

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

DATE: February 14, 2013

TIME: Executive Session 6:15 p.m.
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. SPECIAL MEETING

- A. Call to Order and Roll Call
- B. Adoption of the Special Meeting Agenda

Motion _____ Second _____ Vote _____

II. CALL FOR EXECUTIVE SESSION

Call for Executive Session: Pursuant to A.R.S. §38-431.03 – A.3

It is recommended that the Governing Board establish an Executive Session to be held immediately during a recess in the Special Meeting for:

- A.3 – Discussion or consultation for legal advice with the attorney or attorneys of the public body regarding a mediated settlement involving a special needs student.

Motion _____ Second _____ Vote _____

III. RECESSING OF SPECIAL MEETING FOR EXECUTIVE SESSION

IV. EXECUTIVE SESSION – GENERAL FUNCTIONS

- A. Call to Order and Roll Call
- B. Confidentiality Statement
All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, anything that has transpired or has been discussed during this executive session. To do so is a violation of A.R.S. §38-431.03 unless pursuant to specific statutory exception.

- C. Discussion under A.R.S. §38-431.03 – A.3

- A.3 – Discussion or consultation for legal advice with the attorney or attorneys of the public body regarding a mediated settlement involving a special needs student.

V. RECESSING OF EXECUTIVE SESSION FOR REGULAR MEETING

VI. 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

1-9

It is recommended that the Governing Board approve the Minutes of the January 24, 2013 Regular Meeting and Executive Session (all Governing Board Members were in attendance).

Motion _____ Second _____ Vote _____

- F. Current Events: Governing Board and Superintendent
Catherine Reid, a music teacher at Roadrunner Elementary School, will share how the AZ Common Core Standards are being addressed and integrated within the music curriculum.
- G. 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.)
 - 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.)
- H. It is recommended that the Governing Board approve the Consent Agenda.

Motion _____ Second _____ Vote _____

VII. CONSENT AGENDA

- *A. Approval/Ratification of Vouchers 10
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 11-14
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) 15
 - 1. Walnut Canyon Press/Annica and Adi Benning donated 2,700 copies of the book Arizona: Nations and Art (the history, art and culture of the Arizona Native Americans) with a value of \$24,165.00 for all 4th grade students in the Washington Elementary School District. The book was written by Ms. Annica Benning.

VII. CONSENT AGENDA (continued)

***C. Public Gifts and Donations (continued)**

2. Washington Education Foundation donated Barnes & Noble gift cards with a total value of \$480.00 to be used by each Washington Elementary School District school as incentives for Read Across America.
3. St. Mary's Food Bank Alliance donated bottles of Gatorade with a value of \$48,140.00 to be used at school field days across the District.
4. Villa Deli donated a check in the amount of \$300.00 to be used for the benefit of students in the 21st Century After School Program at Ironwood Elementary School.
5. Kroger (Fry's Food Stores) donated a rebate check in the amount of \$500.00 to be used for the benefit of students at Ironwood Elementary School.
6. Thomson Reuters My Community Program donated a check in the amount of \$300.00 to be used for the benefit of students at Lookout Mountain Elementary School.
7. Anthony Holly Foundation donated a check in the amount of \$300.00 to be used for student field trips at Sunburst Elementary School.

*D. Issue RFPs for Specified Services – Auditing Services and Banking Services	16-17
*E. Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO), Strategic Alliance for Volume Expenditures (SAVE) and 1 Government Procurement Alliance (1GPA)	18-19
*F. Acceptance of the Target Field Trip Grants in the Amount of \$1,400.00	20
*G. Easement for APS at Lookout Mountain Elementary School	21-26
*H. First Reading of Proposed Amended Board Policy IHAMB – Family Life Education	27-29
*I. First Reading of Proposed Amended Board Policy IHBCA – Programs for Pregnant/Parenting Students	30-31
*J. First Reading of Proposed Amended Board Policy IHBE – Bilingual Instruction/Native Language Instruction	32-35

VIII. ACTION / DISCUSSION ITEM

- | | |
|---|----|
| A. Intergovernmental Cooperative Purchase Agreement with 1 Government Procurement Alliance (1GPA) and their Contract with Jokake Construction for Lighting Retrofit in an Amount Not to Exceed \$969,330.76 (Mike Kramer) | 36 |
|---|----|

Motion _____ Second _____ Vote _____

IX. INFORMATION / DISCUSSION ITEMS

- | | |
|--|-------|
| A. Centralized Registration Update (Cathy Thompson and Miriam Mahoney) | 37-45 |
| B. Student Travel Update (Maggie Westhoff) | 46-51 |

X. FUTURE AGENDA ITEMS

XI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

XII. 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 BEGINNING 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.

GOVERNING BOARD MINUTES: REGULAR MEETING AND EXECUTIVE SESSION

2012-2013

January 24, 2013

Administrative Center
Governing Board Room
4650 West Sweetwater Avenue
Glendale, AZ 85304-1505

I. REGULAR MEETING – GENERAL FUNCTION

A. Call to Order and Roll Call

Mr. Maza called the meeting to order at 7:01 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, Ms. Clorinda Graziano, Mr. Aaron Jahneke, and Mrs. Tee Lambert.

B. Moment of Silence and Meditation

Mr. Maza called for a moment of silence and meditation.

C. Pledge of Allegiance

Mr. Maza 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 Mrs. Lambert. The motion carried.

UNANIMOUS

E. Approval of the Minutes

A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the January 10, 2013 Regular Meeting. The motion was seconded by Ms. Graziano. The motion carried.

UNANIMOUS

F. Current Events: Governing Board and Superintendent

Mr. Adams shared the following:

- Enjoyed attending the ceremony where the Glendale Union High School District was recognized as the National Advanced Placement District of the year.
- Enjoyed attending the Arizona School Boards Association (ASBA) Retreat. He advised that there were exciting things happening at ASBA, especially with technology, e.g., website for Governing Board members.
- Thanked Board members for approving his travel to attend the Federal Relations Network (FRN) conference in Washington, D.C., January 27-29, 2013. He stated he would present a report on the conference at a future Governing Board meeting. Mr. Adams also thanked Ms. Janet Sullivan for her assistance with his preparation for the conference.

Mr. Jahneke shared that he purchased the Barnes and Noble gift cards for the Washington Education Foundation to donate for the Read Across America incentives at the schools.

Ms. Graziano shared the following:

- Thanked the directors of the Washington District's Honor Orchestra for asking her to help and participate with the students in the Honor Orchestra.
- Thanked the vendors who donated iPads for the principals and administrators.

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Mr. Maza thanked the District for hosting the appreciation reception to thank the vendors who donated iPads.

Dr. Cook introduced Mountain Sky Junior High School Assistant Principal, Mr. Tony Murphy who, in turn, introduced Mr. Brandon Price, Mountain Sky Social Studies teacher. Mr. Price shared how he and the staff collaborated to reach the common core goals for 7th and 8th grade.

G. Public Participation

There was no public participation.

H. Approval of the Consent Agenda

UNANIMOUS

A motion was made by Mr. Jahneke that the Governing Board approve the Consent Agenda items as presented. The motion was seconded by Mrs. Lambert. The motion carried.

II. CONSENT AGENDA

***A. Approval/Ratification of Vouchers**

UNANIMOUS

Approved and ratified the vouchers as presented.

***B. Personnel Items**

UNANIMOUS

Approved the personnel items as presented.

***C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)**

UNANIMOUS

Approved the public gifts and donations as presented.

1. Mr. Holland's Opus Foundation donated musical instruments with a value of \$11,228.00 to be used for the benefit of students at Manzanita Elementary School.
2. Fry's Food Store donated a check in the amount of \$500.00 to be used for the benefit of students at Desert Foothills Junior High School.
3. General Mills Box Tops for Education donated a check in the amount of \$641.50 to be used for the benefit of students at Moon Mountain Elementary School.
4. General Mills Box Tops for Education donated a check in the amount of \$516.10 to be used for the benefit of students at Mountain Sky Junior High School.
5. General Mills Box Tops for Education donated a check in the amount of \$359.30 to be used for the benefit of students at Roadrunner Elementary School.
6. General Mills Box Tops for Education donated a check in the amount of \$521.80 to be used for the benefit of students at Sunnyslope School.
7. General Mills Box Tops for Education donated a check in the amount of \$516.10 to be used to purchase library books for students at Mountain Sky Junior High School.

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8. General Mills Box Tops for Education donated a check in the amount of \$357.00 to be used for the benefit of students at Mountain View School.
 9. Rodel Foundation of Arizona donated a check in the amount of \$9,962.00 to be used for the MAC-Ro Math Program for the benefit of participating students at Acacia, Desert View, Mountain View, Shaw Butte, and Sunnyslope Elementary Schools.
 10. Safeway Foundation donated a check in the amount of \$1,869.00 to be used for the benefit of students and families at Cactus Wren Elementary School.
 11. Walmart donated two checks with the total amount of \$1,000.00 to be used for the benefit of students at Palo Verde Middle School.
 12. Kroger (Fry's Food Stores) donated a check in the amount of \$500.00 to be used for the benefit of students at Sunnyslope School.
 13. Lookout Mountain Elementary School Parent/Teacher Organization donated a check in the amount of \$7,558.90 to be used to purchase document cameras for the benefit of students.
 14. DonorsChoose.org donated books and audio books with a value of \$893.76 to be used for the benefit of students at Chaparral Elementary School.
 15. Atlasta Catering and Event Concepts donated an appetizer buffet and catering services with an approximate value of \$1,200.00 for the Academic Support Programs holiday appreciation dinner.
 16. Albertsons Market donated a check in the amount of \$1,000.00 to be used for the benefit of students at Sweetwater School.
 17. Kroger (Fry's Food Stores) donated a check in the amount of \$500.00 to be used for the benefit of students at Mountain View School.
 18. McCarthy Building Companies, Inc. donated a check in the amount of \$6,500.00 to purchase iPads to assist with the Teacher Evaluation Process.
- *D. Designation of the Superintendent and In-House Legal Counsel to Receive Service of Process **UNANIMOUS**
- *E. Acceptance of the Target Field Trip Grant in the Amount of \$700.00 **UNANIMOUS**

III. INFORMATION / DISCUSSION ITEMS

A. Northwest Light Rail Extension Update

Dr. Cook introduced Ms. Carla Kahn, Valley Metro Community Outreach Coordinator who, in turn, introduced Mr. Albert Santana, City of Phoenix Light Rail Administrator, to provide an update regarding the Northwest Light Rail Extension.

Mr. Santana reviewed the Northwest Light Rail Extension project background. He stated the project was placed on hold in 2009 and work would begin in January 2013 with completion projected for late 2015/early 2016.

Mr. Santana introduced Mr. Howard Steere, Valley Metro Community Relations Manager, who presented the construction scope of work.

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Mr. Steere reintroduced Ms. Carla Kahn, Valley Metro Community Outreach Coordinator, who reviewed the safety campaign for schools and students. Ms. Kahn advised that Valley Metro will work with schools to reach students, parents, teachers, and administrators; and will provide materials, e.g., posters, bookmarks, activity books, etc.

Mr. Adams thanked the presenters and asked where the Metro Light Rail line would go after ending at 19th Avenue and Dunlap Avenue. Mr. Steere replied that the approved Phase II project would go west on Dunlap Avenue and north on 25th Avenue to Mountain View Road. Mr. Steere advised that a study was being conducted to determine the next phase after the completion of Phase II.

Mr. Jahneke asked if Spectrum Mall had seen an increase in business since the light rail was completed. Mr. Steere responded that Spectrum Mall had reported increased business patronization as a result of the light rail.

Mrs. Lambert stated that she had attended several of the light rail community meetings the past several years and appreciated that they were always open and listened to the community concerns. Mrs. Lambert expressed concern regarding students who walk to school along the construction route. Mr. Steere stated that the safety of the students was a major concern. Mr. Santana stated that the City of Phoenix was a major partner of the light rail project and wanted to ensure the safety of its citizens. The Business Access/Safety Coordinator position was created to work with the construction project staff to ensure the safety of citizens. Mr. Santana advised that safe routes had been planned for students walking to school along the construction route. Mr. Santana will meet with each principal of the affected schools to inform them of the safe routes for students.

Mrs. Lambert expressed concern for the businesses during the light rail construction and how it would impact their patronage. Mr. Santana advised that the City of Phoenix had been having monthly meetings with the business community affected by the light rail construction and was trying to find creative ways to encourage the community to support the local businesses affected by the construction. Mrs. Lambert thanked Mr. Santana for the City's outreach in working with the community and the schools.

Ms. Graziano shared the following:

- Appreciated that during the Central Avenue light rail construction, business access was labeled.
- Thanked everyone involved with the Metro Light Rail for the presentation and the communication to the affected schools.
- Thanked everyone involved with the Metro Light Rail groundbreaking celebration and appreciated the information provided to the public so they know what to expect.
- Appreciated the support for the local businesses affected by the Metro Light Rail Extension.

Mr. Maza thanked everyone for the presentation and information provided.

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B. Information on Performance Contracting for Schools

Dr. Cook advised the Board that the District had been investigating an alternative method of procurement called performance contracting which was allowed through Arizona Revised Statute 15-213.01. Dr. Cook introduced Ms. Cathy Thompson, Director of Business Services, who provided information on performance contracting for schools.

Ms. Thompson advised the Board that energy savings performance contracts (ESPCs) allow school districts to accomplish energy savings projects without up-front capital costs and without allocating bond dollars or other capital funds for them. The energy service company (ESCO) guarantees that the improvements will generate energy cost savings sufficient to pay for the project over the term of the contract. After the contract ends, all additional cost savings accrue to the school district.

Ms. Thompson introduced Ms. Sue Pierce, Director of Facility Planning, who gave a presentation on performance contracting and reviewed the following:

- Participants in the process
- Key elements of the performance contract
 - Procurement
 - Project Development (IGA)
 - Financing
 - Measurement and Verification (M&V)
- Pros and cons of performance contracting
- Key points per ARS 15-213.01
- Third party engineer

Mr. Jahneke asked how the District would determine whether to finance the project through the ESCO or work with a finance company directly. He asked if the District would benefit because of the difference in interest rates. Ms. Thompson responded that the District would have the choice of doing an RFP, as well as, a separate request for ESCO to ensure that it was getting the best rate at that time. Ms. Thompson stated that the ESCO rate could vary and could depend on the size of the ESCO. Ms. Thompson advised that the District would also have the choice to do a contract or a lease. She stated that the type and size of a project could influence the type of financing the District would choose. Ms. Pierce added that some of the ESCOs have expertise in applying for government funding which could possibly affect the District's decision for selecting a financing source.

Mr. Adams thanked Ms. Pierce for the presentation and appreciated that the pros and cons were presented. Mr. Adams stated he would be interested in learning about other districts' experiences with performance contracting. Mr. Adams stated he was confident that with due diligence, the District would make the right decision regarding performance contracting.

Mr. Maza asked if other school districts were using performance contracting. Ms. Pierce responded that over 50 school districts have been using performance contracting, e.g., Glendale Union High School District, Balsz Elementary School District, Sunnyside, Winslow and Show Low. She stated that performance contracting was an opportunity for rural districts that needed mechanical improvements, but had no resources. Ms. Pierce advised that the School Facilities Board had been recommending performance contracting for the past two years because building renewal funding had not been available.

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Mrs. Lambert asked the following questions:

- How long has performance contracting been available? Ms. Pierce replied that performance contracting had been available nationally since the 1970s and used by many states. Ms. Pierce advised that Arizona had performance contracting in the early 1990s, however, legislators felt that there were abuses and schools were being taken advantage of and it was revised in Arizona statute. The Arizona Revised Statute 15-213.01 has allowed performance contracting in Arizona schools since the late 1990s and more school districts have recently been utilizing performance contracting.
- If the District opted to utilize performance contracting, would the District be evaluated as a whole or look at a particular project? Ms. Pierce responded that the District would like to test one or two small projects to see if it would be cost effective for the District and then would make a decision whether to continue performance contracting with larger projects.
- If the District chose to do financing through the energy service company, would it have its own financing source? Ms. Pierce replied that many of the energy service companies have banks that they work with or use investor groups.
- Would the District be responsible for maintenance of new equipment purchased, e.g., HVAC units? Ms. Pierce responded that factory warranties would cover all new equipment. If the performance contract was still in effect when the warranties expired, the District would be responsible for the maintenance.
- The presentation indicated that the third party engineer works as the owner's representative. Is the District considered the owner? Ms. Pierce replied that the District would be the owner.

Ms. Graziano asked the following questions:

- Gave an example of the District identifying a project, e.g., replacing light fixtures. If an ESCO proposed a cost of \$100,000.00 to replace the light fixtures and stated the District would have \$20,000.00 a year in energy savings, would the District sign a five year contract to pay the \$100,000.00 cost? Ms. Pierce advised that the District would evaluate the energy cost savings to determine if it would be in the District's best interest to sign a contract with a funding source that would pay the ESCO.
- One of the Cons listed in the presentation's Pros and Cons states "Lack of owner's expertise in energy savings verification and cost control". Would the District receive an energy savings report? Ms. Pierce responded that the ESCO is required, by law, to provide an annual report, however, the District would be able to request a report at any time. Ms. Pierce stated that this was a general statement and not particularly applicable to the Washington Elementary School District because it had been monitoring energy savings at each site for several years.
- Will the third party engineer be someone currently employed by the District, subcontracted out according to each project, or a new employee hired for the position? Ms. Pierce replied that the third party engineer would be a consultant hired to represent the District to handle every step in the performance contracting process.
- Do we pay the third party engineer until the project is completed or pay them through the term of the contract? Ms. Pierce advised that the third party engineer would have to evaluate the annual energy savings reports for the length of the contract. She stated that the average cost of measurement & verification (M&V) is 3% of guaranteed savings for the life of the contract.

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- If an ESCO designs and constructs a project, is the District obligated to sign a contract? Ms. Pierce responded that an ESCO would visit a potential project site and make an evaluation of the feasibility of the project at no cost, nor contractual obligation, to the District.

Mr. Adams asked the following questions:

- How would the District identify a potential energy service company. Ms. Pierce replied that before the District spent a lot of staff time identifying a potential project, it would need the Governing Board's direction whether to pursue performance contracting or not. If the Governing Board wished the District to utilize performance contracting, it would prepare a plan on how to proceed and present a recommendation to the Board
- If the Governing Board was receptive to do an investigation to see if the project was worth the time and effort, would the District select an ESCO? Ms. Pierce responded that the District would prepare a strategy to engage an ESCO and present it to the Governing Board.
- How would the District engage an ESCO? Ms. Pierce replied that the procurement could be through various means, e.g., an RFP, state contract, S.A.V.E., or other cooperatives.

Mr. Maza asked Dr. Cook if the appropriate next step would be to have an action plan for a given project presented to the Governing Board on a future Governing Board agenda. Dr. Cook responded that the purpose of presenting the concept of performance contracting to the Governing Board was to accomplish energy savings projects without up-front capital costs and without allocating bond dollars for them. Dr. Cook advised the Board that if they wanted a plan before a project was identified, they could direct the District to do so. She stated it would be helpful to know the Board's desire so the District could proceed as directed.

Mr. Adams advised he would like to have a comparison showing the cost to the District using bond dollars for a project versus using an ESCO through performance contracting. Mr. Adams stated he realized this was a way to save bond dollars, however, was concerned that it could cost the District more money utilizing Performance Contracting. Mr. Adams stated that he was confident that the District would use due diligence to arrive at the right decision.

Mr. Maza stated that the Governing Board members had expressed their opinions regarding Performance Contracting and believed that the District's administration knew what direction the Board wished to take. He said he looked forward to seeing recommendations on future agendas.

IV. FUTURE AGENDA ITEMS

Ms. Graziano asked if there were any policy changes due to last year's legislative session.

V. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

Ms. Graziano acknowledged the Acacia Elementary School teachers for their successful attendance at the Title I Conference and was pleased that it was a worthwhile experience.

Ms. Graziano thanked the Washington Education Foundation for sponsoring its annual Bowl-A-Thon.

Mr. Adams acknowledged the District for hosting the event to thank the vendors who donated iPads.

Mr. Jahneke acknowledged the Washington Education Foundation's annual Bowl-A-Thon.

Dr. Cook acknowledged Cathy Thompson and her team of volunteers, e.g., Carol Donaldson, Natalie McWhorter, Jill Hicks, for the vendor appreciation reception buffet which had no cost to the District.

Dr. Cook thanked Ms. Sue Snyder for filling in for Joyce Shiota in her absence.

VI. CALL FOR EXECUTIVE SESSION

UNANIMOUS

Call for Executive Session: Pursuant to A.R.S. §38-431.03 – A.5

It was recommended that the Governing Board establish an Executive Session to be held immediately during a recess in the Regular Meeting for:

- A.5 - Discussions or consultations with the designated representative of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedule, or compensation paid in the form of fringe benefits of employees of the public body – specifically regarding the 2012 Interest-based Negotiation (IBN) process.

A motion was made by Mrs. Lambert to call for an Executive Session. The motion was seconded by Mr. Adams. The motion carried.

VII. RECESSING OF REGULAR MEETING FOR EXECUTIVE SESSION

VIII. EXECUTIVE SESSION – GENERAL FUNCTION

A. Call to Order and Roll Call

B. Confidentiality Statement

All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, anything that has transpired or has been discussed during this executive session. To do so is a violation of ARS §38-431.03 unless pursuant to a specific statutory exception.

C. Discussion under A.R.S. §38-431.03 – A.5

- A.5 – Discussions or consultations with the designated representative of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedule, or compensation paid in the form of fringe benefits of employees of the public body – specifically regarding the 2012 Interest-based Negotiation (IBN) process.

IX. RECONVENING OF REGULAR MEETING

X. ADJOURNMENT

UNANIMOUS

A motion was made by Ms. Graziano to adjourn the meeting at 9:09 p.m. The motion was seconded by Mrs. Lambert. The motion carried.

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SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

January 24, 2013

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: February 14, 2013
 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

SUPPORTING DATA

Funding Source: Various
 Budgeted: Yes

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 FY12/13 PAYROLL VOUCHERS (warrants for services and materials, payroll expense):

1/25/13	2,826,705.27
Totals:	<u>2,826,705.27</u>

APPROVE/RATIFY FY 12/13 EXPENSE VOUCHERS (warrants for services and materials, payroll expense):

1/16/13	5,728,527.57
1/16/13	825.00
1/18/13	21,151.02
1/23/13	1,778,686.66
1/24/13	734.08
1/25/13	23,941.07
Totals:	<u>7,553,865.40</u>

SUMMARY AND RECOMMENDATION

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

Superintendent 

Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item *VII.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: February 14, 2013 Information
AGENDA ITEM: *Personnel Items 1st Reading

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

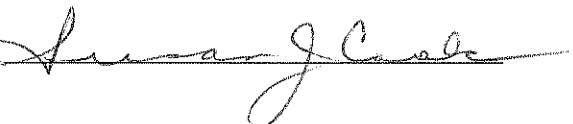
Funding Source: Various
Budgeted: Yes

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	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item *VIL.B.

PERSONNEL ACTION RECOMMENDED
February 14, 2013

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

A. ADMINISTRATIVE

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Aronowitz	Carla	Principal	Alta Vista	Retirement-SmartSchools	34	6/11/2013
McCormick	Cathy	Assistant Principal	Washington	Resignation	7	6/11/2013
Post	Barbara	Administrator of Gifted Services	Academic Services	Retirement-SmartSchools	34	6/28/2013

B. CERTIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Celles	Eydie	Teacher-4th Grade	Desert View	Retirement	8	5/30/2013
Bonds	Lisa	Teacher-Preschool Hdcp.	Sunset	Retirement	24	5/30/2013
Brockel	Florence	Teacher-CCB/SC	Ironwood	Retirement	16	5/30/2013
Butler	Lynn	Teacher-Preschool Hdcp.	Sunset	Retirement	22	5/30/2013
Danielson	Linda	Teacher-LD	Sunnyslope	Retirement-SmartSchools	40	5/30/2013
DeFoyd	Colleen	Teacher-4th Grade	Sunnyslope	Retirement	25	5/30/2013
Demory	Mikelyn	Teacher-4th Grade	Ocotillo	Retirement	25	5/30/2013
Dong	Lori	Speech Pathologist	Roadrunner/Desert View	Resignation	5	2/14/2013
Hurst	Paula	Academic Intervention Specialist	Moon Mountain	Retirement	5	5/30/2013
Haydukovich	Susan	Teacher-PE	Mountain Sky	Retirement	20	5/30/2013
Kitchen	Tamela	Teacher-2nd Grade	Roadrunner	Resignation	8	5/30/2013
Lopez	June	Librarian	Mountain View	Retirement-SmartSchools	26	5/30/2013
Maassen	MaryBeth	Program Coach	Shaw Butte	Retirement-SmartSchools	29	6/11/2013
MacDonald	Bonnie	Librarian	Palo Verde	Resignation	8	5/30/2013
Manos	Jean	Student Service Specialist	Ocotillo	Retirement-SmartSchools	33	5/30/2013
Manzer	Marlene	Teacher-LD	Orangewood	Retirement	24	5/30/2013
Mills	Margaret	Teacher-3rd Grade	Lakeview	Retirement-SmartSchools	24	5/30/2013
Mincions	MaryBeth	Teacher-Music	Alta Vista	Retirement-SmartSchools	17	5/30/2013
Murphy	Lori	Teacher-2nd Grade	Cactus Wren	Retirement	13	5/30/2013
Palacios	Summer	Teacher-2nd Grade	Washington	Resignation	7	5/30/2013
Pameditis	Leonard	Teacher-Science	Sweetwater	Resignation	4	5/30/2013
Patterson	Christopher	Teacher-Art	Roadrunner	Resignation	8	5/30/2013
Smyers	Shari	Teacher-CCK	Maryland	Retirement	12	5/30/2013
Talbot	Teri	Teacher-Science	Royal Palm	Retirement	17	5/30/2013
Yates	DeVonna	Teacher-4th Grade	Cactus Wren	Retirement	12	5/30/2013
Young	Sue	Teacher-4th Grade	Ironwood	Retirement-SmartSchools	25	5/30/2013

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Barraza	Robert	Public Safety Officer	Safety/Security	Resignation	10 mo.	1/24/2013
Barrow	Ticola	Speech/Language Pathology Assistant	Mountain View	Resignation	1.5	1/14/2013
Gonzales	Patricia	Library Technician	Mountain View	Retirement-SmartSchools	23	5/30/2013
Hughes	Joanne	Human Resources Office Supervisor	Human Resources	Retirement-SmartSchools	30	6/28/2013

PERSONNEL ACTION RECOMMENDED

February 14, 2013

C. FULL-TIME CLASSIFIED (continued)

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Moon	Roger	Grounds Supervisor	Maintenance	Retirement-SmartSchools	32	6/28/2013
Perez-Guerrero	Rene	Night Custodian	Desert Foothills	Resignation	5	2/7/2013
Ripley	Tyra	Psychologist	Special Services	Resignation	14	6/14/2013
Rodriguez	Cynthia	Health Technician	Mountain View	Resignation	1	3/8/2013
Sosa	Larry	Facilities Manager	Maryland	Resignation	5	1/28/2013
Thomas	Shirley	Night Custodian	Alta Vista	Resignation	4 mo.	1/25/2013
Wessel	Amy	Office Manager	Orangewood	Retirement	22	2/28/2013

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Black	Jennifer	Special Ed. Assistant	Sweetwater	Resignation	3 mo.	1/25/2013
Brown	Rhonda	Crossing Guard	Ironwood	Resignation	3 mo.	1/9/2013
Campbell	Brandi	Food Service Unit Leader	John Jacobs	Resignation	1	2/15/2013
Chaira	Christina	Special Ed. Assistant	Manzanita	Resignation	5 mo.	1/25/2013
Clark	Beverly	KidSpace Assistant	Acacia	Retirement	15	5/29/2013
Close	Sheri	Food Service Helper	Lookout Mountain	Leave of Absence for remainder of 12/13 FY		2/5/2013
Cohen	Cydney	Instructional Assistant	Ironwood	Resignation	5 mo.	1/25/2013
Hernandez	Iliana	Crossing Guard	Shaw Butte	Resignation	4 mo.	1/18/2013
Hester	Carol	Monitor/Crossing Guard	Richard Miller	Resignation	6 mo.	2/8/2013
Howard	Margaret	Special Ed. Assistant	Ironwood	Retirement	24	5/29/2013
Johnson	Christopher	Special Ed. Assistant	Sweetwater	Resignation	4 mo.	12/20/2012
Keller	Briana	Bus Driver	Transportation	Resignation	2	4/28/2013
Koeplin	Sandra	Personal Care Provider	Desert View	Resignation	1	1/25/2013
Kudal	Margaret	Paraprofessional	Roadrunner	Retirement	25	5/29/2013
Lockett	Cheryl	Special Ed. Assistant	Sweetwater	Resignation	4 mo.	1/18/2013
Miles	Belle	Food Service Helper	Mountain Sky	Termination	5 mo.	1/30/2013
Markus	Elizabeth	HeadStart Support Instructor	Washington	Resignation	4.5	2/8/2013
McLain	Erika	Food Service Helper	Desert Foothills	Resignation	6 mo.	2/22/2013
Orozco Jr.	Salvador	Bus Driver	Transportation	Termination	1.5	1/29/2013
O'Steen	Mary	Paraprofessional	Ocotillo	Resignation	5 mo.	1/14/2013
Petrinoulx	Teresa	Bus Driver	Transportation	Resignation	6.5	2/1/2013
Pierce	Susan	Crossing Guard	Shaw Butte	Resignation	1	12/20/2012
Reynolds	Lindsey	Paraprofessional	Arroyo	Resignation	4 mo.	2/15/2013
Sisney	Bridget	Food Service Helper	Cholla	Resignation	4 mo.	2/8/2013
Wier	Louella	Paraprofessional	Sunnyslope	Retirement	6	5/29/2013
Yancy	Susan	KidSpace Site Coordinator	Manzanita	Resignation	2 mo.	1/25/2013
Yeoman	Sarah	Special Ed. Assistant	Sweetwater	Resignation	1	1/24/2013
Zulic	Consuelo	Food Service Helper	Chaparral	Termination	3 mo.	1/30/2013

II. EMPLOYMENT

A. ADMINISTRATIVE

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
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PERSONNEL ACTION RECOMMENDED

February 14, 2013

B. CERTIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Brown	Kendra	Speech Pathologist	E	Special Services	
Day	Cecelia	Teacher-Visually Hdcp.	E	Special Services	Balance of Year Contract
Gortarez	Yolanda	Teacher-Kindergarten	E	Manzanita	Balance of Year Contract
Hodges	Krissy	Teacher-LD	E	Chaparral	Balance of Year Contract
Rufkahr	Anthony	Teacher-7th Grade	E	Royal Palm	Balance of Year Contract
Sherrell	Victoria	Academic Intervention Specialist	E	Cactus Wren	Balance of Year Contract
Struthers	Amber	Teacher-Science	E	Mountain Sky	Balance of Year Contract
Tallakson	Ashley	Teacher-3rd Grade	E	Lakeview	Balance of Year Contract

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Brown	Gilbert	Helpdesk Technician	E	MIS
Castillo-Estrada	Jose	Night Custodian 9 mo.	N	Moon Mountain
Gonzalez	Maria	Night Custodian 9 mo.	N	Alta Vista
Montano	David	Night Custodian 9 mo.	N	Washington
Noory	Yousif	Custodian	E	Lookout Mountain
Todd	Darci	Health Technician	E	Sahuaro

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Allen	Gabrielle	Crossing Guard	E	Mountain Sky
Arroyo	laura	Crossing Guard	E	Shaw Butte
Balcerek	Michael	Paraprofessional	E	Moon Mountain
Berlinger	Ellen	Paraprofessional	E	Sahuaro
Carena	Suzanne	Food Service Helper	E	Food Services
Dukes	Elizabeth	Paraprofessional	E	Manzanita
Finochio	Barbara	Bus Driver	E	Transportation
Glas	Roger	Bus Assistant	E	Transportation
Halchishick	Paul	Crossing Guard	E	Shaw Butte
Hanlon	Shea	Paraprofessional	E	Lakeview
Huizinga	Brittany	Paraprofessional	E	Arroyo
Incontro	Dino	Bus Driver	E	Transportation
Lowley	Elisa	Food Service Helper	E	Food Services
Mason	Keeley	Special Ed. Assistant	E	Sweetwater
Pickard	Margaret	Special Ed. Assistant	E	Mountain Sky
Ramey	Tammy	Paraprofessional	E	Manzanita
Reed	Sandra	Paraprofessional	E	Palo Verde
Rogers	Theresa	Food Service Clerk	E	Food Services
Shields	Patricia	Paraprofessional	E	Orangewood
Smith	Kathy	Instructional Assistant	E	Mountain Sky
Todd	Stephanie	Paraprofessional	E	Sahuaro
Tolano	Stephanie	Crossing Guard	E	Palo Verde
Ulloa	Sara	Crossing Guard	E	Royal Palm
Vaughn	Michele	Bus Driver	E	Transportation
Wheelock	Anna	Paraprofessional	E	John Jacobs
Zavalza	Elena	Paraprofessional	E	Alta Vista

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: February 14, 2013 Information
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

Funding Source: Donations
Budgeted: N/A

1. Walnut Canyon Press/Annica and Adi Benning donated 2,700 copies of the book Arizona: Nations and Art (the history, art and culture of the Arizona Native Americans) with a value of \$24,165.00 for all 4th grade students in the Washington Elementary School District. The book was written by Ms. Annica Benning.
2. Washington Education Foundation donated Barnes & Noble gift cards with a total value of \$480.00 to be used by each Washington Elementary School District school as incentives for Read Across America.
3. St. Mary's Food Bank Alliance donated bottles of Gatorade with a value of \$48,140.00 to be used at school field days across the District.
4. Villa Deli donated a check in the amount of \$300.00 to be used for the benefit of students in the 21st Century After School Program at Ironwood Elementary School.
5. Kroger (Fry's Food Stores) donated a rebate check in the amount of \$500.00 to be used for the benefit of students at Ironwood Elementary School.
6. Thomson Reuters My Community Program donated a check in the amount of \$300.00 to be used for the benefit of students at Lookout Mountain Elementary School.
7. Anthony Holly Foundation donated a check in the amount of \$300.00 to be used for student field trips at Sunburst Elementary School.

SUMMARY AND RECOMMENDATION

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

Superintendent 

Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item *VII.C.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: February 14, 2013 Information
AGENDA ITEM: *Issue RFPs for Specified Services – Auditing Services and Banking Services
INITIATED BY: Howard Kropp, Director of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Director of Purchasing
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, DJE and ARS 15-213

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

The purpose of requesting authorization to issue request for proposals (RFPs) is to obtain qualified firms to provide specified services required by the District. In this case, it is not practical or advantageous to procure these services by competitive sealed bidding because a bid does not allow the District to use a contract other than a fixed-price type, conduct oral or written discussions with offerors concerning technical and price aspects of their proposals, afford offerors an opportunity to revise their proposals, nor allow the District to compare the different price, quality, and contractual factors of the proposals submitted and award a contract in which price is not the determining factor.

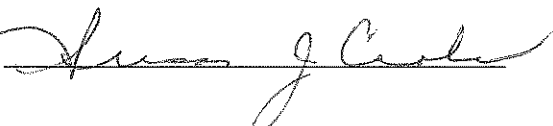
A multi-term contract is recommended for each of these procurements. In accordance with School District Procurement Rules R7-2-1093, it is determined that:

1. The estimated requirements cover the period of the contracts and are reasonable and continuing.
2. The use of the subsequent multi-term contracts will serve the best interest of the school district by encouraging effective competition or otherwise promoting economies of scale in school district procurement.
3. If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor may only be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the materials or services delivered under the contract or which are otherwise not recoverable. The cost of cancellation may be paid from any appropriations available for such purposes.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board authorize the issuance of RFP No. 13.007 for the solicitation Auditing Services, and RFP No. 13.008 for Banking Services.

Superintendent



Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item *VILD.

***Issue RFPs for Specified Services – Auditing Services and Banking Services**

February 14, 2013

Page 2

Copies of the requests for proposal specifications associated with each of the services noted on the following list will be available for review in the Purchasing Department.

RFPs to be issued during 2012-2013 with contracts beginning July 1, 2013 include, but are not limited to the following:

RFP #	Title	Department Budget	Estimated 2013-2014 Budget
13.007	Auditing Services	All Departments and Schools, Various Funds	To be used as needed, if needed.
13.008	Banking Services	Various Funds	To be used as needed, if needed.

13.007, Auditing Services

The purpose of this Request for Proposal is to obtain a Certified Public Accountant or Public Accountant to conduct financial and compliance audits of financial transactions and accounts kept by or for Washington Elementary School District.

13.008, Banking Services

The purpose of this Request for Proposal is to enter into a contract with a vendor to perform banking services on behalf of the District. These services are necessary in order to reconcile the trust funds, general funds, cafeteria funds, and student activity funds.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: February 14, 2013 Information
AGENDA ITEM: *Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO), Strategic Alliance for Volume Expenditures (SAVE) and 1 Government Procurement Alliance (1GPA) 1st Reading

INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: A.R.S. 11-952; A.A.C. R7-2-1191-R7-2-1195

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

The Purchasing Department is recommending authorization to utilize the contracts presented for anticipated purchases in excess of the bidding threshold. No school or department can spend more than is budgeted without prior approval from the Finance Department. Schools and departments budget for goods or services without a particular vendor in mind.

Presented is a list of Intergovernmental Cooperative Purchase Agreements related to the Purchasing Department previously awarded by the Governing Board.

A.R.S. 11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements. A school district may either, participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any materials, services, or construction with one or more public procurement units in accordance with an agreement entered into between the participants. By participating in a cooperative purchase, public entities that bid common items/services can obtain economy of scale pricing and best value and reduce administrative duplication of cost and effort for all participating public entities.

Copies of the contracts are available for review in the Purchasing Department. The Purchasing Department follows a process to perform due diligence on every cooperative contract prior to making a recommendation for award.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Intergovernmental Cooperative Purchase Agreements and contract purchases with State Procurement Office (SPO), Strategic Alliance for Volume Expenditures (SAVE) and 1 Government Procurement Alliance (1GPA).

Superintendent



Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item *VII.E.

SAVE CONTRACT

2012-2013 proposed budget capacity for Maintenance Services is \$651,797.83

Contract Title:	Performance Contracting Services
Vendor(s):	Climatec
Contract Issuer:	Contract issued through Crane School District #C-003-910
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance Department / M&O/Bond
Expended to date in 2012-2013:	New Contract

1GPA CONTRACT

Contract Title:	Job Order Contracting
Vendor(s):	D. L. Withers
Contract Issuer:	Contract issued through 1GPA
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance Department / M&O/Bond
Expended to date in 2012-2013:	New Contract

STATE CONTRACTS

2012-2013 proposed tech hardware under \$5000 budget capacity for the District is \$795,749.19

Contract Title:	Two-Way Radios
Vendor(s):	
Aeroflex	Midland Radio Corporation
Arizona Wireless and Radio	Motorola Solutions
B & B Selectcom, Inc.	Mr. Radio of Arizona
Creative Communications and Sales	Niles Radio
Durham Communications	Pro-Tec Mobile Communications
Harris Corporation	RELM Wireless Coporation
Icom America	Southwest Radio Sales
Kelley Communications	Wecom, Inc.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Departments and Schools/M&O
Expended to date in 2012-2013:	\$31,892.54

2012-2013 proposed budget capacity for Maintenance Services is \$651,797.83

Contract Title:	Emergency and Routine Response
Vendor(s):	Environmental Response, Inc.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance Department/M&O/Bond
Expended to date in 2012-2013:	New Contract

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u> X </u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u> </u>	Discussion
DATE:	February 14, 2013	<u> </u>	Information
		<u> </u>	1st Reading
AGENDA ITEM:	<u>*Acceptance of the Target Field Trip Grants in the Amount of \$1,400.00</u>		
INITIATED BY:	<u>Kathleen McKeever, Interim Director of Academic Support Programs</u>	SUBMITTED BY:	<u>Kathleen McKeever, Interim Director of Academic Support Programs</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Kathleen McKeever, Interim Director of Academic Support Programs</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>DDA</u>		

SUPPORTING DATA

Funding Source: Grants
Budgeted: Yes

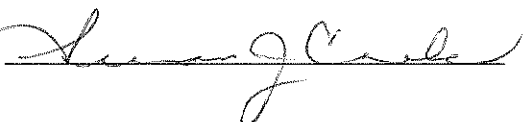
In accordance with Board policy, the Governing Board is advised that the following grants have been received in support of Washington Elementary School District students, parents, and staff.

Funder	Location	Amount	Purpose
Target Field Trip Grant	Orangewood (N)	\$700.00	Field Trip
Target Field Trip Grant	Ironwood (N)	\$700.00	Field Trip

(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 Target Field Trip Grants in the amount of \$1,400.00 and authorize the Superintendent to execute all necessary documents.

Superintendent 

Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item *VII.F.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: February 14, 2013 Information
AGENDA ITEM: *Easement for APS at Lookout Mountain Elementary School 1st Reading
INITIATED BY: Mike Kramer, Director SUBMITTED BY: Mike Kramer, Director of
Maintenance and Capital Projects Maintenance and Capital Projects
PRESENTER AT GOVERNING BOARD MEETING: Mike Kramer, Director of Maintenance and Capital
Projects
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: No Cost to District
Budgeted: N/A

APS is requesting that the District grant an easement for the purpose of providing electrical service to the transformer that will power the cell tower at Lookout Mountain Elementary School. The easement is non-exclusive and will not affect the continued use of the property by the school. The requirement that no buildings, other structures, or trees be placed within the limits of the Easement without the prior consent of APS as a result of the installation of underground electrical lines will not impact the use of this area by the school. In addition, it has been determined that such restrictions will not impact the future operation of the school.

The required community meetings have been held as well as the City of Phoenix Zoning Division granted approval on January 17, 2013. There were no appeals following the approval, therefore, the easement is now brought to the Governing Board for action.

A copy of the easement request and location are attached. There are no costs to the District for the use of the easement.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the APS Easement request for the proposed installation of underground electrical service to the transformer that will power the cell tower at Lookout Mountain Elementary School and authorize the Superintendent to execute the necessary documents on behalf of the District.

Superintendent _____

Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item *VII.G.

NW-8-3N-3E
APN – 208-17-674
WA129577
BDP

Page 1 of 3

UTILITY EASEMENT

WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6, an Arizona Public School District, (hereinafter called "Grantor"), is the owner of the following described real property located in Maricopa County, Arizona (hereinafter called "Grantor's Property"):

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Grantor, for and in consideration of One Dollar (\$1.00) and other valuable consideration, receipt of which is hereby acknowledged, does hereby grant and convey to **ARIZONA PUBLIC SERVICE COMPANY**, an Arizona corporation, (hereinafter called "Grantee"), and to its successors and assigns, a non-exclusive right, privilege, and easement at locations and elevations, in, upon, over, under, through and across, a portion of Grantor's Property described as follows (herein called the "Easement Premises"):

SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF

Grantee is hereby granted the right to: construct, reconstruct, replace, repair, operate and maintain electrical lines, together with appurtenant facilities and fixtures for use in connection therewith, for the transmission and distribution of electricity to, through, across, and beyond Grantor's Property; install, operate and maintain telecommunication wires, cables, conduits, fixtures and facilities incidental to supplying electricity or for Grantee's own use (said electrical and telecommunication lines, facilities and fixtures collectively herein called "Grantee Facilities"); utilize the Easement Premises for all other purposes connected therewith; and permit the installation of the wires, fixtures, conduits, or cables of any other company.

Grantee is hereby granted the right, but not the obligation, to trim, prune, cut, and clear away trees, brush, shrubs, or other vegetation on, or adjacent to, the Easement Premises whenever in Grantee's judgment the same shall be necessary for the convenient and safe exercise of the rights herein granted.

Grantee shall at all times have the right of full and free ingress and egress to and along the Easement Premises for the purposes herein specified.

Grantor shall maintain a clear area that extends 2 feet from and around all edges of all transformer pads and other equipment pads, 3 feet from and around all edges of all switching cabinet pads and a clear operational area that extends 10 feet immediately in front of all transformer, switching cabinet and other equipment openings. No obstructions, trees, shrubs, large landscape rocks, fences, fixtures, or permanent structures shall be placed by Grantor within said areas; nor shall Grantor install landscaping irrigation or sprinkler systems within said areas. Landscaping irrigation or sprinkler systems installed adjacent to the clear areas shall be installed and maintained so that they do not spray on the transformers, switching cabinets or any other equipment.

Grantor shall not locate, erect or construct, or permit to be located, erected or constructed, any building or other structure or drill any well within the limits of the Easement Premises; nor shall Grantor plant or permit to be planted any trees within the limits of the Easement Premises without the prior written consent of Grantee. However, Grantor reserves the right to use the Easement Premises for purposes that are not inconsistent with Grantee's easement rights herein conveyed and which do not interfere with or endanger any of the Grantee Facilities, including, without limitation, granting others the right to use all or portions of the Easement Premises for utility or roadway purposes and constructing improvements within the Easement Premises such as paving, sidewalks, landscaping, and curbing. Notwithstanding the foregoing, Grantor shall not have the right to lower by more than one foot or raise by more than two feet the surface grade of the Easement Premises, and in no event shall a change in the grade compromise Grantee's minimum cover requirements or interfere with Grantee's operation, maintenance or repair.

Grantee agrees that following any installation, excavation, maintenance, repair, or other work performed by Grantee within the Easement Premises, the affected area will be restored by Grantee to as close to original condition as is reasonably possible, at the expense of Grantee; and that Grantee shall indemnify Grantor, to the extent required by law, for any loss, cost or damage incurred by Grantor as a result of any negligent installation, excavation, maintenance, repair or other work performed by Grantee within the Easement Premises.

The easement granted herein shall not be deemed abandoned except upon Grantee's execution and recording of a formal instrument abandoning the easement.

The covenants and agreements herein set forth shall extend and inure in favor and to the benefit of, and shall be binding on the heirs, administrators, executors, successors in ownership and estate, assigns and lessees of Grantor and Grantee.

[THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

IN WITNESS WHEREOF, **WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6**, an Arizona Public School District, has caused this Utility Easement to be executed by its duly authorized representative, this ____ day of _____, 201__.

**WASHINGTON ELEMENTARY SCHOOL
DISTRICT NO. 6**
an Arizona Public School District

By: _____

Its: _____

(Signature)

STATE OF _____ }
 } ss.
County of _____ }

This instrument was acknowledged before me this ____ day of _____, 201__

by _____ (Grantor)
on behalf of WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6, an Arizona Public School District.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Notary Seal:

Notary Public Signature

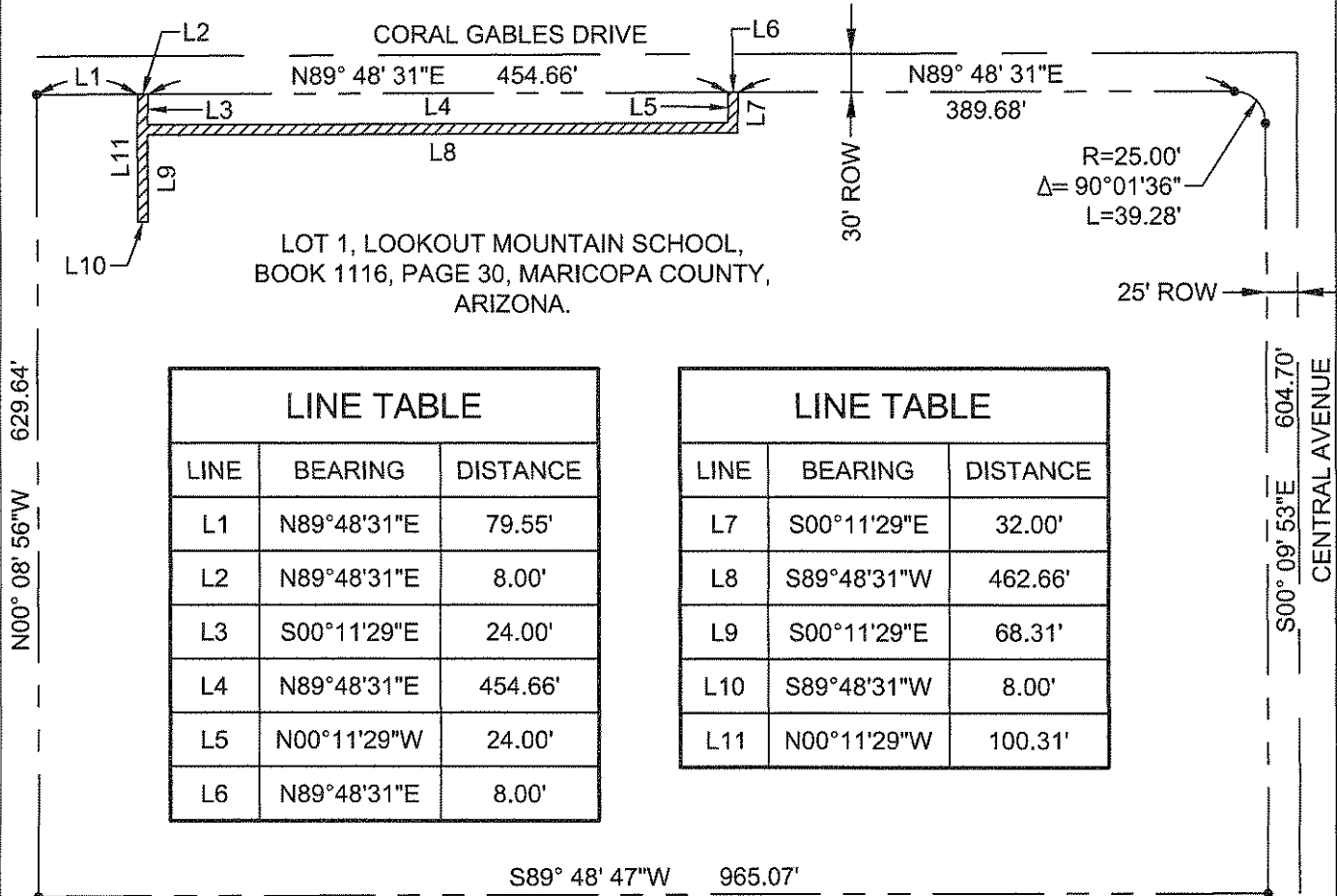
EXHIBIT "A"

(LEGAL DESCRIPTION OF GRANTOR'S PROPERTY)

LOT 1, LOOKOUT MOUNTAIN SCHOOL, according to Book 1116 of Maps, Page 30, records of Maricopa County, Arizona.

EXHIBIT "B"

SKETCH SHOWING LOCATION AND LIMITS OF
UTILITY EASEMENT



THE PURPOSE OF THIS EXHIBIT IS TO DEPICT THE DIMENSIONS AND APPROXIMATE LOCATION AND ALIGNMENT OF THE ELECTRIC LINE AND EQUIPMENT. THE LOCATION AND ALIGNMENT OF THE ELECTRIC LINE AND EQUIPMENT AS ACTUALLY CONSTRUCTED SHALL TAKE PRECEDENCE OVER THE LOCATION AND ALIGNMENT SHOWN ON THIS EXHIBIT.

LEGEND	
	EASEMENT AREA
	ROAD CENTERLINE
	PROPERTY LINE
	PROPERTY CORNER

W#: WA129577

DATE: 10-31-2012

NW 1/4 SEC 8 T 3N R 3E

SCALE: 1:140

R/W: B.PARR

SURVEY: B.PARR E. SERAFIN

DRAWN BY: B.PARR

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: February 14, 2013 X Information
AGENDA ITEM: *First Reading of Proposed Amended Board Policy IHAMB – Family Life Education
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGC

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

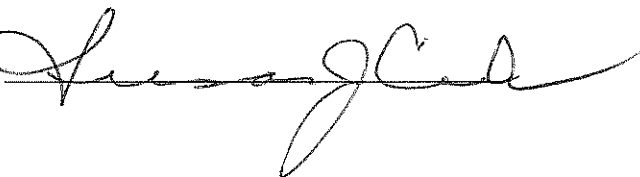
In the 2012 Legislative session, the Legislature approved SB 1009 that established A.R.S. §15-108. The Statute directs that a school district shall not endorse or provide financial or instructional program support that does not present childbirth and adoption as preferred option to elective abortion. To comply with the Statute, ASBA Policy Services proposed the revisions as noted to Policy IHAMB.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policy IHAMB – Family Life Education.

Superintendent



Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item *VII.H.

FAMILY LIFE EDUCATION

Instruction in Sex Education

Grades K – 8:

- Instruction in sex education may be offered in the District in conformity with the requirements of Arizona law.
- Prior to offering sex education, the Board shall establish an *ad hoc* advisory committee with membership representative of the District's size and the racial and ethnic composition of the community to assist in the development of lessons and advise the Board on an ongoing basis.
- The Board shall review the total instructional materials for lessons presented for approval.
- The Board shall publicize and hold at least two (2) public hearings for the purpose of receiving public input at least one (1) week prior to the Board meeting at which sex education lessons will be considered for approval.
- The Board shall maintain for viewing by the public the total instructional materials to be used in approved sex education lessons within the District.
- The Superintendent shall, before recommending the offering of instruction in sex education, develop and implement regulations that meet the requirements of Arizona regulatory and statutory law.
- If sex education is offered in grades seven (7) and eight (8) the curricula shall include instruction on the laws relating to sexual conduct with a minor.

Certification of Compliance

The District shall certify, under the notarized signatures of both the Governing Board President and the Superintendent, compliance with A.A.C. R7-2-303. Acknowledgment of receipt of the compliance certification from the State Board of Education is required as a prerequisite to the initiation of instruction. Certification of compliance shall be in a format and with such particulars as shall be specified by the Department of Education.

**Instruction on Acquired Immune
Deficiency Syndrome and Human
Immunodeficiency Virus**

The District may provide instruction in kindergarten (K) through grade eight (8) on acquired immune deficiency syndrome and the human immunodeficiency virus as authorized by Arizona law.

If instruction is to be offered at one (1) or more grade levels, the Superintendent shall develop and implement regulations on such instruction that conform to Arizona law.

Promotion of Childbirth

The District shall not endorse or provide financial or instructional program support to any program that does not present childbirth and adoption as preferred options to elective abortion.

The District shall not allow any presentation during instructional time or furnish any materials to pupils as part of any instruction that does not give preference, encouragement and support to childbirth and adoption as preferred options to elective abortion.

Adopted: date of manual adoption

LEGAL REF.:	A.R.S.	<u>15-108</u>
		15-341
		15-716
		15-720
	A.A.C.	R7-2-300

CROSS REF.:

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u> X </u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u> </u>	Discussion
DATE:	February 14, 2013	<u> X </u>	Information
AGENDA ITEM:	*First Reading of Proposed Amended Board Policy IHBCA – Programs for Pregnant/Parenting Students		
INITIATED BY:	<u>D. Rex Shumway, Legal Counsel</u>	SUBMITTED BY:	<u>D. Rex Shumway, Legal Counsel</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>D. Rex Shumway, Legal Counsel</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BGC</u>		

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

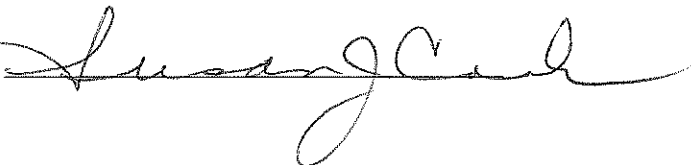
ASBA Policy Services has recommended the deletion of the requirement in IHBCA – Programs for Pregnant/Parenting Students, for a pregnant student to notify school authorities of their status. This recommendation is made in order to respect the decision of choice to be made by the minor student and custodial parents who have legal decision-making authority.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policy IHBCA – Programs for Pregnant/Parenting Students.

Superintendent



Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item *VIII

**PROGRAMS FOR PREGNANT /
PARENTING STUDENTS**

Pregnant students should have the same educational opportunities as their peers. Such students may also need additional counseling and health services that are available through the public schools.

Pregnant students may elect to remain in the regular school program and shall not be involuntarily excluded from any part of the school program, provided, however, that reasonable safeguards are maintained both for the school's and the student's best interests.

~~Pregnant students shall notify school authorities of their status as soon as it is ascertained.~~

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-341

CROSS REF.: AD – Educational Philosophy/School District Mission
 IHBF – Homebound Instruction
 JHD – Exclusions and Exemptions from School Attendance

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: February 14, 2013 X Information
AGENDA ITEM: *First Reading of Proposed Amended Board Policy IHBE – Bilingual Instruction/Native Language Instruction 1st Reading
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGC

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

ASBA Policy Services has recommended the noted revision to IHBE – Bilingual Instruction/Native Language Instruction in order to conform to the language of A.R.S. 15-753 – Parental Waivers. This Statute allows the parent to request a waiver from the application of the English language education requirements and ensures that the parent will receive a “full description” of all educational materials and educational opportunities available.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policy IHBE – Bilingual Instruction/Native Language Instruction.

Superintendent 

Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item *VII.J.

BILINGUAL INSTRUCTION / NATIVE LANGUAGE INSTRUCTION

Individual schools in which twenty (20) or more students of a given grade level receive parental exception waivers in accord with A.R.S. 15-753 shall offer classes teaching English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. Where these programs are not available students receiving parental exception waivers shall be permitted to transfer to a public school in which such a class is offered.

Prerequisites for Waiver Requests

With prior written informed consent, provided on an annual basis, a student's parents or legal guardian may request a waiver from the application of A.R.S. 15-752 - being placed in an English language classroom. In order to apply for a waiver the parents or guardian must:

- Visit the school to apply for the waiver, and while at the school,
 - Be provided a full description of the educational materials to be used in the different educational program choices, and
 - Be provided a full description of all the educational opportunities available to the child.

Parental Exception Waiver

A parental exception waiver may be applied for if the above prerequisites have been met and at least one (1) of the following applies:

- The student already possesses good English language skills, as measured by:
 - Oral evaluation or standardized tests of English vocabulary comprehension, reading, and writing, in which the student scores:
 - Approximately at or above the state average for the student's grade level, or
 - At or above the 5th grade average, whichever is lower

- The student is age ten (10) or older, and
 - It is the informed belief of the school principal and educational staff that an alternate course of educational study would be better suited to the student's overall educational progress and rapid acquisition of basic English language skills.
- The student has special individual needs (physical and psychological needs above and beyond the lack of English proficiency).
 - Any decision to issue a waiver based on special individual need is to be made subject to the examination, approval and authorizing signature of the Superintendent within, but not limited to, the following guidelines:
 - The student has already been placed in an English language classroom for not less than thirty (30) calendar days during that school year.
 - It is subsequently the informed belief of the school principal and educational staff that the child has such special and individual physical or psychological needs, above and beyond the lack of English proficiency, and an alternate course of educational study would be better suited to the student's overall educational development and rapid acquisition of English.
 - ◆ A written description of not less than two hundred fifty (250) words documenting these special individual needs for the specific student must be provided and permanently added to the student's official school record after,
 - ◆ A special needs review has been completed by persons knowledgeable about the student, the student's school history, the student's special individual needs, the meaning of evaluation data, and the placement options. The review shall be based upon the student's existing records, including academic, social, and behavioral records.

- ◆ The waiver application must contain the original authorizing signature of the school principal.
- If the student has been determined to be a student with a disability under the Individuals with Disabilities Education Act then all procedural safeguards including those relative to evaluation and the provision of free appropriate public education must be followed.
- If the student has been determined to be a student with a disability under Section 504 of the Rehabilitation Act of 1973, evaluation and such accommodations as are necessary to provide a free appropriate public education shall be provided in accord with the act.
- Teachers and local school districts may reject waiver requests without explanation or legal consequence. The existence of such special individual needs shall not compel issuance of a waiver.
- The parents shall be fully informed of their right to refuse to agree to a waiver for special individual needs.

The Superintendent shall develop procedures as necessary for implementation of this policy.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-744
 15-751
 15-752
 15-753
 15-754
 15-755
 A.A.C. R7-2-310

CROSS REF.: IHA – English Instruction
 IHB – special Instructional Programs
 IHBA – Special Instructional Programs and Accommodations
 for Disabled Students

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

X
X

 Action

FROM: Dr. Susan J. Cook, Superintendent

 Discussion

DATE: February 14, 2013

 Information

AGENDA ITEM: Intergovernmental Cooperative Purchase Agreement with 1 Government Procurement Alliance (1GPA) and their Contract with Jokake Construction for Lighting Retrofit in an Amount Not to Exceed \$969,330.76

 1st Reading

INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services

PRESENTER AT GOVERNING BOARD MEETING: Mike Kramer, Director of Capital Projects/Maintenance

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Bond
Budgeted: Yes

The Purchasing Department is recommending authorization to utilize the contracts presented for anticipated purchases in excess of the bidding threshold. No school or department can spend more than is budgeted without prior approval from the Finance Department. Schools and departments budget for goods or services without a particular vendor in mind.

The Capital Project team, along with our Bond Management Consultant, the H2 Group, has identified the need for lighting retrofit projects at 15 campuses throughout the District and therefore would like to utilize a Cooperative Purchasing Agreement (CPA) with Jokake Construction through their 1 Government Procurement Alliance (1GPA) contract.

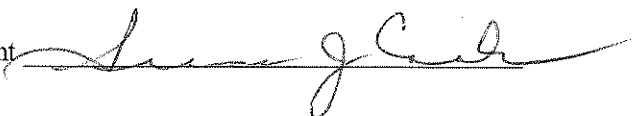
When a decision is made to use a cooperative contract rather than a District RFP or bid process, it is usually because of time efficiency. All vendors that have been awarded a cooperative contract have met school district procurement requirements and WESD has reviewed these contracts for the proper due diligence. The District has been working with the lighting projects for several months and has implemented a pilot project at Mountain Sky Junior High School to determine type of installation and acceptable cost for the other projects.

Copies of the contracts are available for review in the Purchasing Department. The Purchasing Department follows a process to perform due diligence on every cooperative contract prior to making a recommendation for award.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve usage of Cooperative Purchase Agreement with 1 Government Procurement Alliance (1GPA) and their contract with Jokake Construction for lighting retrofit in an amount not to exceed \$969,330.76.

Superintendent



Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item VIII.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: February 14, 2013
AGENDA ITEM: Centralized Registration Update
INITIATED BY: Cathy Thompson, Director of Business Services
SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services and Miriam Mahoney, Student Data Manager
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

Over the last several years there has been an ongoing concern about how Washington Elementary School District (WESD) could ensure consistent and accurate student data in order to maximize revenue based on average daily membership. We have worked to improve processes District-wide and focused on data entry reconciliation – yet with so many hands touching the data, it was difficult to ensure accuracy.

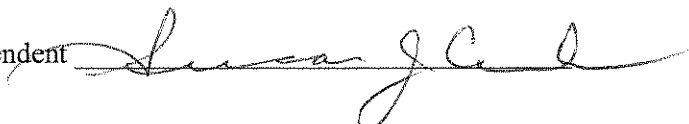
In December 2011, the Student Data Manager began discussions with other districts to see whether they were having the same issues and how they were addressing them. She learned that a few school districts in the Valley had implemented a centralized registration process where all registrations were done at one location. At the school level, student registration is just one of many functions for which the office staff is responsible. At a central registration site, registration is the main function and should lead to efficiency and accuracy. Schools should also be able to focus more on other tasks and building the relationship with the parent and student after all the required paperwork is complete.

WESD opened a central registration site on January 2, 2013. Attached is a presentation for your review that details the considerations and processes that led to this change.

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item IX.A.

WELCOME CENTER

(A Different Approach to Student Registration)

Presentation to WESD
Governing Board
February 2013

What caused us to look into a different approach to registration?

- The need to ensure consistent processes for student data entry.
- The need to maximize revenue for the District by ensuring accurate student data uploads to ADE. With so many hands touching the data, it was difficult to ensure accuracy.
- With increased responsibilities and tasks at the school site – tried to evaluate possibilities that could reduce some of this load.

What research was done before presenting to WESD?

In December 2011 the Student Data Manager began discussions with other districts to see if they were experiencing similar issues with student data and how they were addressing them.

We learned that a few school districts in the valley had implemented a centralized registration process where all registrations were done at one location. Visits to Scottsdale Unified and Pendergast Elementary showed that a central registration process was effective for them. Tolleson Elementary also felt it was successful.

Research Discussions (all 3 districts were in their second year)

- We called school office staff from each district and below are some comments received:

"...frustrated in the beginning"

"efficiency is the key"

"System is working well now – they have worked out the kinks."

Research Findings

- Each district handles student files, school roles, and open enrollment in a different manner.
- When questioned about concerns over the community and parent reaction – all districts said there was very minimal parental disapproval or difficulties getting to the registration site. Some had even said they enjoyed registering all children at one site.

What was their experience through implementation?

Advantages	Disadvantages
The accuracy of student data was greatly improved.	All experienced growing pains in the first year.
All experienced a reduction or elimination of audit findings in subsequent years for student data.	Schools were reluctant to give up the registration process.
Documents are scanned into the student management system which helps streamline the process when students move within the district.	

How was the decision made to implement this process in WESD?

- January 2012 – Requested that a task force be convened to evaluate the feasibility of a central registration site for our district.
- February 2012 – A task force consisting of office staff, principals, and department representatives met to discuss all aspects of the idea. This group decided it would be a good idea to proceed with the concept.

How was the decision made to implement this process in WESD?

- The concept was presented to principals and office managers to solicit concerns and comments related to a central registration site. There was a general consensus to proceed.
- The task force broke into sub-groups to consider various aspects of the implementation such as communication, process development, concerns for parent transportation and how to meet the interests of other departments including health services, nutrition services, and special services.

How was the decision made to implement this process in WESD?

- All information was presented to the Administrative Leadership Team and Dr. Cook and it was decided to move forward with the evaluation.
- In late April, however, it was decided to only partially implement for July 2012 and plan for a full implementation in January 2013.

Moving Forward

- Hired limited staff for summer to process registrations while schools were closed. Lots of data in a short timeframe - some difficulties. This did allow us to plan more effectively for the full implementation date in January.
- When school offices opened in late July, they resumed the registration tasks until January 2 when the new center opened.

Full Speed Ahead!!!

Between July and December 2012, registration center staff continued meetings with Special Services, Social Services, Search to Serve, Nutrition Services, Registration Process Committee, and the original task force to finalize procedures and communication plans.

Full Speed Ahead!!!

- Staff for the center began work and intensive training on December 3.
- Flyers were sent to the social service centers and apartment buildings within district boundaries in the hopes of having students registered prior to the start of school on January 7.
- Schools communicated information about the center in newsletters, on marquees, flyers outside their offices, and phone messages during the month of December.

Finally Open!!!

- The Welcome and Registration Center opened on January 2 in the previous home of the New Beginnings Academy near Cholla.
- Registrations were processed for 64 students to start on Monday, January 7.
- During the month of January the center has processed registrations for over 500 students including those new to the district and those moving between district schools.

Where are we now?

- Change is always a challenge, but schools have been working with registration center staff to perfect processes as needed.
- During busy times, nursing staff is available to assist with the review of immunization records.
- During the first week after break, school office staff also assisted for a few hours each at the center to help manage the large number of customers.

Where are we now?

- Computers are available at the center for parents to complete online lunch applications.
- Still working on the best solution for the responsibility of records requests and bus passes.
- Still need to determine how to best meet the special needs of some of our students – identification of those needs between the registration center and arriving at the school site.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: February 14, 2013

AGENDA ITEM: Student Travel Update

INITIATED BY: Clorinda Graziano, Governing Board Member

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: N/A
Budgeted: N/A

Governing Board Member, Clorinda Graziano, requested an update on the work of the Planning and Steering Council regarding student travel. Student out-of-county and out-of-state travel has been the focus of multiple study teams, dating back to 2004. Previous areas addressed included procedures, forms, approval processes and procurement, which have all been reviewed, edited, and implemented over the past ten years. More recently, the Planning and Steering Council formed a sub-committee to examine the single focus of the utilization of a travel agency vendor for student out-of-state travel. The following report provides an interim update of their tasks to date and offers further steps in the process that need to occur.

History

The opportunity for Washington Elementary School District students to travel beyond their local school, city, and state boundaries for learning and performance activities has long been an honored and supported tradition. The act of planning the student trips, implementation of those plans, and meeting the fiscal parameters of student travel can be a complex and time consuming process for staff.

Over the past years, various study teams have addressed issues that have arisen from traveler feedback, legal procurement requirements, and/or the application process itself to secure Governing Board approval. One such study team met four years ago to review the forms, steps of planning and requesting permission for student travel, as well as guidelines for local and out-of-county travel to support and/or align with the increased student academic

SUMMARY AND RECOMMENDATION

No action required.

Superintendent 

Board Action	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item IX.B.

accountability. An additional study team met two years ago to create timelines and guidelines for the steps for student travel to be placed on Governing Board agendas for final approval. These various study teams were composed of teachers, principals, office managers, and district office personnel, depending on each study team's specific purpose.

Current Status

The Planning and Steering Council is revisiting the current protocol that requires all out-of-state student travel to utilize a travel agency vendor. A study team was organized composed of teachers, program coaches, Administrator of Professional Development, Director of Curriculum, Director of Business Services, Purchasing Manager, and the Assistant Superintendent for Administrative Services. The study team members agreed to utilize the Interest-Based Process to reach their final recommendation/s, and set the norms for the group's work.

Over the course of multiple meetings, the team has participated in the development of the story pertaining to the required use of a travel agency vendor for out-of-state student travel. The members then brainstormed and reached consensus on the following interests that they believed needed to be considered when discussing any future recommendations:

- Student and staff safety
- Cost effectiveness
- Systemic standardization of processes
- Travel vendor effectiveness and accountability
- Process effectiveness pertaining to time and procedural sequence
- Emergency liability, procedures, and resolutions
- Legalities and compliance with all laws and mandates

Currently, the study team is in the process of surveying users (teachers) who have conducted out-of-state student travel since 2010. Also, the study team has requested further clarification from the travel agency vendor pertaining to the services that are provided to staff who are planning student travel. When all processes have been completed, the study team will examine the benefits and disadvantages of utilizing a travel agency vendor, as well as conduct a benefit analysis.

The study team has one recommendation that they will bring forth, independent of any other final recommendations. There is a need to provide training on student travel processes, guidelines, services, and timelines for any staff member considering planning out-of-state student travel. Training has been provided on a one-to-one basis, but not on a group basis. Due to the complexity of the process and the enormity of the need for student safety and staff time, the study team believes this should occur without delay.

Student Out-of-State Field Trip Study Team

A sub-committee of the Planning and
Steering Council

Governing Board Update
February 14, 2013

History

- ▶ Student out-of-state travel is a time-honored tradition
- ▶ Various issues have been addressed over the past 10 years:
 - Procedures
 - Approval processes
 - Procurement
 - Forms
 - Alignment of trip purposes to student academic accountability
 - Timelines for submission of Governing Board approval

Current Status...

- ▶ Study team composed of teachers, program coaches, Director of Curriculum, Purchasing Administrator, Director of Business Services, Administrator for Professional Development, and the Assistant Superintendent for Administrative Services
- ▶ Purpose: to review the requirement that a travel agency vendor must be utilized for all student out-of-state travel
- ▶ Utilizing the Interest-Based Decision-Making Process

Identified Interests:

- ▶ Student and Staff safety
- ▶ Cost effectiveness
- ▶ Systemic standardization of processes
- ▶ Travel vendor effectiveness and accountability
- ▶ Process effectiveness pertaining to time and procedural sequence
- ▶ Emergency liability, procedures, and resolutions
- ▶ Legalities and compliance with all laws and mandates

Gathering Feedback

- Principals
- Teachers who have traveled with students over the past three years
- Planning and Steering Council
- Administrative Team Members

Next Steps...

- Analyze feedback gathered
- Develop a Benefits/Disadvantages model based on feedback and aligned to the Interests identified by the study team
- Conduct a cost benefit analysis
- Bring final recommendations to the Planning and Steering Council

One Recommendation...

Teachers attend training
prior to beginning the
planning process for
student out-of-state
travel.

Any Questions?