treasurer</th>
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<tbody>
<tr>
<td>Manzanita</td>
<td>Lorraine Lee</td>
<td>Sunset</td>
<td>Diana Blevins</td>
</tr>
<tr>
<td>Maryland</td>
<td>Shannon Williams</td>
<td>Tumbleweed</td>
<td>Jacqueline Shikany</td>
</tr>
<tr>
<td>Moon Mountain</td>
<td>Diane Williams</td>
<td>Abraham Lincoln</td>
<td>Lisa Wilson</td>
</tr>
<tr>
<td>Mountain Sky</td>
<td>Kelli Knox</td>
<td>Washington</td>
<td>Maria Camacho</td>
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This approval would also include authorization for the Student Activity Treasurers to approve Student Activity purchase requisitions prior to converting to a purchase order. This will ensure compliance with the Uniform System of Financial Records questionnaire for Student Activities funds.

It is further recommended that the Office Managers to be hired (TBH) and any school office managers hired during the 2015-2016 school year are duly appointed as assistant student activities treasurers.
WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:     Governing Board
FROM:   Dr. Susan J. Cook, Superintendent
DATE:   May 28, 2015

AGENDA ITEM:   *Reauthorization of Bank Accounts and Signers

INITIATED BY:  David Velazquez, Director of Finance
SUBMITTED BY:  Cathy Thompson, Director of Business Services

PRESENTER AT GOVERNING BOARD MEETING:  Cathy Thompson, Director of Business Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:
ARS 15-1101, 15-341, 15-1126, 15-1122, 15-1223,
USFR.VI-H-

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

In accordance with the Uniform System of Financial Records VI-C-2, governing boards may authorize establishment of specific bank accounts and they must be used only for their intended purpose. Washington Elementary School District (WESD) maintains the following bank accounts and authorization is requested to continue operating these accounts:

- District Revolving Fund: ARS 15-1101
- Food Service Clearing Account: AG Opinion I60-35
- Auxiliary Operations Fund: ARS 15-1126
- Student Activities Clearing Account: ARS 15-1122
- Payroll Direct Deposit/ACH Vendor Payments: ARS 15-1221
- Employee Flexible Benefit Account: ARS 15-1223
- Employee Benefits Trust/ACH: ARS 15-1223
- Workmen’s Compensation Fund: ARS 15-1223
- Payroll Federal Withholding Taxes: USFR page VI-H-8
- Electronic Vendor Payments: ARS 15-1221

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board reauthorize the recommended bank accounts as presented and approve the recommended signers for all approved bank accounts established for Washington Elementary School District at Wells Fargo Bank.

Superintendent

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<th>Board Action</th>
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Agenda Item *II.J.

25.
The clearing accounts are typically accounts where money is deposited by schools during the month and one check is written each month after reconciliation to clear the account for deposit with the Maricopa County Treasurer. The revolving and auxiliary accounts utilize checks issued, as needed, and usually do not exceed $500.00 for any single check.

WESD requires two signatures on checks from these accounts. Therefore, it is requested that the following staff members be designated as signatories for all of the above accounts established for Washington Elementary School District at Wells Fargo Bank. Multiple approved signers will allow for efficient processing of checks.

Cathy Thompson        Director of Business Services
David Velazquez       Director of Finance
Elizabeth Martinez    Accounting Manager
Karen Erwin-Mikulski  Payroll Manager
TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: May 28, 2015

AGENDA ITEM: *Resolution Appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for Wage Garnishments

INITIATED BY: David Velazquez, Director of Finance
SUBMITTED BY: Cathy Thompson, Director of Business Services

PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; ARS 12-1602

SUPPORTING DATA

Each fiscal year, the Maricopa County Superintendent of Schools requires an updated Resolution with current Governing Board member signatures if the District wishes to continue having the County Superintendent of Schools process employee garnishments.

The Maricopa County Superintendent of Schools currently charges $50.00 for each employee garnishment order received and processed. The fee is a one-time set-up fee to the District because the Maricopa County Superintendent of Schools office responds to the agencies, courts, creditors and debtors in accordance with the laws governing the garnishment orders. The $50.00 fee cannot be passed on to the employee. If the employee submits documentation to have the garnishment released or to make alternative payment arrangements prior to the garnishment being enforced, the processing fee is reduced to $25.00. The Maricopa County Superintendent of Schools processes each employee garnishment every payday, for the life of the order.

The following information provides support for the continuation of this service:

- ARS 12-1602 allows a school district to designate the County Superintendent of Schools as the chief disbursing officer for their school district.
- The District has been using this service since at least 1993.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Resolution appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for all garnishment of wages made upon any District employee.

Superintendent

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Agenda Item *ILK.
• The Maricopa County Superintendent of Schools has a department solely dedicated to processing employee garnishments for school districts. An employer can be held liable, in full or in part, for failing to properly comply with legal garnishment orders. The District has never been held liable for failure to comply with an employee garnishment processed by the Maricopa County Superintendent of Schools. It is a testament to the level of efficiency and professionalism it has maintained when handling the sensitive, private, and confidential matter of employee garnishments.

• Due to the various types of employee garnishments, their complexities, and their potential legal liabilities, appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for all employee garnishments is the most cost-effective method available and it also serves the best interests of the District and its employees.

The attached resolution appoints the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for all garnishment of wages made upon any employee of the District.
GOVERNING BOARD
WASHINGTON SCHOOL DISTRICT NO.6
MARICOPA COUNTY ARIZONA

RESOLUTION

In accordance with Arizona Revised Statute 12-1602, the Governing Board of Washington School District No.6 of Maricopa County, Arizona, hereby requests and appoints the Maricopa County Superintendent of Schools as Chief Disbursing Office for all garnishment of wages made upon any employee of this District.

Passed and adopted this 28th day of May, 2015.

GOVERNING BOARD
WASHINGTON ELEMENTARY SCHOOL DISTRICT NO.6
OF MARICOPA COUNTY, ARIZONA

President

Vice President

Member

Member

Member

Governing Board: Tee Lambert, President • Bill Adams, Vice President
Clorinda Graziano, Member • Larry Herrera, Member • Aaron Jahneke, Member
Dr. Susan J. Cook, Superintendent
TO: Governing Board  
FROM: Dr. Susan J. Cook, Superintendent  
DATE: May 28, 2015  
AGENDA ITEM: *Signatories for Payroll and Expense Warrants for 2015-2016  
INITIATED BY: David Velazquez, Director of Finance  
SUBMITTED BY: Cathy Thompson, Director of Business Services  
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; ARS 15-914.01  

SUPPORTING DATA  
Funding Source: N/A  
Budgeted: N/A  

Effective July 1, 1993, the Washington Elementary School District received approval from the State Board of Education to assume financial independence from the Maricopa County Schools Superintendent, including authorization to issue payroll warrants and expense vouchers. Authorized signatories on these accounts are required to be on file with the Maricopa County Treasurer and the servicing financial institution. The Governing Board must reauthorize signatures annually.

The attached resolution includes approval of the Director of Business Services, the Director of Finance, and the Governing Board President or any other Board Member, in the event of an emergency, as the authorized signatories for payroll and expense warrants. The financial system utilized by the District provides for an electronic signature card to sign expense and payroll warrants in the absence of the above-mentioned signatories if used under direction of the Accounting Manager or the Payroll Manager. The electronic signature card is checked out when checks are printed and locked in the safe when check printing is complete.

SUMMARY AND RECOMMENDATION  
It is recommended that the Governing Board reauthorize the Resolution, authorizing the Governing Board President, Director of Business Services, Director of Finance, or any other Governing Board member, in the event of an emergency, as approved signatories for expense and payroll warrants. It is further recommended that the Governing Board approve the use of an electronic signature card for these signatories.

Superintendent [Signature]

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<th>Board Action</th>
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Agenda Item *I.I.L.
RESOLUTION

COMES NOW the Governing Board of School District Number 06 (Washington Elementary) of Maricopa County, Arizona and herewith respectfully represents that on the 28th day of May, 2015, at a Governing Board meeting, upon motion duly made, second it and carried with a vote of ________ “Ayes” and ________ “Nays” this board

RESOLVED THAT:

WHEREAS, Arizona Revised Statutes, Article 4. UNIFORM SYSTEM OF FINANCIAL RECORDS, allows District to operate with financial independence from the County School Superintendent including authorizing and issuing payroll and expense warrants; and,

WHEREAS, Washington School District No. 6 has obtained approval from the State Board of Education to assume financial independence from the Maricopa County School Superintendent effective July 1, 1993; and,

WHEREAS, authorized signers are required to be on file with the Maricopa County Treasurer and servicing financial institution;
NOW, THEREFORE, be it resolved by the Governing Board of School District Number 06 (Washington Elementary) of Maricopa County does hereby approve the signing of payroll and expense warrants by the Governing Board President, the Director of Business Services, the Director of Finance, or any Governing Board Member. The Governing Board does specify that there shall be one governing board and one administrative signatory on warrants as regular practice, unless there is an emergency circumstance that arises requiring otherwise.

Dated this 28th day of May, 2015

President

Vice President

Member

Member

Member
WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:       Governing Board
FROM:    Dr. Susan J. Cook, Superintendent
DATE:    May 28, 2015
AGENDA ITEM: *Resolution Authorizing the Execution of Warrants Between Board Meetings

INITIATED BY: David Velazquez, Director of Finance
SUBMITTED BY: Cathy Thompson, Director of Business Services

PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARD 15-321 (G); DK

SUPPORTING DATA

Board Policy DK – Payment Procedures provides that in order to receive appropriate discounts and maintain good vendor relations, the Board directs the prompt payment of salaries and bills, but only after due care has been taken to assure that such amounts represent proper obligations of the District for services and/or materials received.

The Superintendent will implement procedures for the review of purchase invoices to determine that items or services are among those budgeted, itemized goods or services have been satisfactorily supplied, funds are available to cover payment, and invoices are in order and for the contracted amounts.

Through the adoption of Policy DK, the Board has directed prompt payment of salaries and bills. In order to accomplish this, the Governing Board may ratify the payment of salary and other expenses between Board meetings. A.R.S. §15-321(G) authorizes the Governing Board to adopt a resolution for this purpose.

Attached is the proposed resolution.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board adopt the Resolution authorizing the execution of warrants between Board meetings for the 2015-2016 fiscal year.

Superintendent

Board Action

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<tr>
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<th>Adams</th>
<th>Graziano</th>
<th>Herrera</th>
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Agenda Item **H.M.**
RESOLUTION AUTHORIZING THE EXECUTION OF WARRANTS BETWEEN BOARD MEETINGS

WHEREAS, A.R.S. §15-321 sets forth the procedures for execution of warrants drawn on the District, and

WHEREAS, said statute provides that an order for salary or other expense may be signed between Board meetings if a resolution to that effect has been passed prior to the signing and that order is ratified by the Board at the next regular or special meeting of the Governing Board;

NOW, THEREFORE, BE IT RESOLVED, that said statutory procedure be, and herein is, ordered for use in the District during the 2015-2016 fiscal year in accordance with the provisions of A.R.S. §15-321.

This resolution was moved, seconded, and passed at a meeting of the Washington Elementary School District No. 6 Governing Board on May 28, 2015.

ATTEST:

_____________________________________________________
President
TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: May 28, 2015
AGENDA ITEM: *Extracurricular Fee Schedule for 2015-2016

INITIATED BY: David Velazquez, Director of Finance
SUBMITTED BY: Cathy Thompson, Director of Business Services

PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, ARS 15-342.24

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

Arizona Revised Statute 15-342.24 authorizes the Governing Board to assess reasonable fees for optional extracurricular activities and programs conducted when school is not in session, except that no fees shall be charged for pupils’ access to or use of computers or related materials. These fees are to be approved at a public meeting after notice has been given to all parents of pupils enrolled at schools in the district and shall not exceed the actual costs of the activities, programs, services, equipment or materials.

Attached is a form detailing the fees to be assessed for the 2015-2016 school year. There are no changes to the fees from the prior school year.

Statute also permits the Governing Board to authorize Principals to waive all or part of the assessed fee for extracurricular activities if the fee creates an economic hardship for a pupil. It is recommended that Principals be authorized to waive extracurricular fees in the event of economic hardship for a pupil. The Income Chart is used as guidance for staff when considering a waiver of fees. This chart allows for consistency throughout the District regarding fee waivers; final decision is at the discretion of the Principal.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the fee schedule for 2015-2016 as presented and also authorize principals to waive all or part of the assessed fee if necessary for a student to participate in any activity.

Superintendent

<table>
<thead>
<tr>
<th>Board Action</th>
<th>Board Member</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
</tr>
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<tbody>
<tr>
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Agenda Item *II.N.
PROPOSED FEE SCHEDULE
Washington Elementary School District
2015-2016 School Year
To be presented to Governing Board for approval on May 28, 2015

Arizona Revised Statute 15-342.24 authorizes the Governing Board to assess reasonable fees for optional extracurricular activities and programs conducted when school is not in session, except that no fees shall be charged for pupils’ access to or use of computers or related materials. These fees shall not exceed the actual costs of the activities, programs, services, equipment or materials.

Extra-Curricular Activities (optional, non-credit, educational activities which supplement the education program of the school – fee shall not exceed the per-student cost of the activity)

Minimum Fee $ 1.00
Maximum Fee $25.00

Athletic Participation Fees (per sport)

K-6 Teams $15.00
7-8 Teams $25.00

(If a 5th or 6th grade student participates on a 7-8 team, they must pay the 7-8 participation fee.)

Instrument Rental Fee (per school year) $20.00

Student Activity Card/Sticker (not to exceed) $10.00
(Payment of this fee allows student admission to school athletic events requiring admission fees.)

ID Replacement Card $ 5.00
Lanyard $ 0.50
ID Pouch $ 0.50

PE Lock Replacement $ 5.00

Principals are authorized to waive all or part of any assessed fees if the fee creates economic hardship for a pupil. Please contact the office at your child’s school if payment of assessed fees might create a hardship for your family.

Finance Fee Schedule 5/15/2015
# Washington Elementary School District #6
## Fee Waiver Application
### 2015/2016

**Student Name** ___________________________  **ID Number** _______  **School** ___________________________

**Address** __________________________________________

_____________________________________________________

**Household Size** __________  **Income** __________________

The following Income Chart will be used to determine your family’s eligibility for assistance in paying student fees.

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Annual</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$21,775</td>
<td>$1,815</td>
<td>$419</td>
</tr>
<tr>
<td>2</td>
<td>$29,471</td>
<td>$2,456</td>
<td>$567</td>
</tr>
<tr>
<td>3</td>
<td>$37,167</td>
<td>$3,098</td>
<td>$715</td>
</tr>
<tr>
<td>4</td>
<td>$44,863</td>
<td>$3,739</td>
<td>$863</td>
</tr>
<tr>
<td>5</td>
<td>$52,559</td>
<td>$4,380</td>
<td>$1,011</td>
</tr>
<tr>
<td>6</td>
<td>$60,255</td>
<td>$5,022</td>
<td>$1,159</td>
</tr>
<tr>
<td>7</td>
<td>$67,951</td>
<td>$5,663</td>
<td>$1,307</td>
</tr>
<tr>
<td>8</td>
<td>$75,647</td>
<td>$6,304</td>
<td>$1,455</td>
</tr>
</tbody>
</table>

For each additional family member add  

<table>
<thead>
<tr>
<th>Annual</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,696</td>
<td>$642</td>
<td>$148</td>
</tr>
</tbody>
</table>

If your household income is at or below the amount(s) on the income chart, you may receive an 80% waiver of fees. At the discretion of the principal, the entire fee may be waived.

If you qualify for a waiver of fees, complete this application and submit it to the school office along with written proof of your income level.

_________________________________________  
**Signature of Parent or Guardian**

_________________________________________  
**Signature of Principal**

_________________________  
**Date**

_________________________  
**Date**

**THE INFORMATION YOU PROVIDE WILL BE USED ONLY TO VERIFY ELIGIBILITY FOR FINANCIAL ASSISTANCE. THE INFORMATION PROVIDED WILL REMAIN CONFIDENTIAL.**
Distrito Escolar Washington #6
Petición para Exoneración de Estipendio
2015/2016

Estudiante ______________________ # de Identificación _____ Escuela ______________________

Dirección _____________________________________________________________

Número de personas en la familia ________ Ingresos ____________________________

La siguiente Lista de Ingresos se utilizará para determinar la elegibilidad para asistencia en pagar los estipendios estudiantiles.

<table>
<thead>
<tr>
<th># de Personas/Casa</th>
<th>Anual</th>
<th>Mensual</th>
<th>Semanal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$21,775</td>
<td>$1,815</td>
<td>$419</td>
</tr>
<tr>
<td>2</td>
<td>$29,471</td>
<td>$2,456</td>
<td>$567</td>
</tr>
<tr>
<td>3</td>
<td>$37,167</td>
<td>$3,098</td>
<td>$715</td>
</tr>
<tr>
<td>4</td>
<td>$44,863</td>
<td>$3,739</td>
<td>$863</td>
</tr>
<tr>
<td>5</td>
<td>$52,559</td>
<td>$4,380</td>
<td>$1,011</td>
</tr>
<tr>
<td>6</td>
<td>$60,255</td>
<td>$5,022</td>
<td>$1,159</td>
</tr>
<tr>
<td>7</td>
<td>$67,951</td>
<td>$5,663</td>
<td>$1,307</td>
</tr>
<tr>
<td>8</td>
<td>$75,647</td>
<td>$6,304</td>
<td>$1,455</td>
</tr>
<tr>
<td>Agrega por cada miembro adicional de la familia</td>
<td>+$7,696</td>
<td>+$642</td>
<td>+$148</td>
</tr>
</tbody>
</table>

Si sus ingresos son menos de las cantidades en la lista, pudiesen recibir un 80% de descuento en los estipendios. A la discreción del director, el estipendio total pudiese ser exonerado.

Si califican para una exoneración de estipendios, favor de completar y someter esta petición a la oficina de la escuela junto con copias de una prueba de sus ingresos.

_________________________            ___________________________
Firma de uno de los Padres o Guardián            Fecha

_________________________            ___________________________
Firma del Director(a)            Fecha

LA INFORMACIÓN PROVISTA SE USARÁ ÚNICAMENTE PARA VERIFICAR LA ELEGIBILIDAD PARA ASISTENCIA FINANCIERA.
WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: May 28, 2015

AGENDA ITEM: *Acceptance of the 2015 Barbara Park Literacy Grant in the amount of $2,400.00

INITIATED BY: Kathleen McKeever, Director of Academic Support Programs
SUBMITTED BY: Kathleen McKeever, Director of Academic Support Programs

PRESENTER AT GOVERNING BOARD MEETING: Kathleen McKeever, Director of Academic Support Programs

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: DDA

SUPPORTING DATA
Funding Source: Grants
Budgeted: Yes

In accordance with Board policy, the Governing Board is advised that the following grants have been received in support of Washington Elementary School District students, parents, and staff.

<table>
<thead>
<tr>
<th>Funder</th>
<th>Location</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Park Literacy Grant</td>
<td>Sunburst (N)</td>
<td>$400.00</td>
<td>Books</td>
</tr>
<tr>
<td>Barbara Park Literacy Grant</td>
<td>Shaw Butte (N)</td>
<td>$400.00</td>
<td>Books</td>
</tr>
<tr>
<td>Barbara Park Literacy Grant</td>
<td>Manzanita (N)</td>
<td>$400.00</td>
<td>Books</td>
</tr>
<tr>
<td>Barbara Park Literacy Grant</td>
<td>Richard E. Miller (N)</td>
<td>$400.00</td>
<td>Books</td>
</tr>
<tr>
<td>Barbara Park Literacy Grant</td>
<td>Mountain View (N)</td>
<td>$400.00</td>
<td>Books</td>
</tr>
<tr>
<td>Barbara Park Literacy Grant</td>
<td>Sunnyslope (N)</td>
<td>$400.00</td>
<td>Books</td>
</tr>
</tbody>
</table>

(N) New  (N)* New application for an existing grant  (R) Renewal

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the acceptance of the 2015 Barbara Parks Literacy Grant in the amount of $2,400.00 and authorize the Superintendent to execute all necessary documents.

Superintendent

<table>
<thead>
<tr>
<th>Board Action</th>
<th>Adams</th>
<th>Graziano</th>
<th>Herrera</th>
<th>Jahneke</th>
<th>Lambert</th>
</tr>
</thead>
</table>

Agenda Item #J.O.
TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: May 28, 2015
AGENDA ITEM: *Annual Agreement with Honor Health Desert Mission Food Bank
INITIATED BY: Dorothy Watkins, Administrator of Social Services
SUBMITTED BY: Dorothy Watkins, Administrator of Social Services
PRESENTER AT GOVERNING BOARD MEETING: Dorothy Watkins, Administrator of Social Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Desert Mission is a non-profit agency that provides a spectrum of health and social services to at-risk families in North Phoenix including the Desert Mission Food Bank. WESD has a high number of schools participating in the free and reduced lunch program. Data support that many children on the free and reduced lunch program are at risk of going hungry over the weekends. Desert Mission has worked with the District for years by providing weekend snack-packs and healthy daily snacks for students. The snack-packs are provided at no cost to the District.

The following schools in the District have been selected to be the recipient of snack packs for identified students for the 2015-2016 school year:

<table>
<thead>
<tr>
<th>Desert View</th>
<th>Lakeview</th>
<th>Manzanita</th>
<th>Orangewood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mountain View</td>
<td>Ocotillo</td>
<td>Royal Palm</td>
<td>Cholla</td>
</tr>
<tr>
<td>Alta Vista</td>
<td>Washington</td>
<td>Tumbleweed</td>
<td>Moon Mountain</td>
</tr>
<tr>
<td>Richard E. Miller</td>
<td>Shaw Butte</td>
<td>Sunnyslope</td>
<td>Mountain Sky</td>
</tr>
<tr>
<td>Ironwood</td>
<td>Chaparral</td>
<td>Palo Verde</td>
<td>Desert Foothills</td>
</tr>
<tr>
<td>Sweetwater</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Desert Mission requires annual agreements for partnership agencies to provide these services. The annual agreement has been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the annual agreement with Desert Mission Food Bank and authorize the Superintendent to execute the documents.

Superintendent

Board Action

<table>
<thead>
<tr>
<th>Board Action</th>
<th>Adams</th>
<th>Graziano</th>
<th>Herrera</th>
<th>Jahneke</th>
<th>Lambert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Second</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mv</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Agenda Item *II.P.
Desert Mission Food Bank  
Agency Agreement 2015

The purpose of this agreement is for our agencies to help individuals/families get needed support from the HonorHealth Desert Mission Food Bank in the most efficient, effective manner. Because the Food Bank receives the majority of its products from donated sources, we must follow certain guidelines to properly maintain the integrity of the donated product and the donor's interest. We ask that our agencies help us meet these regulations by agreeing to the following:

Partner Agencies:

The core measure of the agency is to work with individuals or families to work toward self-sufficiency on a long-term basis.

- **New** applicants will provide a copy of their 501(C) (3) for the Food Bank to keep on file.

- The agency cannot sell, trade or barter the items obtained from the Food Bank, nor can they be used for fund raising, auctions or raffles. Items will be used to provide services to the clients that you serve, and cannot be used as gifts to staff, volunteers or for Food Drives.

- The Desert Mission Food Bank reserves the right to remove an agency from its approved agency list if the agency does not adhere to the terms of this agreement.

- The Food Bank does not guarantee that supplies will be available on a routine basis for your agency. The Food Bank will contact you as these supplies become available, or you may submit your request by email to Barb.McMahon@Honor-Health.com

- Clients will only be served within the Desert Mission Food Bank service area.

- What type of service do you offer your families and individuals? **educational, community referrals and case management by school social workers**

On behalf of **Washington Elementary School District #4, 4650 W. Sweetwater Glendale, AZ 85304**

(Please print agency name, address, and zip code)

**Dr. Susan J. Cook**

(Please print your name)

I understand that in order for my agency to remain in good standing with the Desert Mission Food Bank, I must adhere to these policies and procedures. Failure to comply may cause the partnership status to be revoked.

_____________________________  ____________________________
(Agency Representative Signature)  (Date)

_____________________________  ____________________________
(Agency Representative Signature)  (Date)

_____________________________  ____________________________
Food Bank Approval  (Date)

Approved Partner Agency □

Direct Service
Agencies who work directly with clients

Limited Service
Agencies who do not work directly with clients
**Desert Mission Food Bank**

**Partner Agency Application 2015-16**

**Please print clearly**

<table>
<thead>
<tr>
<th>Name of Agency</th>
<th>Website address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaparral School</td>
<td>3808 W Joan De Arc, Phoenix, AZ 85029</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>602-896-5300</td>
<td></td>
<td></td>
<td>602-896-5326</td>
</tr>
</tbody>
</table>

**Office Phone**

Dr. Susie Cook

Dorothy Watkins

**Agency Director (Please print)**

**Signature required**

E-mail address of Agency Director

dorothy.watkins@wesd.schooks.org

**1. Print Name of Representative**

<table>
<thead>
<tr>
<th>Name of Representative</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Harris</td>
<td>Office Manager</td>
<td>602-896-5301</td>
</tr>
</tbody>
</table>

E-mail of Representative

angela.harris@wesd.schooks.org

**2. Print Name of Representative**

<table>
<thead>
<tr>
<th>Name of Representative</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
</table>

E-mail of Representative

Requested number of Snack Pacs: 20 per week

Preferred start date for 2015-16 school year: August 2015

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

9229 N 4th St, Phoenix, AZ 85020  P: 602-870-6060, x1345  Fax: 602-331-5744  Email: Barb.McMahon@honorhealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Desert Foothills Junior High

Name of Agency
Website address
3333 W. Barff Ln.  phoenix  Az  85053

Address
City
State
Zip
602-896-5536  misty.walden@wesd.scholar.org  602-896-5522

Office Phone
Office General e-mail
Fax number

Dr. Susan Cook / Dorothy Watkins
Agency Director (Please print)  Signature required

dorothy.watkins@wesd.schoools.org

E-mail address of Agency Director
602-347-2434

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Misty Walden
Social Worker

1. Print Name of Representative  Title  Signature
Misty. Walden@wesd.scholar.org  928-368-0833

E-mail of Representative
Cell phone

Melissa Clatone  Health Tech

2. Print Name of Representative  Title  Signature
Melissa.clatone@wesd.schoools.org  602-896-5570

E-mail of Representative
Cell phone

Requested number of Snack Pacs: 20 per week

Preferred start date for 2015-16 school year: 8/21/15

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

9229 N 4th St. Phoenix, AZ 85020  P: 602-870-6060, x1345  Fax: 602-331-5744  Email: Barb.McMahon@HonorHealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Palo Verde Middle School
Name of Agency

7502 N. 39th Ave
Address

Phoenix
City

AZ
State

8501
Zip

602-347-2500
Office Phone

Dr. Susan Cook
Agency Director (Please print)

Signature required

Dorothy Watkins
Signature required

E-mail address of Agency Director
dorothy.watkins@wesd.schools.org

602-347-2520
Fax number

602-347-2520
Fax number

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Abigail Parent
Title

Signature

E-mail of Representative
abigail.parent@wesd.schools.org

602-347-2572 office

602-663-3825 cell

Deena McGlade
Title

Signature

E-mail of Representative
deena.mcgладe@wesd.schools.org

602-347-2501

Cell phone

Requested number of Snack Pacs: 40 per week

Preferred start date for 2015-16 school year: Aug 30, 2015

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

9229 N 4th St. Phoenix, AZ 85020 P: 602-870-6060, x1345 Fax: 602-331-5744 Email: Barb.McMahon@HonorHealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

**Name of Agency:** Sweetwater Elementary School
**Address:** 4400 W. Sweetwater Ave, Glendale, AZ 85304
**Office Phone:** 602-896-6565

**Agency Director (Please print):** Dr. Susie Cook
**E-mail address of Agency Director:** dorotheawatkins@wesd.schoools.org
**Signature required:** Dorothy Watkins

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

1. **Print Name of Representative:** Jaime Smilovic
   **Title:** Social Worker
   **E-mail of Representative:** Jaime.smilovic@wesd.schoools.org
   **Signature:**
   **Cell phone:** 602-402-6287

2. **Print Name of Representative:**
   **Title:**
   **Signature:**
   **E-mail of Representative:**
   **Cell phone:**

Requested number of Snack Pacs: 10 per week
Preferred start date for 2015-16 school year: August 15, 2015

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

9229 N 4th St. Phoenix, AZ 85020  P: 602-870-6060, x1345  Fax: 602-331-5744  Email: Barb.McMahon@HonorHealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Tumbleweed Elementary School
Name of Agency
4001 W. Laurel Lane  Phoenix  AZ  85029
Address  City  State  Zip
602-896-6658  amanda.quine@wesdschools.org
Office Phone  Office General e-mail
Dr. Susie Cook / Dorothy Watkins
Agency Director (Please print)  Signature required
Dorothy.watkins@wesd.schools.org
E-mail address of Agency Director
602-347-2436

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

1. Print Name of Representative  Title  Signature
Adele Russell  Social Worker  Amanda Quine
E-mail of Representative  Cell phone
Adele.russell@wesdschools.org  602-896-6658

Requested number of Snack Packs: 60/110
Preferred start date for 2015-16 school year: Aug 14, 2015

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

9229 N 4th St. Phoenix, AZ 85020  P: 602-870-6060, x1345  Fax: 602-331-5744  Email: Barb.McMahon@honorhealth.com

46.
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

<table>
<thead>
<tr>
<th>Name of Agency</th>
<th>Website address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cholla Middle School</td>
<td><a href="mailto:deanna.henelly@wesd.schoools.org">deanna.henelly@wesd.schoools.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>320 W. Cholla St</td>
<td>Phoenix</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>AZ</td>
<td>85029</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Phone</th>
<th>Office General e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>602-896-5400</td>
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<table>
<thead>
<tr>
<th>Fax number</th>
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<tbody>
<tr>
<td>602-896-5420</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Director (Please print)</th>
<th>Signature required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Susan Cook / Dorothy Watkins</td>
<td><a href="mailto:Dorothy.watkins@wesd.schoools.org">Dorothy.watkins@wesd.schoools.org</a></td>
</tr>
</tbody>
</table>

The following are authorized individuals who will either be shopping, mailing for assistance or getting food for clients:

1. Print Name of Representative  Title  Signature
   deanna.henelly@wesd.schoools.org

2. Print Name of Representative  Title  Signature
   monica.ramirez@wesd.schoools.org

E-mail of Representative  Cell phone
monica.ramirez@wesd.schoools.org

Requested number of Snack Packs: 20 per week

Preferred start date for 2015-16 school year: 9/1/2015

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

9229 N 4th St. Phoenix, AZ 85020  P: 602-870-6060, x1345  Fax: 602-331-5744  Email: Barb.McMahon@honorhealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Manzanita Elementary (WESD) School District

<table>
<thead>
<tr>
<th>Name of Agency</th>
<th>Website address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shriners Hospital</td>
<td>Phoenix, AZ 85051</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>2431 N. 39th Ave</td>
<td>Phoenix</td>
<td>AZ</td>
<td>85051</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fax number</th>
<th>Office General e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>602-341-2260</td>
<td><a href="mailto:dorothy.watkins@wesd.schoools.org">dorothy.watkins@wesd.schoools.org</a></td>
</tr>
</tbody>
</table>

Agency Director (Please print)
Dr. Susie Cook

Signature required

E-mail address of Agency Director
602-341-2260

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Susie Amado Social Worker

<table>
<thead>
<tr>
<th>E-mail of Representative</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Susie.amado@wesdschools.org">Susie.amado@wesdschools.org</a></td>
<td>Social Worker</td>
<td>602-866-8172</td>
</tr>
</tbody>
</table>

1. Print Name of Representative

<table>
<thead>
<tr>
<th>E-mail of Representative</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>602-866-8172</td>
<td>Social Worker</td>
<td>602-866-8172</td>
</tr>
</tbody>
</table>

Request number of Snack Packs:

- **90 per week**

Preferred start date for 2015-16 school year:

- **August 10, 2015**

**Reminder - It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

9229 N 4th St. Phoenix, AZ 85020 P: 602-870-6060 x1345 Fax: 602-331-5744 Email: Barb.McMahon@honorhealth.com
**Desert Mission Food Bank**
**Partner Agency Application 2015-16**

Please print clearly

<table>
<thead>
<tr>
<th>Name of Agency</th>
<th>Website address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shaw Butte Elementary School-WESD</td>
<td></td>
</tr>
<tr>
<td>12202 N. 21st Avenue</td>
<td>Phx AZ 85029</td>
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<table>
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<tr>
<th>Address</th>
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<tr>
<td>12202 N. 21st Avenue</td>
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<table>
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<tr>
<th>Office Phone</th>
<th>Office General e-mail</th>
<th>Fax number</th>
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</thead>
<tbody>
<tr>
<td>602-347-4200</td>
<td><a href="mailto:sandra.berry@wesdschools.org">sandra.berry@wesdschools.org</a></td>
<td></td>
</tr>
</tbody>
</table>

**Date:**
Dr. Susan Cook / Dorothy Watkins

**Agency Director (Please print)**
Dorothy Watkins
E-mail address of Agency Director
dorothy. watkins@wesd.schoools.org

**Signature required**

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

1. **Sandra Berry**
   - **Social Worker**
   - **E-mail of Representative**
   - **Signature**
   - **Phone**

   Sandra Berry@wesdschools.org

   Cell phone: 602-432-6465

2. **Tracy Maynard**
   - **Principal**
   - **E-mail of Representative**
   - **Signature**
   - **Phone**

   tracy.maynard@wesdschools.org

   Cell phone: 602-347-4200

**Requested number of Snack Pacs:** 100 per week

**Preferred start date for 2015-16 school year:** 8/21/15

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

<table>
<thead>
<tr>
<th>Mountain View Elementary School</th>
<th>801 W. Peoria</th>
<th>Phoenix</th>
<th>AZ</th>
<th>85029</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Agency</strong></td>
<td><strong>Website address</strong></td>
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<tr>
<td>801 W. Peoria</td>
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</tr>
<tr>
<td>(602) 347-4100</td>
<td>(602) 347-4120</td>
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<tr>
<td>Dr. Susie Cook</td>
<td>Dorothy Watkins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Director (Please print)</strong></td>
<td><strong>Signature required</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>哆么tory. <a href="mailto:Watkins@d.wesd.schoolls.org">Watkins@d.wesd.schoolls.org</a></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>E-mail address of Agency Director</strong></td>
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<tr>
<td>602-347-2634</td>
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The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

<table>
<thead>
<tr>
<th>Nellie Schneider</th>
<th>Social Worker</th>
<th>Signature</th>
</tr>
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<tbody>
<tr>
<td><a href="mailto:nellie.schneider@wesd.schoolls.org">nellie.schneider@wesd.schoolls.org</a></td>
<td>(602) 347-4436</td>
<td></td>
</tr>
<tr>
<td><strong>E-mail of Representative</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ana Issa</td>
<td>Social Worker</td>
<td>Signature</td>
</tr>
<tr>
<td><a href="mailto:ana.isse@wesd.schoolls.org">ana.isse@wesd.schoolls.org</a></td>
<td>(602) 347-4486</td>
<td></td>
</tr>
<tr>
<td><strong>E-mail of Representative</strong></td>
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</table>

**Requested number of Snack Pacs:** 50 per week

**Preferred start date for 2015-16 school year:** Sept. 4, 2015

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

<table>
<thead>
<tr>
<th>Name of Agency</th>
<th>Website address</th>
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<tbody>
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<td>Moon Mountain Elementary School</td>
<td>WESD.org</td>
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<table>
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<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tbody>
<tr>
<td>13425 N. 19th Ave</td>
<td>Phoenix</td>
<td>Arizona</td>
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<th>Office General e-mail</th>
<th>Fax number</th>
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</thead>
<tbody>
<tr>
<td>602-896-6000</td>
<td><a href="mailto:adriana.lopez@wesdschools.org">adriana.lopez@wesdschools.org</a></td>
<td>602-896-6020</td>
</tr>
</tbody>
</table>

Dr. Susie Cook / Dorothy Watkins  
Agency Director (Please print)  
Signature required  
dorothy.watkins@wesdschools.org  
E-mail address of Agency Director  
602-347-2636  
The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adriana M. López</td>
<td>School Social Worker</td>
<td><a href="mailto:adriana.lopez@wesdschools.org">adriana.lopez@wesdschools.org</a></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>E-mail of Representative</th>
<th>Cell phone</th>
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<tbody>
<tr>
<td><a href="mailto:adriana.lopez@wesdschools.org">adriana.lopez@wesdschools.org</a></td>
<td>602-896-6076</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lynda McPherson</th>
<th>School Health Technician</th>
<th>Signature</th>
</tr>
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<tbody>
<tr>
<td><a href="mailto:Lynda.McPherson@wesdschools.org">Lynda.McPherson@wesdschools.org</a></td>
<td>602-896-6010</td>
<td></td>
</tr>
</tbody>
</table>

Requested number of Snack Pacs: 100
Preferred start date for 2015-16 school year: August 18th

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**

9229 N 4th St. Phoenix, AZ 85020  P: 602-870-6060, x1345  Fax: 602-331-5744  Email: Barb.McMahon@HonorHealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Desert View Elementary

Name of Agency

8621 N. 3rd St.   Phx

Website address

Address

City

State

Zip

602-347-4000

Office Phone

Dr. Susan Cook

Office General e-mail

Dorothy Watkins

Fax number

Signature required

E-mail address of Agency Director

dorothy.watkins@wesd.schoools.org

602-347-2183p

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

1. Print Name of Representative Jennifer White

Title SW

Signature 2015-1042

E-mail of Representative Jennifer.white@wesd.schoools.org

Cell phone 602-347-2183p

2. Print Name of Representative Juan Flores

Title Parent Liaison

Signature

E-mail of Representative Juan.flores@wesd.schoools.org

Cell phone

Requested number of Snack Pacs: 80 per week

Preferred start date for 2015-16 school year: August 20th (2nd or 3rd Week in Aug)

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Ocotillo Elementary

Name of Agency

3225 W. Ocotillo Rd. Phoenix AZ 85017

Address City State Zip

Office Phone Office General e-mail Fax number

Signature required

Dr. Susie Cook / Dorothy Watkins

Agency Director (Please print) E-mail address of Agency Director

dorothy.watkins@wesd.schools.org

602-347-2412

E-mail address of Agency Director

602-347-2412

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Aaron Medina Social Worker

1. Print Name of Representative Title Signature

Aaron.medina@wesd.schools.org 602-347-2412

E-mail of Representative Cell phone

2. Print Name of Representative Title Signature

E-mail of Representative

Cell phone

Requested number of Snack Pacs: 85 per week

Preferred start date for 2015-16 school year: August 10, 2015

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

9229 N 4th St. Phoenix, AZ 85020 P: 602-870-6060, x1345 Fax: 602-331-5744 Email: Barb.McMahon@honorhealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Orangewood Elementary
Name of Agency
7337 N. 19th Ave
Address
Phoenix
City
AZ
State
85021
Zip

602-347-2900
Office Phone
602-347-2920
Fax number

Dr. Susie Cook
Agency Director (Please print)
Dorothy Watkins
Signature required

dorothy Watkins@wesd.schoo; org
E-mail address of Agency Director
602-347-2134
Office General e-mail

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

William D. Padgett
Social Worker
1. Print Name of Representative
E-mail of Representative
William.padgett@wesd.schoo
(623) 866-2714
Title
Signature
Cell phone

2. Print Name of Representative
E-mail of Representative

Requested number of Snack Pacs: 128 per week
Preferred start date for 2015-16 school year: Aug 3rd

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

9229 N 4th St, Phoenix, AZ 85020    P: 602-870-6060, x1345    Fax: 602-331-5744    Email: Barb.McMahon@honorhealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Name of Agency: Sunny Slope Elementary Home, Braverman, Queen
Website address: Wesdschools.org

Address: 245 E Mountain View Rd, Phoenix, AZ 85020
City: Phoenix
State: AZ
Zip: 85020

Office Phone: 602-347-4312
Office General e-mail: info.braverman@wesdschools.org
Fax number: 

Agency Director (Please print): Dr. Susie Cook
Signature required: Dorothy Watkins
E-mail address of Agency Director: dorothy.watkins@wesdschools.org
Phone: 602-347-2434

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

1. Print Name of Representative: Rome Braverman
Title: Social Worker
Signature: 

E-mail of Representative: 
Cell phone: 

2. Print Name of Representative: [Redacted]
Title: 
Signature: 602-347-4301

E-mail of Representative: [Redacted]
Cell phone: 

Requested number of Snack Pacs: 100 per week
Preferred start date for 2015-16 school year: Aug 10, 2015

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

9229 N 4th St, Phoenix, AZ 85020 P: 602-870-6060, x1345 Fax: 602-331-5744 Email: Barb.McMahon@honorhealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Lakeview Elementary  lakeview.westschools.org
Name of Agency  Website address

3040 W. Yucca St  Phoenix  AZ  85029
Address  City  State  Zip

1602.86.58.00  Muriam.Pacheco@wesd.schools.org  1602.86.58.20
Office Phone  Office General e-mail  Fax number

Dr. Susan Cook / Dorothy Watkins
Agency Director (Please print)  Signature required

dorothy.watkins@wesd.schools.org
E-mail address of Agency Director
602-347-2136

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Muriam Pacheco  School Nurse
1. Print Name of Representative  Title  Signature

Muriam.Pacheco@wesd.schools.org  1602.86.58.10
E-mail of Representative  Cell phone

M. Denise Koerperick  Social Worker
2. Print Name of Representative  Title  Signature

Maribel.Koerperick@wesd.schools.org  1602.86.58.24
E-mail of Representative  Cell phone

Requested number of Snack Packs: 25/WK
Preferred start date for 2015-16 school year: 9/7/2015

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

9229 N 4th St, Phoenix, AZ 85020  P: 602-870-6060, x1345  Fax: 602-331-5744  Email: Barb.McMahon@honorhealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Royal Palm Cardinals Academy

Name of Agency
8520 N. 19th Ave
Phoenix
AZ 85021

Website address

Address
City
State
Zip

602-347-3800
PPOFH@wesd.schools.org
602-347-5290
Office Phone
Office General e-mail
Fax number

Dr. Susie Cook / Dorothy Watkins
Agency Director (Please print)  Signature required

dorothy.watkins@wesd.schools.org
E-mail address of Agency Director
602-347-2634

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

1. Print Name of Representative  Title  Signature

Carmen Daniel  Parent Liaison
Print Name of Representative  Title  Signature

E-mail of Representative
Carmenaniel@wesd.schools.org

480-491-3808  Cell phone

2. Print Name of Representative  Title  Signature

Rebecca Hayes  Social Worker
Print Name of Representative  Title  Signature

E-mail of Representative
Rebecca.hays@wesd.schools.org

Requested number of Snack Pacs: 75 per week

Preferred start date for 2015-16 school year: 8/15/2015

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Alta Vista Elementary School

Name of Agency

8710 W 31st Ave, Phoenix, AZ 8501

Address

City State Zip

602-347-2068 elizabeth.herman@wesd.schoools.org

Office Phone Office General e-mail Fax number

Dr. Susan Cook / Dorothy Watkins

Agency Director (Please print) Signature required

dorothy.watkins@wesd.schoools.org

E-mail address of Agency Director

602-347-2063

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

Elizabeth Herman

1. Print Name of Representative Title

Signature

E-mail of Representative

Elizabeth.Herman@wesd.schoools.org

Cell phone

MaryAnn Pfeiffer

2. Print Name of Representative Title

Signature

E-mail of Representative

MaryAnn.Pfeiffer@wesd.schoools.org

Cell phone

Requested number of Snack Pacs: 100

Preferred start date for 2015-16 school year: 1st week of Aug.

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

9229 N 4th St. Phoenix, AZ 85020 P: 602-870-6060, x1345 Fax: 602-331-5744 Email: Barb.McMahon@honorhealth.com

58.
Desert Mission Food Bank  
Partner Agency Application 2015-16  
Please print clearly

<table>
<thead>
<tr>
<th>Name of Agency</th>
<th>Washington Elementary</th>
<th>Website address</th>
<th>Washington.wesdschools.org</th>
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<tbody>
<tr>
<td>Address</td>
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<td>Office Phone</td>
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<td>Fax number</td>
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<td>Signature required</td>
<td></td>
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<tr>
<td>E-mail address of Agency Director</td>
<td><a href="mailto:dorothy.watkins@wesdschools.org">dorothy.watkins@wesdschools.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency Director (Please print)</td>
<td>Dr. Susie Cook / Dorothy Watkins</td>
<td></td>
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The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

<table>
<thead>
<tr>
<th>Emma Sanchez</th>
<th>Social Worker</th>
<th>Signature</th>
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<tr>
<td>E-mail of Representative</td>
<td>Emma <a href="mailto:Sanchez@wesdschools.org">Sanchez@wesdschools.org</a></td>
<td>602-347-3472</td>
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<th>Maria Camacho</th>
<th>Office Manager</th>
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<tr>
<td>E-mail of Representative</td>
<td><a href="mailto:Maria.camacho@wesdschools.org">Maria.camacho@wesdschools.org</a></td>
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<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Cell phone</td>
<td>602-347-3401</td>
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Requested number of Snack Paks: 75
Preferred start date for 2015-16 school year: 8-17-15

**Reminder – it is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com**
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Ironwood Elementary

Name of Agency

14850 N. 39th Ave  Phx  AZ  85053

Website address

Address  City  State  Zip

602.896.5600  tina.cabral@wesdschools.org  896.5620

Office Phone  Office General e-mail  Fax number

Dr. Susie Cook  Dorothy Watkins

Agency Director (Please print)  Signature required

dorothy.watkins@wesd.schools.org

E-mail address of Agency Director

602-347-2636

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

tina cabral  office mgr.  tina cabral@wesd .org

1. Print Name of Representative  Title  Signature

tina .cai@wesd .org

E-mail of Representative  Cell phone

2. Print Name of Representative  Title  Signature

E-mail of Representative  Cell phone

Requested number of Snack Pcs:  20

Preferred start date for 2015-16 school year:  8.18.15

**Reminder – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com
Desert Mission Food Bank  
Partner Agency Application 2015-16  
Please print clearly

<table>
<thead>
<tr>
<th>Name of Agency</th>
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<tr>
<td>2021 W Alice Ave Phoenix</td>
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<tr>
<td>602-347-3000</td>
<td>Dorothy Watkins</td>
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</table>

**Agency Director (Please print)**  
Dr. Susie Cook / Dorothy Watkins

**Signature required**

dorothy.watkins@wesd.schools.org

**E-mail address of Agency Director**

602-347-2434

The following are authorized individuals who will either be shopping, emailing for assistance or getting food for clients:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Natalie Riddle Madrid</td>
<td>Social Worker</td>
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**E-mail of Representative**

Natalie.Riddle.Madrid@wesd.schools.org

602-347-3074

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<tr>
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<th>August 2015</th>
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</table>

**Reminder** – It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com
Desert Mission Food Bank
Partner Agency Application 2015-16
Please print clearly

Mt. Sky Middle School
Name of Agency
1050 W/Schools
Website address
11425 N. 7th Avenue
Address
Phoenix, AZ 85023
City State Zip
602-791-6100 Perry.mason@wessedschools.org 602-891-6120
Office Phone Office General e-mail Fax number

Dr. Susan Cook / Dorothy Watkins
Agency Director (Please print) Signature required
dorothy.watkins@wessedschools.org
E-mail address of Agency Director
602-347-2134

The following are authorized individuals who will either be shopping, enrolling for assistance or getting food for clients:

Karen Mull Counselor karen.mull
Print Name of Representative Title Signature
karen.mull@wessedschools.org 602-891-6157
E-mail of Representative Cell phone

2. Print Name of Representative
E-mail of Representative

Requested number of Snack Packs: 30
Preferred start date for 2015-16 school year: Aug 24, 2015

**Reminder — It is your responsibility to keep your email address current with Barb McMahon at Barb.McMahon@HonorHealth.com

9229 N 4th St. Phoenix, AZ 85020 P: 602-870-6060, x1345 Fax: 602-31-5744 Email: Barb.McMahon@honorhealth.com
WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: May 28, 2015
AGENDA ITEM: *Approval of the Head Start Facility Locations and Program Approach Changes for the 2015-2016 Program Year
INITIATED BY: Diana Howsden, Director of Head Start Services
SUBMITTED BY: Diana Howsden, Director of Head Start Services
PRESENTER AT GOVERNING BOARD MEETING: Natalie McWhorter, Director of Curriculum

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:

SUPPORTING DATA

In accordance with Head Start Performance Standard 45 C.F.R 1304.50 (g), the Washington Elementary School District (WESD) Governing Board has the obligation and responsibility to approve facility locations and/or changes. In addition, the Governing Board must also be informed of, and approve changes to, the delegate agencies program approach.

With the addition of the Preschool Development Grant, the Head Start program has the ability to increase quality by the blending of funds to provide full day services for 112 Head Start students. The program approach for nine Head Start classrooms will result in full day (6.5 hours) services for Head Start students. In order to accommodate the new program approach, five current double session Head Start classrooms located at Arroyo, Shaw Butte, Sunburst, Sunset, and Tumbleweed will transition to full day classrooms; three current Head Start sites located at Ocotillo, Richard E. Miller, and Shaw Butte will each add one full day classroom; and one new Head Start site/classroom will be located at Palo Verde. The Head Start Facility Location Chart/Program Option form and the Head Start Program Approach form are attached.

The documents have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the changes to the Head Start Facility Location/Program Option and the Head Start Program Approach for the 2015-2016 program year.

Superintendent

<table>
<thead>
<tr>
<th>Board Action</th>
<th>Adams</th>
<th>Graziano</th>
<th>Herrera</th>
<th>Jahneke</th>
<th>Lambert</th>
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Agenda Item *II.O.
## FACILITY LOCATION CHART / PROGRAM OPTION

**DELEGATE AGENCY:** Washington Elementary School District No. 6

<table>
<thead>
<tr>
<th>DIRECTOR'S NAME:</th>
<th>PHONE NUMBER:</th>
<th>FAX NUMBER:</th>
<th>EMAIL ADDRESS:</th>
</tr>
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<tbody>
<tr>
<td>Diana Howsdon</td>
<td>602-347-2297</td>
<td>602-347-2215</td>
<td><a href="mailto:diana.howsden@wesdschools.org">diana.howsden@wesdschools.org</a></td>
</tr>
<tr>
<td>OTHER KEY STAFF:</td>
<td>PHONE NUMBER:</td>
<td>FAX NUMBER:</td>
<td>EMAIL ADDRESS:</td>
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<tr>
<td>Michaele Pillsbury, Coordinator</td>
<td>602-347-2212</td>
<td>602-347-2215</td>
<td><a href="mailto:michaele.pillsbury@wesdschools.org">michaele.pillsbury@wesdschools.org</a></td>
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<tr>
<td>Yvonne Rubalcaba, Office Mgr.</td>
<td>602-347-2284</td>
<td>602-347-2215</td>
<td><a href="mailto:yvonne.rubalcaba@wesdschools.org">yvonne.rubalcaba@wesdschools.org</a></td>
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<tr>
<td>Claudia Olalde, Mentor Specialist</td>
<td>602-347-2219</td>
<td>602-347-2215</td>
<td><a href="mailto:claudia.olalde@wesdschools.org">claudia.olalde@wesdschools.org</a></td>
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<tr>
<td>Pam Rohrer, Mentor Specialist</td>
<td>602-247-2221</td>
<td>602-347-2215</td>
<td><a href="mailto:pam.rohrer@wesdschools.org">pam.rohrer@wesdschools.org</a></td>
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<tr>
<th>NAME OF SITE / ADDRESS</th>
<th>CLASSROOM</th>
<th>HOURS</th>
<th># OF CHILDREN</th>
<th>PROGRAM OPTION**</th>
<th>TEACHER/ Support Instructor</th>
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<tr>
<td>Acacia 3021 W. Evans</td>
<td>Room #117</td>
<td>AM: 7:30-11:00</td>
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<td>Si: To be determined</td>
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<td>Arroyo 4535 W. Cholla</td>
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<td>Si: Loretta Moncibaez</td>
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<td>Si: Maisie Kaven</td>
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<td>John Jacobs 14421 N. 23rd Ave</td>
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*Program Options:
- **DS**: Direct Support
- **FD**: Fostered Development
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** SS = Single Session  
DS = Double Session  
ED = Extended Day  
FD = Full Day
# Program Approach Form

## I. Funded Enrollment

1. Funded enrollment by program option:
   - Center-based enrollment: 588
   - Home-based enrollment
   - Combination option enrollment
   - Family child care enrollment
   - Other option enrollment

Number of Pregnant Women: 0

Total Enrollment: 588

## II. Program Schedule

1. Program schedule number
2. Program option identification: CB
3. Funded enrollment: 476

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<tr>
<th>Complete #4-9 for center-based, family child care, combination, and other options</th>
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<tr>
<td>4a. Number of classes/groups/family child care settings</td>
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<tr>
<td>4b. Double session</td>
</tr>
<tr>
<td>5. Number of hours of classes/groups/FCC settings per child, per day</td>
</tr>
<tr>
<td>6. Number of days of classes/groups/FCC settings per child, per week</td>
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<tr>
<td>7. Number of days classes/groups/FCC settings per child, per year</td>
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<tr>
<td>8. Number of home visits per child, per year</td>
</tr>
<tr>
<td>9. Number of hours per home visit</td>
</tr>
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Complete #10-13 for home-based options

10. Number of home visits per child, per year
11. Number of hours per home visit
12. Number of hours per home-based socialization experience
13. Number of home-based socialization experiences per child per year