

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

**DATE:** February 28, 2013

**TIME:** Regular Meeting 7:00 p.m. – Board Room  
Executive Session to follow Regular Meeting

**PLACE:** Administrative Center, 4650 West Sweetwater Avenue, Glendale, AZ 85304-1505

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

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

**I. REGULAR MEETING**

- A. Call to Order and Roll Call
- B. Moment of Silence and Meditation
- C. Pledge of Allegiance
- D. Adoption of the Amended Regular Meeting Agenda

{ Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

- E. Approval of the Minutes

1-8

It is recommended that the Governing Board approve the Minutes of the February 14, 2013 Executive Session and Regular Meeting (Ms. Clorinda Graziano was not in attendance).

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

- F. Current Events: Governing Board and Superintendent  
Joan Rolfes, Program Coach at Maryland School, will share how they have designed their professional development to implement the Arizona Language Arts and Mathematics Common Core Standards.
- G. Special Recognition
  - Gail Hayes, Moon Mountain Elementary School CCB teacher, was selected as a 2012 "MVP in the Classroom by the University of Phoenix. She was nominated by a colleague for her outstanding work in the classroom.
- H. Public Participation\*\*
  - Members of the public may address the Governing Board during this portion of the agenda in regard to non-agenda items (not to exceed three (3) minutes at chair's discretion. If interpretation services are used, the time shall not exceed six (6) minutes, including interpretation.)

## **I. REGULAR MEETING (continued)**

### **H. Public Participation\*\* (continued)**

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

### **I. It is recommended that the Governing Board approve the Consent Agenda.**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

## **II. CONSENT AGENDA**

- \*A. Approval/Ratification of Vouchers 9  
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 10-12  
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) 13
1. Orangewood Parent/Teacher Association donated a check in the amount of \$577.56 to be used for a field trip for 4<sup>th</sup> grade students.
  2. Arizona Science Center donated a check in the amount of \$486.00 to be used for a field trip to the Science Center for 1<sup>st</sup> grade students at Ironwood Elementary School.
  3. Sigma Alpha Iota donated two drums and 30 pairs of drumsticks with an approximate value of \$345.91 to be used for the music students at Arroyo Elementary School.
  4. Sunset Parent/Teacher Organization donated a SMART Board with an approximate value of \$3,524.00 to be used for the benefit of students.
  5. Mountain View Parent/Teacher Organization donated a check in the amount of \$604.13 to be used for supplies and field trips for 4<sup>th</sup> grade students.
  6. Hannah's Oboes LLC donated two clarinets and one saxophone with an approximate value of \$1,300.00 to be used for the benefit of instrumental music students at Washington Elementary School.
  7. Moon Mountain Student Council donated 22 bulletin boards with an approximate value of \$4,029.27 to be used for every teacher to display student work.
- \*D. Out-of-State Travel 14-18
1. Valerie Miles, computer teacher at Northwest Christian School, to attend the CUE (Computer Using Teachers, Inc.) Conference, March 13-16, 2013; in Palm Springs, CA, at a cost of \$777.00.
  2. Melanie Ketterling, 2nd grade teacher at Northwest Christian School, to attend the Orton-Gillingham Comprehensive Training, April 7-12, 2013, in Denver, CO, at a cost of \$2,152.45.
  3. Kathy Ann Ditsch, Routing Supervisor, Leigh Ann Baker, Router, and Audrey Mae Alexander, Director of Transportation, to attend the Edulog Training Conference, April 14-18, 2013, in Clark County, NV, at a cost of \$3,360.00.

## **II. CONSENT AGENDA (continued)**

- \*D. Out-of-State Travel (continued)
4. Lisa Ehlers, 8th grade teacher at Northwest Christian School, to attend the International Society for Technology in Education – ISTE Conference, June 22-26, 2013, in San Antonio, TX, at a cost of \$1,814.00.
  5. Connie Parmenter, Director of Nutrition Services, to attend the K-12 Connect Conference, March 9-12, 2013, in Denver, CO, at no cost to the District.
- \*E. Second Reading and Adoption of Proposed Amended Board Policy IHAMB – Family Life Education 19-21
- \*F. Second Reading and Adoption of Proposed Amended Board Policy IHBCA – Programs for Pregnant/Parenting Students 22-23
- \*G. Second Reading and Adoption of Proposed Amended Board Policy IHBE – Bilingual Instruction/Native Language Instruction 24-27
- \*H. Clinical Affiliation Agreement with A.T. Still University for Student Field Placement – Occupational Therapist 28-32
- \*I. Clinical Affiliation Agreement with Brown Mackie College for Student Field Placement 33-38

## **III. ACTION / DISCUSSION ITEMS**

- A. Head Start Update, Philosophy, Long-Range and Short-Range Goals, and Self-Assessment Plan (Diana Howsden and Michael Pilsbury) 39-56
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- B. Discussion, Consideration and Possible Approval of Direction to the Employee Benefit Trust (EBT) Regarding the Employee Benefits Plan for 2013-2014 (D. Rex Shumway) 57-63
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

## **IV. INFORMATION / DISCUSSION ITEM**

- A. Review of 2011-2012 Single Audit (Dennis Osuch, CliftonLarsonAllen) 64

## **V. FUTURE AGENDA ITEMS**

## **VI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS**

## **VII. CALL FOR EXECUTIVE SESSION**

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

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

## **VII. CALL FOR EXECUTIVE SESSION (continued)**

- 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.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

## **VIII. RECESSING OF REGULAR MEETING FOR EXECUTIVE SESSION**

### **IX. 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.

### **X. RECONVENING OF REGULAR MEETING**

### **XI. 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: EXECUTIVE SESSION, REGULAR MEETING,  
EXECUTIVE SESSION**

2012-2013

February 14, 2013

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

**I. SPECIAL MEETING**

**A. Call to Order and Roll Call**

Mr. Maza called the meeting to order at 6:17 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, Mr. Aaron Jahneke, and Mrs. Tee Lambert. Ms. Clorinda Graziano was not in attendance.

**B. Adoption of the Special Meeting Agenda**

A motion was made by Mr. Adams that the Governing Board adopt the Special Meeting Agenda. The motion was seconded by Mr. Jahneke. The motion carried.

**UNANIMOUS**

**II. CALL FOR EXECUTIVE SESSION**

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

**UNANIMOUS**

It was 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.

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

**III. RECESSING OF SPECIAL MEETING FOR EXECUTIVE SESSION**

**IV. 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 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**

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## **VI. REGULAR MEETING – GENERAL FUNCTION**

### **A. Call to Order and Roll Call**

Mr. Maza called the meeting to order at 7:00 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, Mr. Aaron Jahneke, and Mrs. Tee Lambert. Ms. Clorinda Graziano was not in attendance.

### **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 Mr. Jahneke. The motion carried.

**UNANIMOUS**

### **E. Approval of the Minutes**

A motion was made by Mrs. Lambert that the Governing Board approve the Minutes of the January 24, 2013 Regular Meeting and Executive Session. The motion was seconded by Mr. Jahneke. The motion carried.

**UNANIMOUS**

### **F. Current Events: Governing Board and Superintendent**

Mr. Adams shared that he recently attended the Federal Relations Network (FRN) Conference in Washington, D.C. which was very informative. There were many discussions, e.g., congressional budget, debt ceiling, reductions/sequestration for federal programs. He stated that the National School Boards Association (NSBA) was introducing a bill with regard to greater self-governance. [Copies of the Priority Legislative Issues & Strategies have been provided to the Governing Board.]

Mr. Jahneke thanked everyone who supported the Washington Education Foundation Bowl-a-Thon. He stated that everyone had a good time and the Foundation raised \$2,200.00 for District mini-grants.

Mrs. Lambert shared that she enjoyed receiving the Lookout Mountain Elementary School calendar. She thanked and congratulated Mya Proctor, Lookout Mountain 2<sup>nd</sup> grade student, who gave her a bookmark and placed second in the Martin Luther King art contest.

Mr. Maza shared that he enjoyed attending the Washington Education Foundation Bowl-a-Thon. He thanked Mr. Jahneke for his involvement in the organization and thanked the Foundation for its support of the District.

Mr. Maza shared that he enjoyed speaking at the K-12 Celebration of Accomplished Teachers to honor the new National Board Certified (NBC) teachers in the State of Arizona, including three new and one renewal from the Washington Elementary School District (WESD). Mr. Maza advised that John Huppenthal, State Superintendent of Public Instruction, spoke, as well as, U.S. Representative Kyrsten Sinema. He stated that Representative Sinema spoke highly of her time working for WESD.

Dr. Cook introduced Roadrunner Elementary School Principal, Ms. Paula McWhirter who, in turn, introduced Ms. Catherine Reid, Roadrunner music teacher. Ms. Reid shared how the AZ Common Core Standards were being addressed and integrated within the music curriculum.

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## G. Public Participation

There was public participation.

- Sheryl Kronenberg advised that this was the 16<sup>th</sup> year that the National Education Association was sponsoring Read Across America. She stated that Renaissance Dental had become a national sponsor for Read Across America and encouraged children to devote time for good health and reading skills. Ms. Kronenberg advised that the Washington District Education Association (WDEA) was partnering with the District to support reading. Board members were invited to attend the Read Across America celebration on Friday, March 1, at 8:00 a.m., in the Cactus Wren library, followed by reading in classrooms at various schools in the District.
- Wesley W. Harris stated that he had attended the District's January 24, 2013 Governing Board meeting that had a presentation about testing that was going to be surrounding Common Core. He was alarmed when he heard that test scores would be going down as a result of the implementation of Common Core. Mr. Harris advised that since the January 24, 2013 Governing Board meeting, he had been looking into Common Core at great depth and had met with the Superintendent and Assistant Superintendent of Public Education and had attended various classes and seminars regarding Common Core. He said he had come to the conclusion that Common Core was a colossal mistake. Mr. Harris stated he wanted to read into the record the Myths versus Facts of Common Core.
  - Myth: Common Core (CC) was a state-led initiative. Fact: The CC standards were initiated by private interests in Washington, D.C., without any representation from the states and no public input. Eventually the creators realized the need to present a façade of state involvement and therefore enlisted the National Governors Association (NGA) (a trade association that doesn't include all governors) (Arizona's governor was not in attendance) and the Council of Chief State School Officers (CCSSO), another DC-based trade association. Neither of these groups had a grant of authority from any particular state or states to write the standards. The bulk of the creative work was done by Achieve, Inc., a DC-based nonprofit that includes many progressive education reformers who have been advocating national standards and curriculum for decades. Massive funding for all this came from private interests such as the Gates Foundation. Be advised that the testing in Partnership for Assessment of Readiness for College and Careers (PARCC) that is associated with Common Core will require every student to have a computer to take the computerized test. There are not enough computers in the Washington Elementary School District and Glendale Union High School District or any district in the state. Washington High School has 43 computers and 1,200 students.
  - Myth: The federal government is not involved in the Common Core scheme. Fact: The US Department of Education (USED) was deeply involved in the meetings that led to creation of Common Core. Moreover, it has poured hundreds of millions of dollars into the two consortia that are creating the national tests that will align with CC. USED is acting as the enforcer to herd states into the scheme. Note that there are three federal statutes that preclude the Department of Education from coming into this room and telling us what we should or should not do with curriculum. This violates federal law.
  - Myth: States that adopted CC did so voluntarily, without federal coercion. Fact: Most states that adopted CC did so to be eligible to compete for federal Race to the Top funding, which is what Arizona did.

At the end of three minutes, Mr. Harris handed a copy of his Common Core: Myths Versus Facts information sheet to Ms. Shiota and requested copies be given to the Governing Board members. [Governing Board members have been provided copies.]

- H. Approval of the Consent Agenda** **UNANIMOUS**  
A motion was made by Mrs. Lambert that the Governing Board approve the Consent Agenda items as presented. The motion was seconded by Mr. Jahneke. The motion carried.

**VII. 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. 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 4<sup>th</sup> 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 21<sup>st</sup> 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** **UNANIMOUS**
- \*E. Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO), Strategic Alliance for Volume Expenditures (SAVE) and 1 Government Procurement Alliance (IGPA)** **UNANIMOUS**
- \*F. Acceptance of the Target Field Trip Grants in the Amount of \$1,400.00** **UNANIMOUS**
- \*G. Easement for APS at Lookout Mountain Elementary School** **UNANIMOUS**
- \*H. First Reading of Proposed Amended Board Policy IHAMB – Family Life Education** **UNANIMOUS**

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- \*I. First Reading of Proposed Amended Board Policy IHBCA – Programs for Pregnant/Parenting Students UNANIMOUS**
- \*J. First Reading of Proposed Amended Board Policy IHBE – Bilingual Instruction/Native Language Instruction UNANIMOUS**

## **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 UNANIMOUS**

Dr. Cook advised the Board that the District was offering a recommendation regarding a lighting retrofit and introduced Mr. Mike Kramer, Director of Capital Projects/Maintenance, to provide information.

Mr. Kramer advised the Board that the Capital Project team's original specifications called for compact fluorescent lighting for 16 schools. However, because of price reductions for energy efficient LED lighting, the Capital Project team believed it was prudent to have a pilot project at Mountain Sky Junior High School to determine type of installation and acceptable cost for the other projects. The Mountain Sky pilot project was a success and LED lighting was recommended for the remaining 15 schools.

A motion was made by Mr. Jahneke 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. The motion was seconded by Mrs. Lambert. The motion carried.

Mrs. Lambert congratulated the Capital Project team for doing its due diligence by scheduling the Mountain Sky pilot project and determining the energy savings.

Mr. Adams thanked Mr. Cook and the H2 Group for their assistance with the project.

## **IX. INFORMATION / DISCUSSION ITEMS**

- A. Centralized Registration Update**

Dr. Cook advised that Mrs. Lambert had requested a future agenda item regarding Centralized Registration. Dr. Cook introduced Ms. Cathy Thompson, Director of Business Services, to provide an update, along with Ms. Miriam Mahoney, Student Data Manager.

Ms. Thompson gave a presentation regarding the Welcome and Registration Center which was partially implemented in July 2012 and fully opened on January 2, 2013. Ms. Thompson detailed the considerations and processes that led to the implementation of the Welcome and Registration Center.

Mr. Jahneke asked if the hardship cases were due to people not having transportation to the Registration Center. Ms. Thompson responded in the affirmative and stated that the schools were able to accept the registration materials and forward the paperwork to the Registration Center for data entry. She advised that the Registration Center had approximately 3-5 hardship cases per week compared to approximately 500+ registrations received at the Registration Center.

Mrs. Lambert thanked Ms. Thompson for the update. Mrs. Lambert asked if the Registration Center staff were trained to address the needs of homeless students and English Language Learners (ELL) students. Ms. Thompson advised that the staff had extensive training with Dorothy Watkins, Administrator of Social Services, to handle the homeless student issues. Ms. Mahoney stated there was a McKinney-Vento survey (for homeless families) and an ELL survey that are part of the registration packet.

Mrs. Lambert asked how the registration information was sent to the school. She also asked about the timeframe from when a student was registered to their first attendance day. Ms. Mahoney gave the following scenarios:

- Data entry is completed with parent at the Registration Center. The registration documents are scanned and attached (in .pdf form) into the Student Management System (Synergy) where schools have immediate access to the data.
- Minimal data entry into the Student Management System. The registration documents are scanned and attached (in .pdf form) into the Student Management System, therefore, even though the school did not have complete electronic data, they would have the registration documents.
- If Registration Center staff are too busy to do data entry, they would scan registration documents and send them electronically to the school. (This scenario had not been n yet.).

Ms. Mahoney stated that in all the scenarios listed above, the schools would have the full registration packet in electronic form.

Mrs. Lambert asked what would happen if a parent went to a school to register a student. Ms. Mahoney replied that the parent would be referred to the Registration Center. She stated that all of the schools have registration packets to give to the parent.

Ms. Mahoney reported that she had completed her first data upload for two schools that had previously had data entry problems and they had zero errors in Synergy, as well as zero errors in SAIS at the Arizona Department of Education (ADE) when it came back from processing.

Mr. Maza asked if the District's data entry information interfaced with SAIS at ADE. Ms. Thompson replied that the data entry is completed at the Registration Center which is entered into Synergy. Ms. Mahoney then uploads the information into SAIS at ADE. Mr. Maza advised there had been media attention regarding the antiquity of SAIS. Mr. Maza asked if ADE did an upgrade to SAIS, would the District's Synergy system continue to interface with the new ADE system or was that a hypothetical question and unable to be answered. Ms. Thompson replied that since the Synergy system is used by several districts, she assumed that ADE would not upgrade to a system that did not interface with Synergy.

#### **B. Student Travel Update**

Dr. Cook advised that Ms. Graziano had requested a future agenda item regarding student travel. Dr. Cook introduced Dr. Maggie Westhoff, chairperson of the Planning and Steering Council, to present an update on student travel.

Dr. Westhoff gave a presentation from the Planning and Steering Council on student out-of-state travel. Dr. Westhoff reported that student out-of-county and out-of-state travel had been the focus of multiple study teams over the past 10 years. More recently, a sub-committee was formed to examine the single focus of the utilization of a travel agency vendor for student out-of-state travel. The members of the sub-committee 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

The study team planned to survey users (teachers) who have conducted out-of-state student travel since 2010. Also, the study team had requested further clarification from the travel agency vendor pertaining to the services that are provided to staff who are planning student travel. 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 felt that training was necessary on student travel processes, guidelines, services, and timelines for any staff member considering planning out-of-state student travel.

Mrs. Lambert asked if the focus was primarily for out-of-state student travel and did not include out-of-county student travel. Dr. Westhoff responded that out-of-county student travel did not require a vendor and the study team's purpose was to look at using a travel agency vendor for out-of-state student travel.

Mr. Jahneke appreciated the concept of training employees on the student travel processes.

Mr. Adams asked if the procurement process was used to select a travel agency vendor. Dr. Westhoff replied in the affirmative.

Mr. Maza thanked Dr. Westhoff and the study team for their time and efforts.

#### **X. FUTURE AGENDA ITEMS**

There were no future agenda items.

#### **XI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS**

Mr. Jahneke acknowledged and thanked Alta Vista, Cactus Wren, Lakeview, Manzanita, Sunset, and Tumbleweed schools for the artwork displayed in the Governing Board Room.

Dr. Cook acknowledged the candy heart suckers that were on the Board dais to support the cause for a former student and niece of a current employee who was diagnosed with leukemia in January.

Dr. Cook acknowledged that she gave a presentation at the Valley Health Alliance earlier in the week, which was scheduled at the Pendergast School Welcome Center. She stated it was interesting to see the Welcome Center in action.

**XII. ADJOURNMENT**

A motion was made by Mr. Adams to adjourn the Regular Meeting at 7:59 p.m. The motion **UNANIMOUS** was seconded by Mr. Jahneke. The motion carried.

**SIGNING OF DOCUMENTS**

Documents were signed as tendered by the Governing Board Secretary

\_\_\_\_\_  
BOARD SECRETARY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BOARD OFFICIAL

\_\_\_\_\_  
DATE

February 14, 2013

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: February 28, 2013 Information  
AGENDA ITEM: \*Approval/Ratification of Vouchers 1st Reading

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):

02/08/13	2,858,391.77
<b>Totals:</b>	<b>2,858,391.77</b>

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

01/30/13	4,727,025.80
02/01/13	34,479.92
02/06/13	1,261,741.51
02/13/13	6,262,814.21
<b>Totals:</b>	<b>12,286,061.44</b>

**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 \*II.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent            Discussion  
DATE: February 28, 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 \*II.B.

**PERSONNEL ACTION RECOMMENDED****February 28, 2013****I. RESIGNATIONS, RETIREMENTS, EXCESSES, AND LEAVES OF ABSENCE****A. ADMINISTRATIVE**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>ACTION</b>	<b>YEARS OF SERVICE</b>	<b>EFFECTIVE DATE</b>
Hall	James	Principal	Desert Foothills	Retirement-SmartSchools	5	6/11/2013
Westhoff	Mary	Administrator of Professional Development	Professional Development	Retirement-SmartSchools	37	6/28/2013

**B. CERTIFIED**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>ACTION</b>	<b>YEARS OF SERVICE</b>	<b>EFFECTIVE DATE</b>
Ballard	Lori	Teacher-Science/Language Arts	Royal Palm	Resignation	3	5/30/2013
Bordeau	Kim	Teacher-LD	Cholla	Resignation	1 mo.	9/14/2012
Carroll	Elenore	Teacher-5th Grade	Ironwood	Resignation	7	5/30/2013
Cornelius	Donna	Teacher-Music	Shaw Butte	Resignation	3	5/30/2013
Dombek	Beth	Teacher-LD	Washington	Retirement	5	5/30/2013
Gall	Margaret	Program Coach	Manzanita	Retirement	4	5/30/2013
Gannon	Kathleen	Student Service Specialist	Sunnyslope	Retirement-SmartSchools	28	5/30/2013
Hays	Diana	Teacher-LD	Mountain View	Retirement-SmartSchools	8	5/30/2013
Hogan	Gwen	Teacher-CCSC	Sweetwater	Retirement-SmartSchools	5	5/30/2013
Jacoby	Jennifer	Teacher-PE	Lookout Mountain	Resignation from Leave of Absence	4	1/30/2013
Kohler	Kevin	Teacher-4th Grade	Abraham Lincoln	Resignation	9	5/30/2013
Mikulich	Nina	Teacher-ELL	Washington	Retirement-SmartSchools	24	5/30/2013
Moody	Joshua	Teacher-Math	New Beginnings Academy	Resignation	1	5/30/2013
Phillips	Sherry	Teacher-Kindergarten	Tumbleweed	Retirement-SmartSchools	18	5/30/2013
Wyly	Katherine	Teacher-CCSC	Arroyo	Retirement-SmartSchools	6	5/30/2013
Yagmourian	MaryBeth	Teacher-LD	John Jacobs/Tumbleweed	Retirement	7	5/30/2013

**C. FULL-TIME CLASSIFIED**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>ACTION</b>	<b>YEARS OF SERVICE</b>	<b>EFFECTIVE DATE</b>
Baird	Janice	MIS Purchasing Analyst	MIS	Retirement-SmartSchools	22	6/28/2013
Martinez	Josephine	Office Technician	Cholla	Resignation	4	3/8/2013
Perez	Edna	Office Technician	Shaw Butte	Termination	6 mo.	2/5/2013

**D. PART-TIME CLASSIFIED**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>ACTION</b>	<b>YEARS OF SERVICE</b>	<b>EFFECTIVE DATE</b>
Becktold	Kimberly	Special Ed. Assistant	Sweetwater	Resignation	6 mo.	2/13/2013
Chavez	Lisa	Food Service Helper	Sunburst	Resignation	3 mo.	2/6/2013
Cleveland	Amber	Personal Care Provider	Mountain View	Resignation	2 mo.	2/8/2013
Dugan	Terri	Paraprofessional	Palo Verde	Retirement-SmartSchools	17	5/29/2013
Galasso	Christopher	Special Ed. Assistant	Sweetwater	Termination	3 mo.	2/8/2013
Herrera	Marisela	HeadStart Instructor	Sweetwater	Resignation from Leave of Absence	7	2/6/2013
Howard	Renee	Paraprofessional	Mountain View	Resignation	6 mo.	3/1/2013

**PERSONNEL ACTION RECOMMENDED****February 28, 2013****D. PART-TIME CLASSIFIED (continued)**

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Lee	Ryan	Bus Driver	Transportation	Resignation	2.5	2/20/2013
Luevano	Mary Helen	Office Technician	Cactus Wren	Retirement	5	6/1/2013
Northrop	Stephanie	Food Service Helper	Food Services	Resignation	2 mo.	2/15/2013
Orellana	Lidia	HeadStart Instructor	John Jacobs	Resignation from Leave of Absence	6	2/6/2013
Price	Robert	Library Technician	Roadrunner	Leave of Absence for remainder of FY		2/4/2013
Ramey	Tammy	Paraprofessional	Manzanita	Resignation	1 day	1/24/2013
Torres	Tearsa	Food Service Helper	Abraham Lincoln	Termination	6 mo.	2/1/2013

**II. EMPLOYMENT****A. ADMINISTRATIVE**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
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**B. CERTIFIED**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
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Ray	Anton	Teacher-Social Studies	E	Maryland	Balance of Year Contract Returning from Leave of Absence
Schulz	Wren	Teacher	E	Manzanita	
Truesdell	Pamela-Sue	Speech Pathologist	E	Roadrunner/Desert View	

**C. FULL-TIME CLASSIFIED**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
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Fultz	Lea	Budget Coordinator	E	Academic Support
Groff	Nicole	Speech/Language Pathologist Assistant	E	Mountain View
Warren	Daniel	Facilities Manager	E	Maryland

**D. PART-TIME CLASSIFIED**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
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Abbey	Tina	Paraprofessional	E	Arroyo
Barry	Alice	Bus Assistant	E	Transportation
Bertram	Jacob	Paraprofessional	E	Alta Vista
Chaira	Christina	Paraprofessional	E	Cactus Wren
Connor	Kenna	Food Service Helper	E	Royal Palm
Gustafson	Jessica	Special Ed. Assistant	E	Sweetwater
Johnson	Kenneth	Paraprofessional	E	Acacia
McCombs	Sherise	KidSpace Assistant	E	Manzanita
McCormick	Caryn	Bus Assistant	E	Transportation
Michener	Jo	Food Service Helper	E	Tumbleweed
Owings	Willow	KidSpace Assistant	E	Richard Miller
Poleheptewa	Anastasia	KidSpace Assistant	E	Arroyo/Abraham Lincoln
Seidelman	Hannah	Paraprofessional	E	Cactus Wren
Selzer	Caitlyn	Food Service Helper	E	John Jacobs
Sipes	Rebekah	Special Ed. Assistant	E	Desert Foothills
Thorn	Christopher	KidSpace Assistant	E	After School Programs
Vacha	Snow	Food Service Helper	E	Sunburst
Williams	Sonny	Bus Driver	E	Transportation



WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: February 28, 2013 Information  
AGENDA ITEM: \*Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 1st Reading  
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**

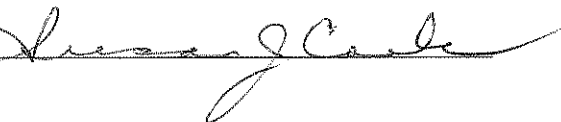
Funding Source: Donations  
Budgeted: N/A

1. Orangewood Parent/Teacher Association donated a check in the amount of \$577.56 to be used for a field trip for 4<sup>th</sup> grade students.
2. Arizona Science Center donated a check in the amount of \$486.00 to be used for a field trip to the Science Center for 1<sup>st</sup> grade students at Ironwood Elementary School.
3. Sigma Alpha Iota donated two drums and 30 pairs of drumsticks with an approximate value of \$345.91 to be used for the music students at Arroyo Elementary School.
4. Sunset Parent/Teacher Organization donated a SMART Board with an approximate value of \$3,524.00 to be used for the benefit of students.
5. Mountain View Parent/Teacher Organization donated a check in the amount of \$604.13 to be used for supplies and field trips for 4<sup>th</sup> grade students.
6. Hannah's Oboes LLC donated two clarinets and one saxophone with an approximate value of \$1,300.00 to be used for the benefit of instrumental music students at Washington Elementary School.
7. Moon Mountain Student Council donated 22 bulletin boards with an approximate value of \$4,029.27 to be used for every teacher to display student work.

**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 \*II.C.

TO: Governing Board       X       Action

FROM: Dr. Susan J. Cook, Superintendent                      Discussion

DATE: February 28, 2013                      Information

AGENDA ITEM: \*Out-of-State Travel                      1st Reading

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INITIATED BY: Maggie Westhoff, Director of Professional Development

SUBMITTED BY: Maggie Westhoff, Director of Professional Development

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

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**SUPPORTING DATA**

Funding Source: See Attached  
Budgeted: Yes

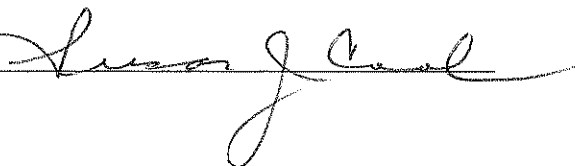
The following out-of-state travel request has been reviewed and is recommended for approval:

1. Valerie Miles, computer teacher at Northwest Christian School, to attend the CUE (Computer Using Teachers, Inc.) Conference, March 13-16, 2013, in Palm Springs, CA, at a cost of \$777.00.
2. Melanie Ketterling, 2nd grade teacher at Northwest Christian School, to attend the Orton-Gillingham Comprehensive Training, April 7-12, 2013, in Denver, CO, at a cost of \$2,152.45.
3. Kathy Ann Ditsch, Routing Supervisor, Leigh Ann Baker, Router, and Audrey Mae Alexander, Director of Transportation, to attend the Edulog Training Conference, April 14-18, 2013, in Clark County, NV, at a cost of \$3,360.00.
4. Lisa Ehlers, 8<sup>th</sup> grade teacher at Northwest Christian School, to attend the International Society for Technology in Education – ISTE Conference, June 22-26, 2013, in San Antonio, TX, at a cost of \$1,814.00.
5. Connie Parmenter, Director of Nutrition Services, to attend the K-12 Connect Conference, March 9-12, 2013, in Denver, CO, at no cost to the District.

**SUMMARY AND RECOMMENDATION**

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

Superintendent



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

Agenda Item \*I.I.D.

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6  
DATE OF BOARD AGENDA ITEM - February 28, 2013

## OUT-OF-STATE TRAVEL REQUEST FORM

<b>Name of Traveler(s)</b> <i>(as it appears on your driver's license)</i>	<b>Position</b>	<b>School/Department</b>
Valerie Miles	Computer Teacher	Northwest Christian School

### CONFERENCE INFORMATION:

CONFERENCE TITLE:	CUE Conference (Computer Using Teachers Inc.)
TRAVEL DATES:	March 13-16, 2013
CONFERENCE LOCATION:	Palm Springs, California
SOURCE OF FUNDING: Description:	Title IIA Registration Funds (Funding Source)
<b>Registration Account Code:</b>	<b>Total</b>
<b>140</b>	<b>100</b>
<b>2200</b>	<b>6331</b>
<b>101</b>	<b>0000</b>
<b>\$</b>	<b>330.00</b>
SOURCE OF FUNDING: Description:	Title IIA Travel Funds (Funding Source)
<b>Travel Account Code:</b>	<b>Total</b>
<b>140</b>	<b>100</b>
<b>2200</b>	<b>6580</b>
<b>101</b>	<b>0000</b>
<b>\$</b>	<b>447.00</b>
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)
<b>Substitute Account Code:</b>	<b>Total</b>
	<b>6129</b>
	<b>\$</b>

**PURPOSE OF TRAVEL:** Valerie Miles, a computer teacher at Northwest Christian School Private School, will attend this technology conference to increase awareness and skills to integrate technology in education as it impacts instruction within the classrooms. The school's goal is to impact student success through the use of technology that is affordable as well as "usable" for the average teacher. Valerie will use knowledge gained to support teachers in their integration of technology into all content areas. Conference sessions will be carefully chosen to reflect classroom needs as well as the viability of use on the campus of NCS. This conference supports the school's focus on curriculum mapping with technology integration, and will provide opportunities for sharing with various content areas during regularly scheduled professional development.

### MAXIMUM COSTS:

REGISTRATION FEE:	\$ 330.00
MEALS	\$ 189.00
LODGING:	\$ 0.00
SUBSTITUTES	\$ 0.00
<b>TRANSPORTATION:</b>	<b>\$</b>
AIR	\$
CAR RENTAL/PARKING	\$ 258.00
BUS/TAXI/SHUTTLE	\$
<b>TOTAL COST:</b>	<b>\$ 777.00</b>

### SIGNATURES

\_\_\_\_\_  
Dawna Underwood  
Supervisor

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dr. Maggie Westhoff  
Budget Manager

**COMMENTS:** Per No Child Left Behind, private schools in our area are entitled to Title II funds.

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6  
DATE OF BOARD AGENDA ITEM - February 28, 2013

## OUT-OF-STATE TRAVEL REQUEST FORM

<b>Name of Traveler(s)</b> <i>(as it appears on your driver's license)</i>	<b>Position</b>	<b>School/Department</b>
Melanie Ketterling	2 <sup>nd</sup> Grade Teacher	Northwest Christian School

### CONFERENCE INFORMATION:

CONFERENCE TITLE:	Orton-Gillingham Comprehensive Training							
TRAVEL DATES:	April 7-12, 2013							
CONFERENCE LOCATION:	Denver, Colorado							
SOURCE OF FUNDING: Description:	Title IIA Registration Funds (Funding Source)							Total
Registration Account Code:	140	100	2200	6331	101	0000	\$	975.00
SOURCE OF FUNDING: Description:	Title IIA Travel Funds (Funding Source)							Total
Travel Account Code:	140	100	2200	6580	101	0000	\$	1,177.45
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)							Total
Substitute Account Code:				6129			\$	

**PURPOSE OF TRAVEL:** Melanie Ketterling, 2nd grade teacher at Northwest Christian School, will attend a comprehensive phonics course that will provide benefits to her team and students. The resources she will be learning will assist her students in becoming better readers and help develop a more rich vocabulary. The research behind teaching students to read better and help them develop a rich academic vocabulary is linked to better success and test performance in all subject areas. Upon completion of the training, Melanie will serve as a resource to approximately nine other teachers in similar grade levels.

### MAXIMUM COSTS:

REGISTRATION FEE:	\$ 975.00
MEALS	\$ 297.00
LODGING:	\$ 630.45
SUBSTITUTES	\$
<b>TRANSPORTATION:</b>	<b>\$</b>
AIR	\$ 250.00
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$
<b>TOTAL COST:</b>	<b>\$ 2,152.45</b>

### SIGNATURES

Dawna Underwood	Supervisor
Supervisor	
Maggie Westhoff	Budget Manager

**COMMENTS:** Per No Child Left Behind, private schools in our area are entitled to Title II funds

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6  
DATE OF BOARD AGENDA ITEM - February 28, 2013

## OUT-OF-STATE TRAVEL REQUEST FORM

<b>Name of Traveler(s)</b> <i>(as it appears on your driver's license)</i>	<b>Position</b>	<b>School/Department</b>
Kathy Ann Ditsch	Routing Supervisor	Transportation
Leigh Ann Baker	Router	Transportation
Audrey Mae Alexander	Director of Transportation	Transportation

### CONFERENCE INFORMATION:

CONFERENCE TITLE:	Edulog Training Conference
TRAVEL DATES:	April 14-18, 2013
CONFERENCE LOCATION:	Clark County, Nevada
SOURCE OF FUNDING: Description:	Maintenance and Operations Registration Funds (Funding Source) <b>Total</b>
<b>Registration Account Code:</b>	<b>001 400 2700 6331 543 0000 \$ 2,400.00</b>
SOURCE OF FUNDING: Description:	Maintenance and Operations Travel Funds (Funding Source) <b>Total</b>
<b>Travel Account Code:</b>	<b>001 400 2700 6580 543 0000 \$ 960.00</b>
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source) <b>Total</b>
<b>Substitute Account Code:</b>	<b>6129 \$</b>

**PURPOSE OF TRAVEL:** Audrey, Kathy and Leigh Ann, from Transportation Services, will attend this training to gain insight as they face the challenges associated with the Structured Query Language (SQL) conversion. Through this training, they will acquire knowledge and hands-on experience with all of the SQL components and commands. This team will also increase their knowledge of SQL upgrade processes for Edulog software. Attending this training is mandatory for the SQL conversion taking place during fall break of 2013. Audrey, Kathy and Leigh Ann will return and share the information gained with appropriate Transportation Services staff, as well as appropriate staff in MIS, Business Services, and the Administrative Team for future decision making purposes.

### MAXIMUM COSTS:

REGISTRATION FEE:	\$ 2,400.00
MEALS	\$ 200.00
LODGING:	\$ 360.00
SUBSTITUTES	\$
<b>TRANSPORTATION:</b>	<b>\$</b>
AIR	\$
GAS	\$ 400.00
BUS/TAXI/SHUTTLE	\$
<b>TOTAL COST:</b>	<b>\$ 3,360.00</b>

### SIGNATURES

Audrey Alexander  
Supervisor

Cathy Thompson  
Supervisor

Budget Manager

**COMMENTS:** Attending the training at this conference is a 40% cost savings when compared to traveling to Montana or scheduling the Edulog trainers to come to Phoenix.

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6  
DATE OF BOARD AGENDA ITEM - February 28, 2013

## OUT-OF-STATE TRAVEL REQUEST FORM

<b>Name of Traveler(s)</b> <i>(as it appears on your driver's license)</i>	<b>Position</b>	<b>School/Department</b>
Lisa Ehlers	8 <sup>th</sup> Grade Language Arts and Technology	Northwest Christian School

### CONFERENCE INFORMATION:

CONFERENCE TITLE:	International Society for Technology in Education-ISTE Conference						
TRAVEL DATES:	June 22-26, 2013						
CONFERENCE LOCATION:	San Antonio, Texas						
SOURCE OF FUNDING: Description:	Title IIA Registration Funds (Funding Source)						Total
Registration Account Code:	140	100	2200	6331	101	0000	\$ 494.00
SOURCE OF FUNDING: Description:	Title IIA Travel Funds (Funding Source)						Total
Travel Account Code:	140	100	2200	6580	101	0000	\$ 1,320.00
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)						Total
Substitute Account Code:				6129			\$

**PURPOSE OF TRAVEL:** Ms. Ehlers is our school technology specialist and utilizes iPads with her 8<sup>th</sup> grade language arts classes. Ms. Ehlers conducts multiple hours of staff development for NCS teachers and desires to be on the cutting edge of strategies and research regarding technology. The ISTE conference is known as the best conference for technology. Upon completion of this conference, Ms. Ehlers will teach multiple workshops to our teachers for the remainder of this year and next year. Forums for these meetings will include half-day professional development for the school, principal meetings, and department chair meetings. Students in Ms. Ehlers' language arts and technology classes will benefit from her attendance at the workshop by her implementation of newly learned practices in the classroom.

### MAXIMUM COSTS:

REGISTRATION FEE:	\$ 494.00
MEALS	\$ 220.00
LODGING:	\$ 580.00
SUBSTITUTES	\$
<b>TRANSPORTATION:</b>	<b>\$</b>
AIR	\$ 460.00
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$ 60.00
<b>TOTAL COST:</b>	<b>\$ 1,814.00</b>

### SIGNATURES

Dawna Underwood	Supervisor
Supervisor	
Dr. Maggie Westhoff	Budget Manager

**COMMENTS:** Per No Child Left Behind, private schools in our area are entitled to Title II funds.

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6  
DATE OF BOARD AGENDA ITEM - February 28, 2013

**OUT-OF-STATE TRAVEL REQUEST FORM**

<b>Name of Traveler(s)</b> <i>(as it appears on your driver's license)</i>	<b>Position</b>	<b>School/Department</b>
Connie Parmenter	Director	Nutrition Services

**CONFERENCE INFORMATION:**

CONFERENCE TITLE:	K-12 Connect Conference						
TRAVEL DATES:	March 9 - 12, 2013						
CONFERENCE LOCATION:	Denver, Colorado						
SOURCE OF FUNDING: Description:	Registration Funds (Funding Source)						Total
Registration Account Code:				6331			\$ 0.00
SOURCE OF FUNDING: Description:	Travel Funds (Funding Source)						Total
Travel Account Code:				6580			\$ 0.00
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)						Total
Substitute Account Code:				6129			\$ 0.00

**PURPOSE OF TRAVEL:** Connie Parmenter has been invited by General Mills to present to Colorado School Food Service Directors and Dietitians about Washington Elementary School District's (WESD) Breakfast in the Classroom Program. WESD Nutrition Services Department was chosen because we were identified as a Best Practice in the area of increasing student participation in the National School Breakfast Program.

**MAXIMUM COSTS:**

REGISTRATION FEE:	\$
MEALS	\$
LODGING:	\$
SUBSTITUTES	\$
TRANSPORTATION:	\$
AIR	\$
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$
<b>TOTAL COST:</b>	<b>\$ 0.00</b>

**SIGNATURES**

Maggie Westhoff  
Supervisor

Lyn Bailey  
Supervisor

Budget Manager

**COMMENTS:** All expenses will be paid for by General Mills.

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: February 28, 2013 Information  
AGENDA ITEM: \*Second Reading and Adoption of Proposed Amended Board Policy IHAMB – Family Life Education 1st Reading  
2nd 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: BGF

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

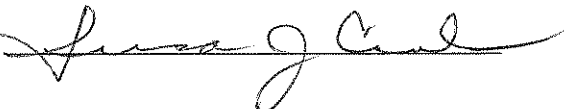
On February 28, 2013, the Governing Board voted to approve the First Reading of proposed amended Policy IHAMB – Family Life Education. No additional revisions were requested. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended Policy IHAMB – Family Life Education.

These recommended changes have been reviewed by District Legal Counsel.

**SUMMARY AND RECOMMENDATION**

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

Superintendent



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

Agenda Item \*I.I.E.



## 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.	<b><u>15-108</u></b>
		15-341
		15-716
		15-720
	A.A.C.	R7-2-300

CROSS REF.:

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: February 28, 2013 Information  
AGENDA ITEM: \*Second Reading and Adoption of Proposed Amended Board Policy IHBCA – Programs for Pregnant/Parenting Students 1st Reading  
2nd 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: BGF

**SUPPORTING DATA**

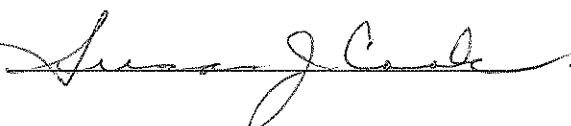
Funding Source: N/A  
Budgeted: N/A

On February 28, 2013, the Governing Board voted to approve the First Reading of proposed amended Policy IHBCA – Programs for Pregnant/Parenting Students. No additional revisions were requested. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended Policy IHBCA – Programs for Pregnant/Parenting Students.

These recommended changes have been reviewed by District Legal Counsel.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the Second Reading and Adoption 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 \*II.F.

**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 28, 2013 Information  
AGENDA ITEM: \*Second Reading and Adoption of Proposed Amended Board Policy IHBE – Bilingual Instruction/Native Language Instruction 1st Reading  
2nd 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: BGF

**SUPPORTING DATA**


Funding Source: N/A  
Budgeted: N/A

On February 28, 2013, the Governing Board voted to approve the First Reading of proposed amended Policy IHBE – Bilingual Instruction/Native Language Instruction. No additional revisions were requested. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended Policy IHBE – Bilingual Instruction/Native Language Instruction.

These recommended changes have been reviewed by District Legal Counsel.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the Second Reading and Adoption 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 \*II.G.

## **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 Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: February 28, 2013 Information  
AGENDA ITEM: \*Clinical Affiliation Agreement with A.T. Still University for Student Field Placement – Occupational Therapist 1st Reading

INITIATED BY: Dr. Keisha Henderson, ADMINISTRATOR OF SPECIAL SERVICES  
SUBMITTED BY: Dr. Keisha Henderson, ADMINISTRATOR OF SPECIAL SERVICES

PRESENTER AT GOVERNING BOARD MEETING: Dr. Keisha Henderson, Administrator of Special Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

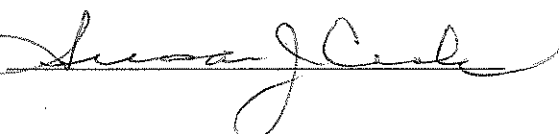
The purpose of this Agreement is to permit university students attending A.T. Still University to receive their occupational therapy fieldwork experience within the Washington Elementary School District, pursuant to the terms of the enclosed affiliation agreement. Providing fieldwork experience for university students is advantageous to the District, as it creates a relationship that may evolve into employment opportunities in the hard-to-fill position of occupational therapist. The District currently employs 15.3 FTE occupational therapists, of which 1.0 FTE is contracted.

The Agreement provides that the university students who are placed will be required to comply with all District Policies, Regulations, and procedures, including fingerprinting and background review.

The Agreement has been reviewed by District Legal Counsel.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the Affiliation Agreement with A.T. Still University and authorize the Superintendent to execute all documents.

Superintendent 

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

Agenda Item \*II.H.

**A.T. STILL UNIVERSITY**

**ATSU**

**A. T. STILL UNIVERSITY  
Arizona School of Health Sciences  
5850 E. Still Circle, Mesa, AZ 85206**

**CLINICAL AFFILIATION AGREEMENT**

**THIS AGREEMENT** is made on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between **A. T. Still University, Arizona School of Health Sciences ("the University")** and *[Please Print]* Washington School District Facility".

**WHEREAS**, the Arizona School of Health Sciences, is a school within A.T. Still University of Health Sciences, Inc: and

**WHEREAS**, Facility is a Health Care Provider or Health Care Institution which possesses the capability for providing learning experiences and recognizes its professional responsibility to assist in the teaching of University students within the Athletic Training, Audiology, Occupational Therapy, Physician Assistant, and Physical Therapy programs.

**THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:**

- 1. Term and Termination.** The term of this Agreement shall be for a period of five (5) years commencing on the date first above written and continuing until the fifth (5th) anniversary thereafter. This agreement shall be reviewed by each party annually, at which time this agreement may be terminated by not less than six (6) months prior written notice to the non-terminating party.
- 2. Authority, Duties and Responsibilities of the University.** The University shall have the following authority, duties and responsibilities:
  - (a) Coordination:** The University, through its designated representative(s), shall coordinate with Facility, through its designated representative(s), to make learning experiences available to enrolled students.
  - (b) Procedural Authority:** The University acknowledges that its students shall be expected to comply with all current policies and procedures of Facility.
  - (c) Scheduling:** The University shall, as mutually agreeable to the parties, provide prior to each clinical experience: (i) number and name of student(s) and the dates and hours they will be assigned for practical experience; (ii) the clinical level of experience of each student and the expected level of experience to which such students will be assigned; (iii)

the learning objectives for the assigned students; (iv) verification of student malpractice coverage, cardiopulmonary resuscitation training, immunization status, and blood borne pathogen precaution training; and (v) HIPAA training.

**(d) Non-Assignment:** Non-assignment of students to Facility for any given rotation shall not effect the continuation of this Agreement.

**(e) Liaison:** The University shall provide a faculty member(s) who will serve as liaison with Facility representatives when necessary.

**(f) Recordkeeping:** The University shall provide and maintain the records and reports necessary for conducting clinical learning experiences of its students under this Agreement.

**(g) Indemnity:** Each Party to this Agreement shall indemnify and hold harmless the other Party and its affiliated corporations and entities, and its directors, trustees officers, agents and employees against any and all damages, losses, costs and expenses (including reasonable attorneys' fees) incurred in connection with claims or demands for injury or damage arising from or caused by the indemnifying Party's negligent or willful acts or failure to act or the negligent or willful acts or failure to act of its directors, trustees, officers, agents and employees in connection with the subject matter of this Agreement.

**(h) Insurance:** The University shall maintain in full force and effect throughout the term of this Agreement: (1) professional liability insurance in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate (2) general liability insurance in an amount not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate; and, (3) workers' compensation insurance as required by law.

**3. Authority, Duties, and Responsibilities of the Facility.** Facility shall have the following authority, duties and responsibilities:

**(a) Coordination:** Facility shall provide learning experiences to students enrolled in programs at the University. The number of students, their program of education within Facility, and the scheduling of their education at Facility will be determined by mutual agreement between the designated representative(s) of Facility and the University's designated academic program representative(s).

**(b) Supervision:** Facility shall provide learning experiences under the supervision of qualified personnel, who (i) meet the standards of recognized professional accrediting agencies or state regulatory agencies; (ii) are licensed and/or certified to practice in the respective allied health profession and (iii) support the philosophy and the stated objectives of the educational program. Facility shall be responsible for assigning clinical instructors for each student in accordance with professional standards.

**(c) Learning Experiences:** Facility shall provide opportunities for observation and supervised practical experience, conducive to the learning process of the student and the

meeting of the stated learning objectives in its facility(s), patient units, clinics, laboratories, classrooms, and other selected departments or subjects as applicable.

**(d) Orientation:** Facility shall provide orientation to related University faculty and students to acquaint them with physical facilities, policies and procedures of Facility, and where appropriate, to the needs of individuals and/or groups with which they will be working.

**(e) Staff Development:** Facility shall provide, as appropriate, time to its designated clinical educators for attending meetings and conferences called by the University as part of its educational program.

**(f) Space:** Facility shall provide, whenever necessary, available conference rooms, work area, and locker space for University students participating in this program.

**(g) Student Evaluation:** Facility shall cooperate in formally evaluating students in consonance with the educational objectives and procedures, which have been jointly arranged.

**(h) Record Keeping:** Facility shall provide and maintain records and documents required by the University for conducting the educational program.

4. **Nondiscrimination.** The University and Facility shall not discriminate against anyone applying to or enrolled in the program contemplated under this agreement by either party because of race, color, creed, sex, age, national origin, disability or sexual orientation.
5. **Educational Records.** The designated program of the University shall maintain the educational records, and information related to the students of the University. Facility shall assist the University as may be reasonably necessary so that the designated Program at the University may comply with such laws, rules, and regulations relating to educational programs.
6. **Student Status.** Nothing in this Agreement shall be construed to imply an employer-employee relationship between Facility and the student. The student shall not be considered an employee for workers' compensation, fringe benefits, or compensation. Facility may, however, provide the student stipends, in-kind services, or reimbursement of expenses incurred while assigned to Facility. Each party to this Agreement may at any time remove the student from Facility with just cause.
7. **Miscellaneous.** This Agreement constitutes the entire Agreement among the parties and supersedes all other prior Agreements and understandings both written and oral, among the parties. This Agreement shall be binding upon and inure to the benefit of the parties hereto, and nothing in the Agreement, expressed or implied, is intended to confer upon any other person any rights or remedies of any nature whatsoever under or by reason of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona. Facility represents, warrants and covenants to the

University that the persons signing below have full right, power, and authority to make this Agreement and that no other person or entity needs to join in the execution hereof in order for this Agreement to be binding upon the provider.

8. **Standards and Confidentiality:** All services provided by Facility shall be provided in accordance with professional standards and all applicable federal, state or local governmental laws and regulations, and in accordance with those applicable standards of the Joint Commission on Accreditation of Healthcare Organizations. During the term(s) of this Agreement, the Parties shall take such actions, including revising this Agreement, as necessary or advisable to comply fully with all laws, rules regulations applicable to the performance of this Agreement, including without limitation the Health Insurance Portability and Accountability Act of 1996 and the Family Educational Records and Privacy Act. Each Party to this Agreement represents that: (1) it is not currently excluded, or threatened with exclusion, from participating in any federal or state funded health care program, including Medicare and Medicaid; and (2) it has never been subject to any sanctions by any of the aforementioned programs. Each Party shall notify the other of any imposed exclusions or sanctions covered by this representation, and the notified Party reserves the right to terminate this Agreement immediately upon receipt of such notice.

9. **Other terms and conditions:**
- 
- 

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals as of the date set forth above.

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Facility - Program Director or Representative  
Signature

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Randy Danielsen, PhD., PA-C, DFAAPA  
Dean, Arizona School of Health Science

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NAME OF FACILITY (Please Print)

---

Contact Person (Please Print)

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board                     X                     Action  
FROM: Dr. Susan J. Cook, Superintendent                      Discussion  
DATE: February 28, 2013                      Information  
AGENDA ITEM: \*Clinical Affiliation Agreement with Brown Mackie College for Student Field Placement                      1st Reading  
INITIATED BY: Dr. Keisha Henderson, SUBMITTED BY: Dr. Keisha Henderson,  
Administrator of Special Services Administrator of Special Services  
PRESENTER AT GOVERNING BOARD MEETING: Dr. Keisha Henderson, Administrator of Special  
Services  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

The purpose of this Agreement is to permit university students attending Brown Mackie College to receive their occupational therapy fieldwork experience within the Washington Elementary School District, pursuant to the terms of the enclosed affiliation agreement. Providing fieldwork experience for university students is advantageous to the District, as it creates a relationship that may evolve into employment opportunities in the hard-to-fill position of occupational therapist. The District currently employs 15.3 FTE occupational therapists, of which 1.0 FTE is contracted.

The Agreement provides that the university students who are placed will be required to comply with all District Policies, Regulations, and procedures, including fingerprinting and background review.

The Agreement has been reviewed by District Legal Counsel.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the Affiliation Agreement with Brown Mackie College and authorize the Superintendent to execute all documents.

Superintendent



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

Agenda Item \*III.

## Affiliation Agreement

This Affiliation Agreement is entered into between Brown Mackie College – Phoenix (hereinafter referred to as “School”) and [insert name of Facility] (hereinafter referred to as “Facility”), located at [insert full address] and is effective on the [insert day of month], 20[insert year] (“Effective Date”) for a one year term and will automatically renew for subsequent one year terms unless either party provides a notice of non-renewal to the other party thirty (30) days prior to the end of any term. In no event shall this Agreement be in effect for more than five (5) years.

### Recitals

**WHEREAS**, School offers a program of study in Occupational Therapy Assistant and desires that its students complete Field Work or an internship whichever is applicable (jointly referred to herein as “Internship”) to obtain experience at Facility in further of the School’s program(s). Facility has agreed to make its location(s) available to School and its students for this purpose.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

#### A. School and Facility Responsibilities

1. School has full responsibility for the academic content of the Internship and the credit granted for its satisfactory completion and School and Facility will agree in advance of the start date of the Internship the specific studies and research that will occur.
2. The students shall be directly supervised by an employee of Facility who is approved in advance by the School and meets Facility’s requirements for such position. The students’ supervisor shall not be an employee of School or a currently enrolled student of School.
3. The parties will mutually agree to the number of students that can participate in the Internship prior to the start date.
4. School will advise its students and each faculty member (if on site) to comply with all of Facility’s policies and procedures, including but not limited to the requirement to keep all patient related medical information confidential and to comply with the Facility’s policy regarding the Health Insurance Portability and Accountability Act (HIPAA).
5. School will advise its students and each faculty member (if on site) to comply with any of Facility’s requirements regarding criminal background checks. Facility shall provide students a copy of its policy regarding background checks and shall instruct students to comply with said policy; any costs for the background check is at the students’ expense. Facility shall apply the same criteria to students and faculty members as they do to Facility employees under their current hiring practices. School will advise students and faculty members that as a result of a criminal background check, that Facility may reject any student or faculty member and bar them from the Facility in accordance with Facility policies.

6. School will advise its students and each faculty member (if on site) to comply with any requirements of Facility regarding immunizations. Any immunizations required which faculty member or student does not yet have must be obtained prior to beginning the Internship and the cost for the immunization shall be paid for by student or students' own medical coverage.
7. Facility will provide an appropriate orientation to the students and faculty member (if on site) and advise them of all applicable rules and regulations including orientation to the risk of exposure to blood borne viral diseases such as HBV/HIV and to other communicable diseases; to chemical and other environmental hazards in compliance with federal hazard communications regulations; to fire safety procedures at the Facility; and to provide basic training on the confidentiality and privacy requirements of the federal HIPAA law.
8. Facility shall provide a safe physical facility and environment in addition to adequate instruction, supervision, guidance and evaluation of students. The Facility shall complete and promptly return any evaluations requested by School. Both parties agree to cooperate with each other and share information in the event that any investigation is conducted with respect to a student's experience or performance at Facility. Students may be asked to sign a form granting School and Facility permission to share information relevant to his or her experience or performance.
9. Facility may terminate a student or faculty member (if on site) from participating in an Internship if Facility determines in its sole opinion and discretion that the student's conduct or work with clients, patients or personnel is not in accordance with acceptable standards of performance.
10. Upon request of School, Facility shall provide classroom space for the use of students and faculty member (if on site) subject to availability and provide them the privilege of using libraries, lounges, cafeterias, rest rooms, etc. on the same basis as Facility employees.
11. School will advise its students and faculty (if on site) that it is the responsibility of the student and faculty for the cost of his or her own health insurance and medical costs as Facility is not providing any such insurance for them.
12. Facility shall make available to students and faculty member (if on site) any necessary emergency care for injuries or illnesses arising out of their program participation. Applicable insurance policies may be billed for the provision of these services.
13. School will advise its students that Facility does not consider them to be employees. If Facility is paying any students, the individual student is responsible to make all required withholdings for state and federal income tax purposes. At all times, neither students nor faculty members (if on site) are considered employees of Facility. If any compensation is paid by Facility to students, it shall be agreed to in writing by student and Facility before the start of the Internship.



14. The School is responsible at all times for the negligent and willful acts and omissions of its employees and agents, including its faculty. In addition, the Facility is responsible at all times for the negligent and willful acts and omissions of its employees and agents.
15. Facility shall indemnify, hold harmless and defend School, its officers, directors, employees and agents from and against any and all losses, liabilities, claims, damages, causes of action, costs and expenses, including reasonable attorneys' fees and litigation costs arising from Facility's breach of any covenants or obligations set forth in this Agreement. This obligation shall survive the termination of this Agreement.
16. School shall indemnify, hold harmless and defend Facility, its officers, directors, employees and agents from and against any and all losses, liabilities, claims, damages, causes of action, costs and expenses, including reasonable attorneys' fees and litigation costs arising from School's breach of any covenants or obligations set forth in this Agreement. This obligation shall survive the termination of this Agreement.
17. The ultimate responsibility for the care of patients and the direction of Facility's operation is with Facility.
18. School shall provide and maintain comprehensive general liability insurance in the amount of \$1,000,000 per occurrence \$3,000,000 aggregate. In addition, School shall maintain professional liability insurance that covers the School, all students, and instructors at the School. The blanket professional liability insurance policy will be in the amount of not less than \$1,000,000 per claim/\$3,000,000 aggregate. The School shall provide a certificate of insurance at the request of Facility.
19. Facility shall provide and maintain comprehensive professional and general liability insurance of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate as well as excess liability insurance of not less than \$5,000,000. A certificate of insurance evidencing such insurance coverage shall be provided to School. The general liability insurance shall name as additional insured, Education Management Corporation its schools, directors, subsidiaries, officers, employees, assigns, agents and board members.

B. General Provisions

1. The term of this Agreement shall be for a period of five (5) years commencing on the date first above written and continuing until the end of the five (5) year period. This agreement may be terminated by either party with or without cause by providing thirty (30) days written notice to the other party. In the event of termination during an Internship, Facility will allow students to complete their Internship.
2. The parties to this Agreement are independent contractors. Neither School nor any of its faculty, students or employees shall hold themselves out as employees, agents or partners of Facility. In addition, neither Facility, nor any of its faculty, students or employees shall hold themselves out as employees, agents or partners of School.

4. There shall be no monetary consideration paid by either party to the other, it being acknowledged that the Internship provided hereunder is mutually beneficial.
5. Notices. Any and all notices required shall be deemed delivered when received by registered, certified or express mail to:

If to School:

Brown Mackie College-Phoenix

13430 N. Black Canyon Hwy. Suite 190

Phoenix, AZ, 85029

If to Facility:

\_\_\_\_\_  
[Insert Facility Name]

\_\_\_\_\_  
[Insert Facility Address]

\_\_\_\_\_  
[Insert Facility City/State/Zip]

6. This Agreement contains the entire agreement between the parties and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter hereof.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed as of the Effective Date set forth above. For and on behalf of:

**FACILITY:**

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Brown Mackie College- Phoenix: [insert name of school]**

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions for Completing Form:**

Before providing the form to Facility insert the information in the highlighted areas: **Introductory Paragraph:** Insert legal name of School and address, insert Facility name and address, insert the Effective Date which is the date the internship will begin. **Second Paragraph:** insert the name of the program, nursing for example. **Paragraph B. 5:** Insert the name of the person and address at School where any notices should be sent. **Signature Line:** Insert legal name of School. **Next Steps:** Provide the Agreement to Facility who inserts its contact info in Paragraph B.5, signs and prints name and title as indicated and sends to the School Internship Coordinator who signs and prints name and title as indicated. School Internship Coordinator gives a copy to the Facility after both parties sign, the original is kept by the School Internship Coordinator who must send a pdf copy to the

Health Care Affiliation: Revised 1/14/2010

EDMC legal department at [kstrohm@edmc.edu](mailto:kstrohm@edmc.edu). IF A FACILITY REQUESTS ANY CHANGES TO THIS DOCUMENT TELL THEM TO MAKE REDLINED CHANGES AND EMAIL TO THE SCHOOL AND THE SCHOOL MUST EMAIL THE DOCUMENT TO THE EDMC LEGAL DEPARTMENT FOR REVIEW at [kstrohm@edmc.edu](mailto:kstrohm@edmc.edu).

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
X Discussion  
FROM: Dr. Susan J. Cook, Superintendent Information  
1st Reading  
DATE: February 28, 2013  
AGENDA ITEM: Head Start Update, Philosophy, Long-Range and Short-Range Goals, and Self-Assessment Plan  
INITIATED BY: Diana Howsden, Director of Head Start Services SUBMITTED BY: Diana Howsden, Director of Head Start Services  
PRESENTER AT GOVERNING BOARD MEETING: Diana Howsden, Director of Head Start Services and Michael Pilsbury, Head Start Program Coordinator  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

**SUPPORTING DATA**

Funding Source: Federal Head Start Funding  
Budgeted: Yes

On June 14, 2012, the Governing Board approved renewal of the intergovernmental agreement with the City of Phoenix for the Head Start Program. This IGA allows Washington Elementary School District No. 6 (WESD) to plan and deliver early childhood program services to 588 children and families in 17 school sites according to stipulated terms and conditions.

In compliance with Head Start Performance Standard 1304.51(d), information must be communicated periodically to a delegate's governing body and to members of its policy groups. The intent of the annual Head Start orientation is to comply with the standard and to ensure that essential information is communicated to the WESD Governing Board.

Attached is the Head Start orientation presentation for review by the Governing Board. Diana Howsden, Director of Head Start Services, will provide a brief presentation about the WESD Head Start Program.

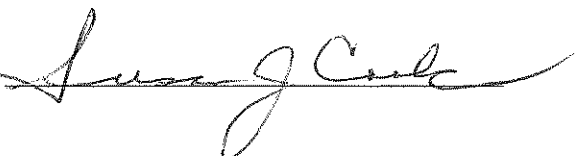
Based on Head Start Performance Standard 1304.51(i)(1), at least once each program year, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives in implementing Federal regulations.

Attached is the WESD Head Start Self-Assessment presentation for review by the Governing Board. Michael Pilsbury, Head Start Program Coordinator will provide a brief presentation about the WESD self-assessment process.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the Preschool/Head Start Philosophy, the Head Start Long-Range and Short-Range Goals and the Self-Assessment Plan.

Superintendent



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

Agenda Item III.A.

**Head Start Update, Philosophy, Long-Range and Short-Range Goals, and Self-Assessment Plan**  
**February 28, 2013**  
**Page 2**

In accordance with the Head Start Program Performance Standard, CFR 1304.50(d)(1)(iii), (iv), and (vi), the WESD Governing Board has the obligation and responsibility to periodically review and approve program philosophy, long-range and short-range program goals, and the self-assessment process.

Attached documents for approval are the:

- Washington Elementary School District Head Start Philosophy
- Washington Elementary School District Head Start Long-Range and Short-Range Goals
- Washington Elementary School District Head Start Self-Assessment Plan

The Head Start Philosophy document is the value and belief statement of the Washington Elementary School District Head Start program. WESD Head Start program long-range and short-range goals for the upcoming program year 2013-2014 are stated in the WESD Head Start Program Long- and Short-Range Goals 2013-2014 document. The WESD Head Start Self-Assessment Process document states how the self-assessment process will be conducted. Stakeholders, Head Start parents and community members in partnership with WESD Head Start administrators, participated and contributed in the development, review and approval of the required Head Start documents. These documents are attached.

Approval of these documents is requested and necessary for the District to remain eligible to receive Head Start funding through the City of Phoenix and are important in the periodic audit/review process. The Head Start Performance Standards, which are rigorously enforced by the City of Phoenix Grantee personnel, require the Governing Board to review and approve such documents.

## WASHINGTON ELEMENTARY SCHOOL DISTRICT HEAD START PROGRAM

Governing Board Presentation/Orientation  
2012 - 2013

### **The Head Start Mission**

Head Start is a national program that promotes school readiness and prepares children for success by enhancing development in the areas of physical and health; cognitive and general knowledge; language/literacy; social/emotional; and approaches to learning, through engaging families in the establishment of strong collaborative partnerships with schools and community.

### **National Head Start Facts**

- In 2011 more than 750,000 parents volunteered in their local Head Start program
- More than 205,000 Head Start fathers participated in organized regularly scheduled activities designed to involve them in Head Start and Early Head Start programs.

### **Positive Impact for Arizona**

- Arizona Head Start programs serve nearly 23,000 at risk children and families
- Federal Head Start grants bring in more the \$140 million into Arizona's economy, while Head Start agencies generate more than \$35 million in local community in-kind contributions
- Arizona Head Start employs nearly 4,200 individuals

### **The WESD Head Start Program**

- Currently in the 11th year of providing Head Start services to WESD preschool age children and their families
- Head Start services are provided at 17 WESD school sites (18 classrooms) operating in double sessions
- 588 preschool age children are receiving Head Start services

### **WESD Head Start 2011-12 Program Information Report (PIR)**

- **Enrollment Information:**

Funded enrollment	588 children
Actual enrollment	697 children

- **Languages Represented:**

English	331
Spanish	319
Other	47

(Other languages includes: Middle Eastern, South Asian, East Asian, Pacific Island and African languages)



**WESD Head Start  
2011-12 Program Information Report (PIR)  
Health Services Information-Medical**

- 675 children had health insurance
- 696 children had an on-going source of continuous accessible health care
- 645 children were up-to-date on a schedule of age-appropriate preventive and primary health care-screenings and physical exams

**WESD Head Start  
2011-12 Program Information Report (PIR)  
Dental, Mental Health & Disabilities Services**

- 670 children completed a professional dental exam
- Mental health services were made available for 119 children, with 12 children receiving three or more consultations by a mental health professional
- 84 children received special education (IEP) services in Head Start classrooms

**WESD Head Start  
2011-12 Program Information Report (PIR)  
Family Services Information**

- 697 families received Head Start services
- 492 parents were employed
- 46 parents were in a job training program or school
- 206 parents had either an advanced degree, a baccalaureate degree or an associate degree, vocational school or some college

**2011 -12 PIR for Received Family Services**

- 365 families received emergency crisis intervention
- 28 families received housing assistance
- 91 families received mental health services
- 38 families received ESL training
- 260 families received adult education assistance
- 166 families received job training assistance
- 1 family received domestic violence services assistance
- 397 families received health education information
- 441 families received parent education information

### WESD Head Start What's Happening

- The City of Phoenix Grantee along with its Delegate Agencies, including WESD, received the triennial Federal Review the week of Feb. 4-8, 2013.
- WESD had full enrollment on the first day of school
- Last year WESD Head Start had 1,776 parent and community volunteers
- Self Assessment Process...

## Head Start Philosophy

Arizona's children reflect the broad differences in racial and cultural heritage, language, health and family situations that constitute the diversity of our great state. Each child's level of preparation and readiness for school also varies greatly depending upon many different factors. Educators and parents recognize that education is a process that begins at birth. The potential for learning encompasses the physical, social, emotional and cognitive development of children.

To ensure that Washington Elementary School District's children are ready for success in school, schools will implement developmentally appropriate teaching and assessment practices, strengthen efforts in parent involvement and professional development for staff, and work with community agencies to provide appropriate and effective services to children and families.

## Filosofía de Head Start

Los niños de Arizona reflejan las diferencias anchas en la herencia racial y cultural, el idioma, las situaciones de la salud y la familia que constituyen la diversidad de nuestro gran estado. Cada nivel del niño de la preparación y la prontitud para la escuela varía también dependiendo mucho de muchos factores diferentes. Los educadores y los padres reconocen que la educación es un proceso que empieza al nacer. El potencial para aprender abarca el desarrollo físico, social, emocional y cognoscitivo de los niños.

Para asegurar que los niños del Distrito Escolar Washington estén listos para el éxito en la escuela, las escuelas aplicarán apropiadamente el desarrollo y las prácticas de la enseñanza, evaluación, esfuercaran la participación de padre y desarrollo profesional para el personal, y trabajar con agencias de la comunidad para proporcionar los servicios apropiados y efectivos a niños y familias.

Approved by the WESD Head Start Policy Committee on 11/28/2012.

Approved by WESD Governing Board on \_\_\_\_\_.

Submitted by: Amber Larson  
Policy Committee Chairperson

## **WESD Head Start Program Long and Short Range Goals 2013 - 2014**

### **Long Range Goal:**

Promote early literacy and prepare young children for academic success.

### **Short Range Goal 1:**

Support families with the information and services they need to help their children achieve academic success.

#### **Strategies:**

- Connect Head Start families with the public library system
- Parents will be provided learning activities to use at home.

### **Short Range Goal 2:**

Partner with national and local trainers to provide professional development to enhance certified and classified staff services to children and families.

#### **Strategies:**

- Continue to implement the CLASS observation tool and utilize the results for program planning, professional development and improve child outcomes
- Implement Creative Curriculum studies to enhance lesson planning, individualizing and child outcomes

Approved by the WESD Head Start Policy Committee on:

Approved by WESD Governing Board on:



## Head Start

### Self -Assessment

### Ongoing Quality Improvement

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The Self-Assessment process provides the program with a method to regularly assess the effectiveness of key management systems regarding the quality of services delivered to Head Start eligible children and families.

1304.51(i)1



## Key Management Systems

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- ▶ Governance
- ▶ Planning
- ▶ Communication
- ▶ Record Keeping and Reporting
- ▶ Ongoing Monitoring
- ▶ Human Resources
- ▶ Fiscal Management
- ▶ ERSEA

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▶

## Federal Review VS. Self-Assessment

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▶

## Federal Review

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- ▶ Triennial visit by a team evaluators from Region IX
  - ▶ Makes sure programs meet all Head Start Performance Standards with respect to program, administrative, financial management and other requirements
  - ▶ The Federal Review was this year, Feb 4<sup>th</sup> – 8<sup>th</sup>
- 

▶

## Self-Assessment

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- ▶ Annual self monitoring which measures accomplishments, strengths and weaknesses each program year
  - ▶ Promotes continuous improvement of service delivery and quality
- 

▶



## Shared Decision-Making

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From the planning to the analyzing of results  
for the yearly self-assessment,  
Head Start reinforces how program members  
engage in shared decision-making.

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## Self-Assessment is a team

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- ▶ Provides an opportunity for involvement of  
parents and community stakeholders
  - ▶ Increases staff awareness of how the program  
is viewed by consumers
- 



## Self-Assessment utilizes all program information

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Programs collect, analyze, review, and incorporate information from multiple sources, including:

- ▶ Ongoing monitoring data
  - ▶ Program Information Report (PIR)
  - ▶ Child outcome data
  - ▶ Classroom observations
  - ▶ Community assessment
- 



## Interpreting Information

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- ▶ Review and analyze information gathered from each Key area
  - ▶ Examine program strengths and accomplishments
  - ▶ Analyze and interpret areas to be strengthened
  - ▶ Display the data in a useful manner
  - ▶ Identify underlying causes and systemic issues
  - ▶ Classify and prioritize issues and concerns
- 



## Strengthening

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Identify resources for program improvement:

- ▶ Head Start T & TA Network
  - ▶ Internal program resources
  - ▶ Other technical assistance providers
  - ▶ Develop Program Improvement Plans
  - ▶ Evaluate progress
- 



## Identifying Strengths

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- ▶ Build upon strengths to develop and support new strategies
  - ▶ Focus on areas that are exceptional and exceed Head Start Performance Standards
- 



## Report Findings

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All monitoring information is presented  
to Policy groups, Grantee, parents  
and Head Start staff.



# WESD Head Start Self-Assessment Plan 2012- 2013

Action	Persons Responsible	Completion date	Resource People	Outcome
1. Provide training to all HS staff regarding the self-assessment process.	HS Director, HS Program Coordinator	February 2013	HS Director, HS Program Coordinator	Staff will receive training on all aspects of program Self –Assessment.
2. Provide Training to the Governing Board and/or Sub-Committee about Self-Assessment	Head Start Director, HS Program Coordinator	February 2013	Head Start Director, WESD Administration	Governing Board will receive training on all aspects of program Self – Assessment.
3. Provide training to all HS parents regarding the self-assessment process.	HS Director, HS Program Coordinator, Instructors	February 2013 Policy Comm. Mtg. and Parent Mtgs.	HS Director, HS Program Coordinator, Instructors	Parents will understand and participate in the self-assessment process.
4. Conduct Self-Assessment in all areas of services to children and families.	All Staff	Feb/March 2013	Head Start Director, HS Program Coordinator, Mentor Specialists, Instructors	All program strengths and areas of challenge will be identified.
5. Report findings to Policy Committee, parents, staff and Governing Board	Head Start Director, HS Program Coordinator	April 2013	Head Start Director, HS Program Coordinator, Instructors	All staff, families and WESD Governing Board will have the opportunity to understand an overview of the program.
6. When needed, write a Quality Improvement Plan as a result from findings.	HS Director, HS Program Coordinator, Mentor Specialists, Instructors	April 2013	Head Start Director, HS Program Coordinator, Mentor Specialists Instructors	All staff will be aware of challenges and strengths in our program service delivery to children and families.
7. Follow up on any compliance areas to improve services provided for children and families.	Head Start Director, HS Program Coordinator, Mentor Specialists, Instructors	Ongoing	Head Start Director, HS Program Coordinator, Mentor Specialists, Instructors, Grantee staff as needed.	Continuous program improvement in all areas of service delivery.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
X Discussion  
FROM: Dr. Susan J. Cook, Superintendent            Information  
           1st Reading  
DATE: February 28, 2013  
  
AGENDA ITEM: Discussion, Consideration and Possible Approval of Direction to the Employee Benefit Trust (EBT) Regarding the Employee Benefits Plan for 2013-2014  
  
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: Policy EIC and A.R.S. §15-382

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

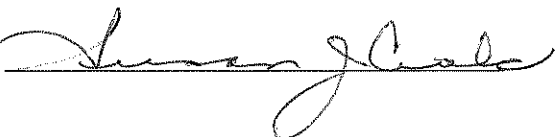
At the February 19, 2013 meeting of the Employee Benefit Trust (EBT), John Coyle (from The Segal Company) reviewed the status of the EBT Health Plans through January 2013 and presented Preliminary Budget Projections for 2013-2014. The following is a summary of the information Mr. Coyle presented:

- The first page of the attached materials is a Summary of Total Plan Costs through January 2013. This represents only seven (7) months of data under the three new plans (PPO Base, PPO Buy-Up and HDHP) that were offered to employees for the 2012-2013 plan year. The combined plans were projected to run a 5% deficit that would be absorbed through the excess contingency reserves of the EBT. As of January 2013, the combined plans are showing a surplus of \$1,033,728.00. However, \$396,678.00 of that surplus is attributed to "Stop Loss Refunds" from the 2011-2012 plan year. Therefore, the actual surplus attributed to the 2012-2013 plan year is \$637,050.00. While the performance to date is encouraging, the seven months of volatile claims history does not provide as clear a picture as would be desired. If the monthly claims were to continue at the lower level experienced, a surplus would exist at the end of the plan year. However, if the monthly claims were to revert to the higher levels indicated, the combined plans would run a deficit. Therefore, at this point, it is difficult to predict what the finances will look like at the end of the plan year.
- Pages 2, 3 and 4 of the attachment demonstrate the performance of the three plans. The PPO Base Plan (no cost to employees) has a \$1,980,050.00 surplus. The PPO Buy-Up Plan (\$47.89/month cost to employees) has a \$1,101,109.00 deficit. The HDHP Plan (no cost to employees) has a \$515,749.00 surplus.

**SUMMARY AND RECOMMENDATION**

It is recommended that, based on the current revenue projections and budget limitations, the Governing Board direct the Employee Benefit Trust (EBT) to formulate an employee benefits plan recommendation for 2013-2014 that maintains the same level of District contributions as provided in the 2012-2013 plan in the amount of \$5,046.48 per employee, with any additional funding to come from increased PPO Buy-Up revenue and/or excess contingency reserves of the EBT.

Superintendent



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

Agenda Item III.B.

**Discussion, Consideration and Possible Approval of Direction to the Employee Benefit Trust (EBT) Regarding the Employee Benefits Plan for 2013-2014**

**Page 2**

- The final page of the attachment is a Medical/Dental Contribution Modeling that reflects the 8.4% increase that The Segal Company is projecting for the 2013-2014 plan year. This page shows the projected cost to the District and employees if the projected increase were to be implemented. These projections are based on historical claims data, an annual claims trend percentages of 9%, and costs attributed to the Affordable Care Act. Because of the EBT's strong historical claims data, the significant plan design changes made for the 2012-2013 plan year, actuarial trend data, and because many of the Affordable Care Act mandates were already implemented in the 2012-2013 plan year design, The Segal Company projected increase of 8.4% is lower than the 9% industry trend.

In order to provide input and direction to the EBT to facilitate the formulation of a final plan design and funding recommendation within the timeframe necessary to conduct open enrollment for employees in April, it is recommended that the Governing Board discuss, consider, and provide direction to the EBT regarding the employee benefits for the 2013-2014 fiscal year.

Based on the current revenue projections and possible budget limitations affecting the District, as well as a trend analysis of our history of insurance usage, and because of the strong financial position of the EBT, the Administration makes the following recommendations: (i) maintain the District contribution level as is currently provided in the amount of \$5,046.48 per employee; and, (ii) consider an increase to the PPO Buy-Up Plan, and if necessary, utilize a portion of the excess contingency reserves of the EBT to cover costs that exceed District-provided funding.

A final recommendation from the Trust Board will be presented to the Governing Board in March.



# Washington Elementa School District EBT

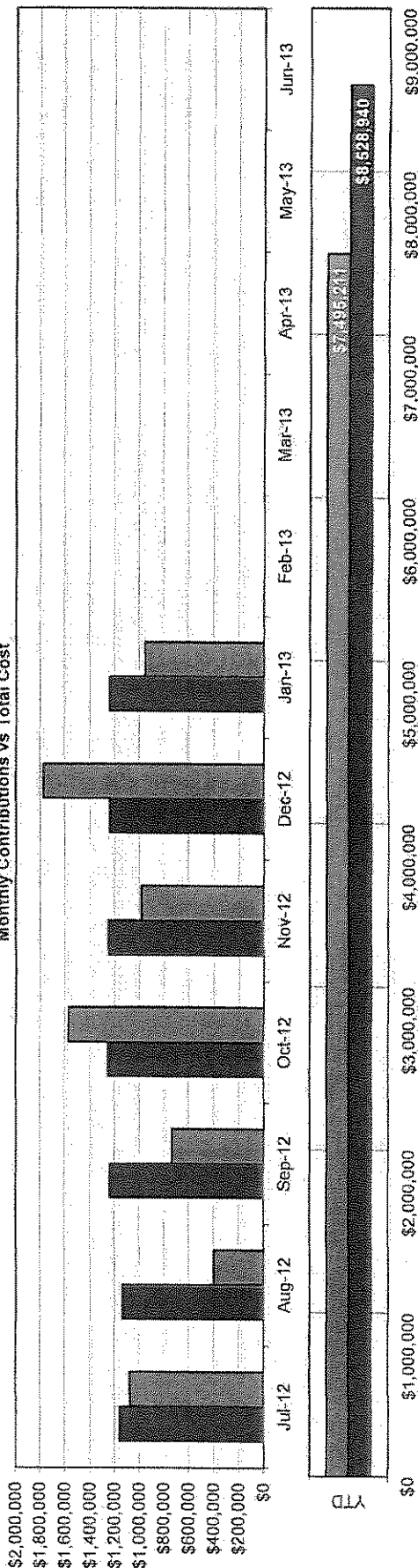
## Summary of Total Plan Costs

### Plan Year: 2012-2013

	Medical Enrollment	Total Contributions	Medical Claims	Stop Loss Refunds	Net Medical	Rx Claims	Dental Claims	Plan Expenses	Total Cost	Surplus or (Loss)
Jul-2012	2,352	\$1,161,212	\$831,231	-\$200,262	\$630,970	\$220,099	\$97,173	\$131,911	\$1,080,153	\$81,059
Aug-2012	2,294	\$1,139,567	\$137,629	-\$142,899	-\$5,270	\$182,774	\$93,749	\$128,205	\$399,458	\$740,110
Sep-2012	2,519	\$1,239,957	\$495,899	-\$53,512	\$442,387	\$119,130	\$45,642	\$128,606	\$735,766	\$504,191
Oct-2012	2,544	\$1,252,459	\$1,111,141	\$0	\$1,111,141	\$252,255	\$63,616	\$143,749	\$1,570,761	-\$318,302
Nov-2012	2,539	\$1,249,752	\$541,222	\$0	\$541,222	\$225,429	\$74,163	\$140,312	\$981,126	\$268,625
Dec-2012	2,530	\$1,242,314	\$1,236,942	\$0	\$1,236,942	\$335,214	\$58,579	\$140,814	\$1,771,549	-\$529,236
Jan-2013	2,532	\$1,243,679	\$590,825	\$0	\$590,825	\$216,552	\$80,134	\$68,888	\$956,398	\$287,280
Feb-2013										
Mar-2013										
Apr-2013										
May-2013										
Jun-2013										
<b>Total</b>	<b>17,310</b>	<b>\$8,528,940</b>	<b>\$4,944,890</b>	<b>-\$396,673</b>	<b>\$4,548,217</b>	<b>\$1,551,452</b>	<b>\$513,056</b>	<b>\$882,486</b>	<b>\$7,495,211</b>	<b>\$1,033,728</b>
<b>Mo. Average</b>	<b>2,473</b>	<b>\$1,218,420</b>	<b>\$706,413</b>	<b>-\$56,668</b>	<b>\$649,745</b>	<b>\$221,636</b>	<b>\$73,294</b>	<b>\$126,069</b>	<b>\$1,070,744</b>	

All claims are reported on a paid basis. Plan expenses include stop loss premiums.

Monthly Contributions vs Total Cost



■ Contributions ■ Total Cost



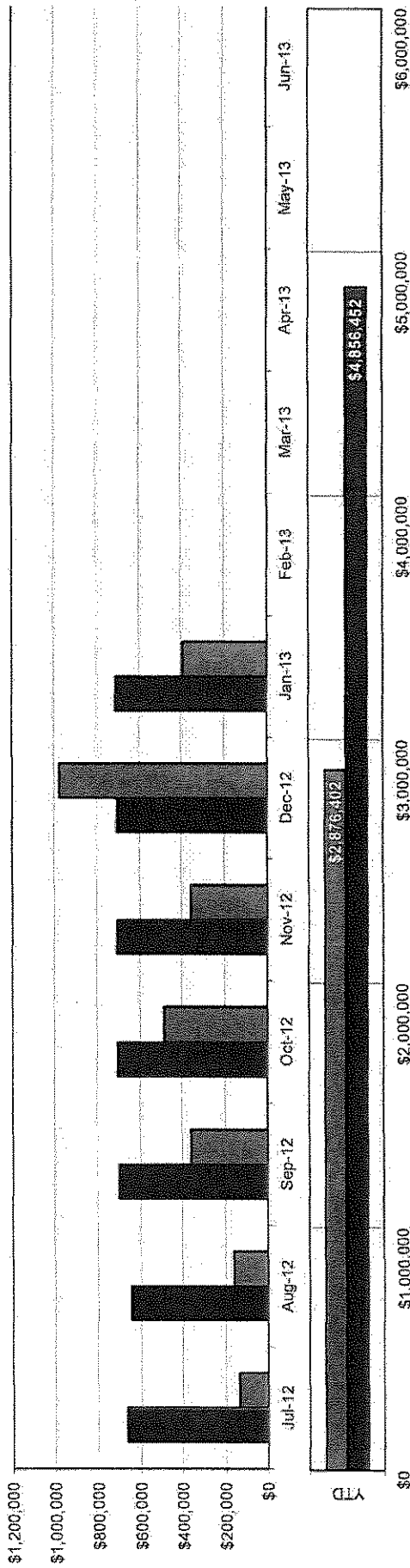




# Washington Elementz School District EBT Summary of Base PPO Medical & Rx Costs Plan Year: 2012-2013

	Medical Enrollment	Medical Contributions	Medical Claims	Stop Loss Refunds	Net Medical	Rx Claims	Medical/Rx	Plan Expenses	Total Cost	Surplus or (Loss)
Jul-2012	1,487	\$667,969	\$0	\$0	\$0	\$59,501	\$59,501	\$78,337	\$137,838	\$530,131
Aug-2012	1,433	\$647,944	\$0	\$0	\$0	\$86,651	\$86,651	\$75,121	\$161,772	\$486,171
Sep-2012	1,582	\$701,042	\$201,085	\$0	\$201,085	\$83,107	\$284,192	\$75,288	\$359,480	\$341,561
Oct-2012	1,598	\$708,057	\$300,483	\$0	\$300,483	\$102,457	\$402,940	\$84,757	\$487,697	\$220,360
Nov-2012	1,602	\$709,666	\$185,788	\$0	\$185,788	\$88,847	\$274,636	\$82,966	\$357,602	\$352,064
Dec-2012	1,599	\$708,422	\$746,739	\$0	\$746,739	\$148,717	\$895,456	\$83,433	\$978,889	-\$270,468
Jan-2013	1,610	\$713,353	\$262,749	\$0	\$262,749	\$92,191	\$354,939	\$38,184	\$393,123	\$320,229
Feb-2013										
Mar-2013										
Apr-2013										
May-2013										
Jun-2013										
<b>Total</b>	<b>10,911</b>	<b>\$4,856,452</b>	<b>\$1,696,844</b>	<b>\$0</b>	<b>\$1,696,844</b>	<b>\$661,471</b>	<b>\$2,358,316</b>	<b>\$518,086</b>	<b>\$2,876,402</b>	<b>\$1,980,050</b>
<b>Mo. Average</b>	<b>1,559</b>	<b>\$693,779</b>	<b>\$242,406</b>	<b>\$0</b>	<b>\$242,406</b>	<b>\$94,496</b>	<b>\$336,902</b>	<b>\$74,012</b>	<b>\$410,915</b>	

All claims are reported on a paid basis. Plan expenses include stop loss premiums.



★ SEGAL

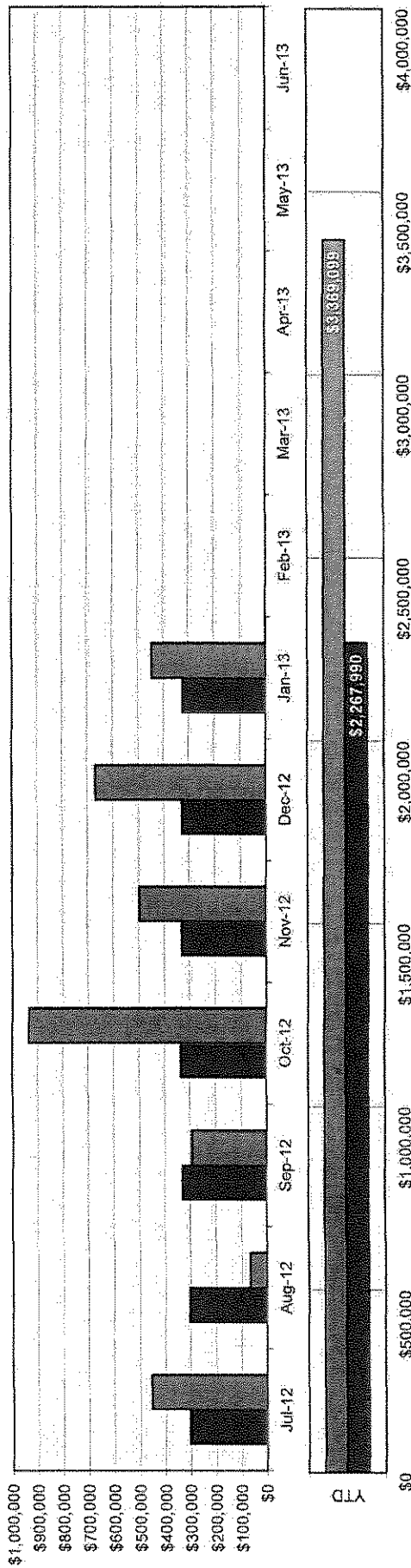
■ Contributions ■ Total Cost



# Washington Elementa School District EBT Summary of Buy-Up PPO Medical & Rx Costs Plan Year: 2012-2013

	Medical Enrollment	Medical Contributions	Medical Claims	Stop Loss Refunds	Net Medical	Rx Claims	Medical/Rx	Plan Expenses	Total Cost	Surplus or (Loss)
Jul-2012	572	\$304,018	\$491,356	-\$200,262	\$291,094	\$133,903	\$424,996	\$30,134	\$455,130	-\$151,112
Aug-2012	571	\$303,580	\$87,659	-\$142,899	-\$55,240	\$92,423	\$37,183	\$29,933	\$67,116	\$236,463
Sep-2012	626	\$333,067	\$286,835	-\$53,512	\$233,324	\$30,675	\$263,999	\$29,792	\$293,791	\$39,276
Oct-2012	633	\$337,355	\$756,482	\$0	\$756,482	\$144,966	\$901,448	\$33,574	\$935,022	-\$697,668
Nov-2012	625	\$333,666	\$334,934	\$0	\$334,934	\$132,484	\$467,418	\$32,368	\$499,786	-\$166,120
Dec-2012	623	\$329,990	\$458,787	\$0	\$458,787	\$178,210	\$636,997	\$32,507	\$669,504	-\$339,514
Jan-2013	614	\$326,315	\$316,465	\$0	\$316,465	\$117,723	\$434,188	\$14,562	\$448,750	-\$122,435
Feb-2013										
Mar-2013										
Apr-2013										
May-2013										
Jun-2013										
<b>Total</b>	<b>4,264</b>	<b>\$2,267,990</b>	<b>\$2,732,517</b>	<b>-\$396,673</b>	<b>\$2,335,844</b>	<b>\$830,385</b>	<b>\$3,166,229</b>	<b>\$202,870</b>	<b>\$3,369,099</b>	<b>-\$1,101,109</b>
<b>Mo. Average</b>	<b>609</b>	<b>\$323,999</b>	<b>\$390,360</b>	<b>-\$56,668</b>	<b>\$333,692</b>	<b>\$118,626</b>	<b>\$452,318</b>	<b>\$28,981</b>	<b>\$481,300</b>	

All claims are reported on a paid basis. Plan expenses include stop loss premiums. Runouts from the prior period PPO plan are displayed in the claim totals.



■ Contributions ■ Total Cost

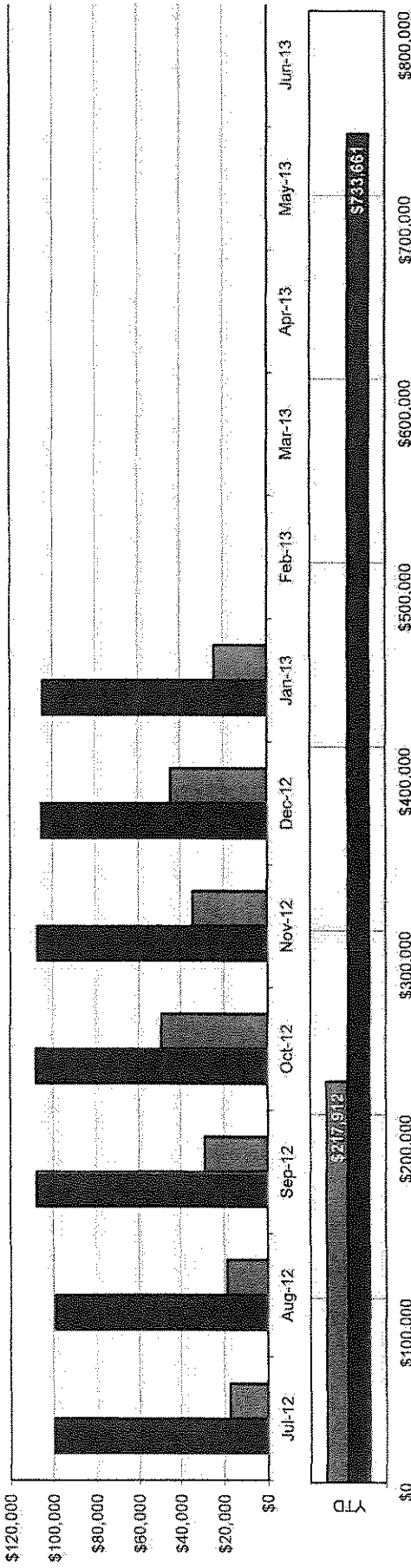
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# Washington Elementa School District EBT Summary of HDHP Medical & Rx Costs Plan Year: 2012-2013

	Medical Enrollment	Medical Contributions	Medical Claims	Stop Loss Refunds	Net Medical	Rx Claims	Medical/Rx	Plan Expenses	Total Cost	Surplus or (Loss)
Jul-2012	293	\$99,718	\$0	\$0	\$0	\$2,034	\$2,034	\$15,436	\$17,470	\$82,248
Aug-2012	290	\$99,202	\$0	\$0	\$0	\$3,700	\$3,700	\$15,202	\$18,902	\$80,300
Sep-2012	311	\$108,100	\$8,949	\$0	\$8,949	\$5,242	\$14,190	\$14,801	\$28,991	\$79,109
Oct-2012	313	\$108,316	\$27,956	\$0	\$27,956	\$4,831	\$32,787	\$16,601	\$49,388	\$58,928
Nov-2012	312	\$107,605	\$14,037	\$0	\$14,037	\$4,063	\$18,100	\$16,158	\$34,258	\$73,347
Dec-2012	308	\$105,567	\$20,340	\$0	\$20,340	\$8,287	\$28,626	\$16,071	\$44,697	\$60,870
Jan-2013	308	\$105,153	\$10,264	\$0	\$10,264	\$6,638	\$16,901	\$7,305	\$24,206	\$80,947
Feb-2013										
Mar-2013										
Apr-2013										
May-2013										
Jun-2013										
<b>Total</b>	<b>2,135</b>	<b>\$733,661</b>	<b>\$81,545</b>	<b>\$0</b>	<b>\$81,545</b>	<b>\$34,794</b>	<b>\$116,338</b>	<b>\$101,574</b>	<b>\$217,912</b>	<b>\$515,749</b>
<b>Mo. Average</b>	<b>305</b>	<b>\$104,809</b>	<b>\$11,649</b>	<b>\$0</b>	<b>\$11,649</b>	<b>\$4,971</b>	<b>\$16,620</b>	<b>\$14,511</b>	<b>\$31,130</b>	

All claims are reported on a paid basis. Plan expenses include stop loss premiums. Contributions to participants' HSA accounts are not reflected in this report.



SEAL

Contributions Total Cost



**Washington Elementary School District**  
**Exhibit 4 - Monthly MEDICAL/DENTAL Contribution Modeling**  
**For The Period July 01, 2013 through June 30, 2014**

Lives	CURRENT CONTRIBUTIONS					PROPOSED CONTRIBUTIONS				
	Employer Contribution +	HSA Deposit	Total WESD = Contribution +	Employee Contribution =	Total Contribution	Employer Contribution +	HSA Deposit	Total WESD = Contribution +	Employee Contribution =	Total Contribution
PPO Base										
1,483	\$408.68		\$408.68	\$0.00	\$408.68	\$445.89		\$445.89	\$0.00	\$445.89
109	\$408.68		\$408.68	\$492.87	\$901.55	\$445.89		\$445.89	\$537.75	\$983.64
15	\$0.00		\$0.00	\$416.85	\$416.85	\$0.00		\$0.00	\$458.76	\$458.76
3	\$0.00		\$0.00	\$919.58	\$919.58	\$0.00		\$0.00	\$996.19	\$996.19
1,610	\$7,807,423		\$7,807,423	\$752,812	\$8,560,235	\$8,518,360		\$8,518,360	\$821,817	\$9,340,177
PPO Buy-Up										
507	\$408.68		\$408.68	\$47.89	\$456.57	\$445.89		\$445.89	\$52.25	\$498.14
80	\$408.68		\$408.68	\$598.51	\$1,007.19	\$445.89		\$445.89	\$653.01	\$1,098.90
24	\$0.00		\$0.00	\$465.70	\$465.70	\$0.00		\$0.00	\$507.19	\$507.19
3	\$0.00		\$0.00	\$1,027.33	\$1,027.33	\$0.00		\$0.00	\$1,103.04	\$1,103.04
614	\$2,878,742		\$2,878,742	\$1,037,038	\$3,915,780	\$3,140,878		\$3,140,878	\$1,130,564	\$4,271,441
PPO HDHP										
279	\$308.68	\$100.00	\$408.68	\$0.00	\$408.68	\$345.89	\$100.00	\$445.89	\$0.00	\$445.89
24	\$308.68	\$100.00	\$408.68	\$401.64	\$810.32	\$345.89	\$100.00	\$445.89	\$438.21	\$884.11
4	\$0.00	\$100.00	\$100.00	\$314.85	\$414.85	\$0.00	\$100.00	\$100.00	\$359.61	\$459.61
1	\$0.00	\$100.00	\$100.00	\$724.52	\$824.52	\$0.00	\$100.00	\$100.00	\$804.77	\$904.77
308	\$1,122,360	\$369,600	\$1,491,960	\$139,479	\$1,631,440	\$1,257,671	\$369,600	\$1,627,271	\$153,124	\$1,780,395
Dental										
2,142	\$31.76		\$31.76	\$0.00	\$31.76	\$31.80		\$31.80	\$0.00	\$31.80
345	\$31.76		\$31.76	\$53.24	\$85.00	\$31.80		\$31.80	\$53.30	\$85.10
33	\$0.00		\$0.00	\$32.40	\$32.40	\$0.00		\$0.00	\$30.49	\$30.49
5	\$0.00		\$0.00	\$86.70	\$86.70	\$0.00		\$0.00	\$75.60	\$75.60
2,525	\$947,845		\$947,845	\$238,446	\$1,186,291	\$948,999		\$948,999	\$237,292	\$1,186,291
Annual Total										
	\$12,756,371	\$369,600	\$13,125,971	\$2,167,775	\$15,293,746	\$13,865,908	\$369,600	\$14,235,508	\$2,342,797	\$16,578,305
								\$1,109,538	\$175,022	\$1,284,559
\$\$\$ Change										

Funding Rate Medical/Dental PEY	\$5,288.47
Life Insurance PEY	\$22.80
<b>Total Funding Rate PEY</b>	<b>\$5,311.27</b>
<b>% Change in Funding Rates</b>	<b>8.4%</b>

Note: The Total Funding Rate PEY of \$5,311 includes \$262 (\$5,311-\$5,049) being paid from Trust assets  
 Totals may be slightly different than the projection due to rounding

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**\* SEGAL**

# WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: February 28, 2012

AGENDA ITEM: Review of 2011-2012 Single Audit

INITIATED BY: Cathy Thompson, Director of Business Services

SUBMITTED BY: Cathy Thompson, Director of Business Services

PRESENTER AT GOVERNING BOARD MEETING: Dennis Osuch, CliftonLarsonAllen

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

	Action
X	Discussion
X	Information
	1st Reading

## SUPPORTING DATA

Funding Source: N/A  
Budgeted: N/A

Washington Elementary School District exceeds the threshold of federal award expenditures set forth in OMB Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and is required to obtain an annual single audit.

Dennis Osuch from the auditing firm of CliftonLarsonAllen will present a summary of the audit done on activity during the 2011-2012 fiscal year. He will answer questions that the Governing Board might have regarding this audit.

Copies of the Single Audit, USFR Questionnaire, and the Comprehensive Annual Financial Report have been provided to Governing Board members for review prior to the meeting.

LeeAnn Gallagher, Internal Auditor for the District, will also be available if the Governing Board has questions about action being taken in reference to findings that the external auditors have identified.

## SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item IV.A.