

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

**DATE:** March 14, 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

1-10

It is recommended that the Governing Board approve the Minutes of the February 28, 2013 Regular Meeting and Executive Session (all Governing Board Members were in attendance).

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

- F. Current Events: Governing Board and Superintendent

- G. Special Recognition

- Sharon Pierson, Director of the Desert Mission Food Bank, will recognize Principal, Mike Christensen, and the Community Action Team who represent Mountain View School students who won the trophy for the most donated pounds per student in the "We Can End Hunger" Food Drive with 3.129 pounds per student. Overall the Washington Elementary School District collected more than 24,500 pounds of nonperishable food items for the Desert Mission Food Bank. The Mountain View students and staff will also be treated to ice cream from Cold Stone Creamery.

- 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 11  
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 12-14  
Personnel items include resignations, terminations, requests for retirement or leave, recommendations for employment and position changes.
- \*C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 15-16
1. Honeywell donated a check in the amount of \$2,000.00 for the benefit of students at John Jacobs Elementary School.
  2. Triyar Companies donated desks, chairs and office supplies with an approximate value of \$1,350.00 to be used for the benefit of the Washington Elementary School District.
  3. The medical staff of John C. Lincoln Hospital donated a check in the amount of \$2,500.00 to be used for the benefit of students at Sunnyslope School.
  4. Cholla Parent/Teacher Organization donated a check in the amount of \$411.00 to be used for a chorus field trip for students at Cholla Middle School.
  5. Cholla Parent/Teacher Organization donated a check in the amount of \$450.00 to be used to pay the deposit on an incentive trip to Disneyland for students at Cholla Middle School.
  6. Patricia R. Felix donated a check in the amount of \$1,000.00 to be used to purchase a SMART Board for the benefit of students at Cactus Wren Elementary School.
  7. Abraham Lincoln Traditional School Guild donated a check in the amount of \$687.68 to be used to purchase a SMART Board projector for the benefit of students.
  8. 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.
  9. Orangewood School Parent/Teacher Organization donated a check in the amount of \$308.26 to be used for a field trip.
  10. Maricopa County donated a check in the amount of \$350.00 to be used for the operation of Teen Court at Mountain Sky Junior High School.
- \*D. Out-of-State Travel 17-19
1. Dorothy Watkins, Administrator of Social Services, to attend the National School Social Work Association Conference, March 20-23, 2013, in San Diego, CA, at a cost of \$400.00.
  2. Bill Adams, Governing Board Member, to attend the National School Boards Association (NSBA) 73<sup>rd</sup> Annual Conference, April 13-15, 2013, in San Diego, CA, at a cost of \$1,925.21.

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

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|-----|---|-------|
| *E. | Permission to Pursue the First Things First Grant and the FY 2014 School Safety Program Renewal Grant Application on Behalf of the District   | 20    |
| *F. | Acceptance of the Maricopa County Department of Health Tobacco Prevention Grants in the Amount of \$3,000.00  | 21    |
| *G. | First Reading of Proposed Amended Board Policy JJIB – Interscholastic Sports  | 22-29 |
| *H. | First Reading of Proposed Amended Board Policy JLCCA – Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus Infections  | 30-32 |
| *I. | First Reading of Proposed Amended Board Policies GBAB – Medical Marijuana Standards and Conditions for Employees, GBECA – Nonmedical Use or Abuse of Drugs or Alcohol, JICH – Drugs and Alcohol Use by Students and KFA – Public Conduct on School Property | 33-48 |
| *J. | Memorandum of Understanding Between Washington Elementary School District and Rio Salado College Noyce Scholars Program   | 49-53 |
| *K. | Collaborative Partner Agreement Between the Association for Supportive Child Care and Moon Mountain Elementary School   | 54-59 |

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

- |    |   |       |
|----|---|-------|
| A. | Review of Employee Benefits Trust Recommendation and Discussion, Consideration and Possible Action Regarding Employee Benefits Plan Funding Level for 2013-2014 | 60-61 |
|----|---|-------|

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

## **IV. FUTURE AGENDA ITEMS**

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

## **VI. 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:

- 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 \_\_\_\_\_

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

## **VIII. EXECUTIVE SESSION – GENERAL FUNCTION**

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

### **B. Confidentiality Statement**

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

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

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

## **IX. RECONVENING OF REGULAR MEETING**

## **X. ADJOURNMENT**

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

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

Persons with a disability may request a reasonable accommodation by contacting 602-347-2802. Requests should be made at least 24 hours prior to the scheduled meeting in order to allow time to arrange for the accommodation.

(\*) Items marked with an asterisk (\*) are designated as Consent Agenda Items. This implies that the items will be considered without discussion. Consent Agenda items may be removed for discussion and debate by any member of the Governing Board by notifying the Board President or the Superintendent twenty-four (24) hours before regular Board meeting or by a majority of the Governing Board members present at the Board Meeting.

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

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

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

## GOVERNING BOARD MINUTES: REGULAR MEETING AND EXECUTIVE SESSION

2012-2013

February 28, 2013

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

**I. REGULAR MEETING – GENERAL FUNCTION****A. Call to Order and Roll Call**

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

**B. Moment of Silence and Meditation**

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

**C. Pledge of Allegiance**

Mr. Maza asked Dr. Craig Carter, Director of Special Services, to lead the Pledge of Allegiance.

**D. Adoption of the Amended Regular Meeting Agenda**

A motion was made by Mr. Adams that the Governing Board adopt the Amended Regular Meeting Agenda. The motion was seconded by Ms. Graziano. The motion carried.

**UNANIMOUS****E. Approval of the Minutes**

A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the February 14, 2013 Executive Session and Regular Meeting. The motion was seconded by Mrs. Lambert. The motion carried. Ms. Graziano abstained from the vote.

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

Ms. Graziano shared she enjoyed attending the following events:

- District Spelling Bee and congratulated the contestants and Regional Spelling Bee winners.
- Mountain Sky Junior High School Choral Festival.
- Business Advisory Team meeting and meeting Lattie Coor. Thanked Jill Hicks and her team for their efforts.
- All-State Jazz Band Music Festival of Performance.
- Arizona Music Educators Association “Hall of Fame” Luncheon. Jackie Thrasher, former District music teacher, was honored with the Raymond G. Van Diest Arts Advocacy Award.
- Arizona Music Educators Association Conference. Three District music teachers (Jason Neumann, Amy Pennick, Amy Spears) were presenters at breakout sessions.
- Sunburst Elementary School Concert.
- Washington Education Foundation Bowl-a-Thon
- District’s Honor Orchestra rehearsal and concert. Ms. Graziano thanked the conductors, teachers, principals, and Sandy Dyke for attending.

February 28, 2013

- High School Southwest Region Music Festival. Ms. Graziano acknowledged that there were many former Washington Elementary School District students who participated in the high school All-State Jazz and Regional Festivals.
- Maryland School K-2 Concert.
- Elementary and Junior High School All-State Choir and Strings. Ms. Graziano acknowledged that Darrin Squire, music teacher at Cholla Middle School, is the State Chairman for the All-State Mixed Choir. Ms. Graziano thanked Arroyo, Cholla, Mountain Sky, and Sunset schools' students and teachers for participating.
- Desert Foothills Junior High School Band Festival.
- Royal Palm Middle School Strings Festival.

Ms. Graziano thanked Thunderbird, Washington, and Greenway High Schools for hosting several of the District Festivals listed above.

Ms. Graziano congratulated Mya Proctor, Lookout Mountain 2<sup>nd</sup> grade student, who placed second in the Martin Luther King bookmark contest. She also thanked Miller Baker, Lookout Mountain 2<sup>nd</sup> grade student, and Sharon Sauer, art teacher at Lookout Mountain for the 2013 artists' calendar.

Ms. Graziano thanked the Washington District Education Association (WDEA) and the District for the Cat in the Hat stuffed animal and looked forward to attending the Read Across America event on March 1, 2013.

Dr. Cook introduced Maryland School Principal, Ms. Barbara Newman who, in turn, introduced Ms. Joan Rolfes, Maryland School Program Coach. Ms. Rolfes shared how they had designed their professional development to implement the Arizona Language Arts and Mathematics Common Core Standards.

**G. Special Recognition**

Dr. Cook introduced Moon Mountain Elementary School Principal, Ms. Sue Brown who, in turn, introduced Ms. Gail Hayes, Moon Mountain Elementary School CCB teacher. Ms. Brown recognized that Ms. Hayes had been selected as a 2012 "MVP in the Classroom" by the University of Phoenix. Ms. Brown stated that she was impressed with everything that Ms. Hayes did in the classroom, as well as her advocacy for children with special education needs in the community. Ms. Hayes was presented with a certificate.

**H. Public Participation**

There was no public participation.

**I. Approval of the Consent Agenda**

Mrs. Lambert requested that Item II.E. – Second Reading and Adoption of Proposed Amended Board Policy IHAMB – Family Life Education be pulled from the Consent Agenda for separate consideration.

**UNANIMOUS**

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

February 28, 2013

## **II. CONSENT AGENDA**

- \*A. Approval/Ratification of Vouchers** **UNANIMOUS**  
Approved and ratified the vouchers as presented.
- \*B. Personnel Items** **UNANIMOUS**  
Approved the personnel items as presented.
- \*C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)** **UNANIMOUS**  
Approved the public gifts and donations as presented.
1. 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** **UNANIMOUS**  
Approved the out-of-state travel as presented.
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.

February 28, 2013

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 UNANIMOUS**

A motion was made by Mrs. Lambert that the Governing Board approve the Second Reading and Adoption of Proposed Amended Board Policy IHAMB – Family Life Education. The motion was seconded by Mr. Jahneke. The motion carried.

Mrs. Lambert said that the policy stated that instruction would be provided during the day and asked if the instructional information would be provided during after-school programs. Dr. Cook replied that the District had a large number of 21<sup>st</sup> Century after-school programs which are instructional; the policy would apply to these programs.

Mrs. Lambert asked if the policy was amended due to a change in statute. Dr. Cook responded that the amended policy used exact verbiage from the statute adopted by the legislature last year.

**\*F. Second Reading and Adoption of Proposed Amended Board Policy IHBCA – Programs for Pregnant/Parenting Students UNANIMOUS**

**\*G. Second Reading and Adoption of Proposed Amended Board Policy IHBE – Bilingual Instruction/Native Language Instruction UNANIMOUS**

**\*H. Clinical Affiliation Agreement with A.T. Still University for Student Field Placement – Occupational Therapist UNANIMOUS**

**\*I. Clinical Affiliation Agreement with Brown Mackie College for Student Field Placement UNANIMOUS**

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

**A. Head Start Update, Philosophy, Long-Range and Short-Range Goals, and Self-Assessment Plan UNANIMOUS**

Dr. Cook advised the Governing Board that a Federal regulation requires the Governing Board to annually review and approve Head Start Program philosophy, long-range and short-range program goals, and the self-assessment process. Dr. Cook introduced Ms. Diana Howsden, Director of Head Start Services who, in turn, introduced Ms. Michaela Pilsbury, Head Start Program Coordinator. Ms. Howsden provided an update about the District's Head Start Program and Ms. Pilsbury provided a presentation about the self-assessment process.

The Governing Board was advised that its approval of the District's Head Start philosophy, long-range and short-range goals, and self-assessment plan was necessary for the District to remain eligible to receive Head Start funding through the City of Phoenix and important in the periodic audit/review process. The Governing Board was also advised that the Head Start Performance Standards, which are rigorously enforced by the City of Phoenix Grantee personnel, required the Governing Board's review and approval.

Ms. Graziano asked for clarification on the enrollment information of 588 children - funded enrollment and 697 children – actual enrollment. Ms. Howsden responded that if a student withdraws from the program, they have 30 calendar days to replace him/her. Head Start would provide funding for 588 children, however, because of

February 28, 2013



the timing of withdrawals and replacement, there could actually be 697 children enrolled throughout a year.

Ms. Graziano asked if a student was identified as special needs with an IEP, was the IEP transferred with the student to kindergarten? Ms. Howsden replied that the IEP went with the student and transition meetings were held with no further testing required.

Mr. Adams thanked Ms. Howsden and Ms. Pilsbury for their efforts and the presentation.

Mrs. Lambert stated that she had represented the Governing Board on the Head Start Communication Committee for several years and appreciated that the main focus of the program was the children and their families. She thanked Ms. Howsden and Ms. Pilsbury for their efforts in preparing the students to enter school with the skills needed to succeed. Mrs. Lambert advised she was impressed with the way they worked with the parents and got them involved. Mrs. Lambert commended them for their efforts in the time-consuming task of preparing the reports and thanked them for a job well done.

Mr. Maza stated that he appreciated Mrs. Lambert's comments and hoped that the Arizona communities embraced the importance of early childhood education for preschool and kindergarten. Mr. Maza thanked Ms. Howsden and Ms. Pilsbury for the comprehensive report and the important data.

A motion was made by Mrs. Lambert that the Governing Board approve the Preschool/Head Start Philosophy, the Head Start Long-Range and Short-Range Goals and the Self-Assessment Plan. The motion was seconded by Mr. Adams. The motion carried.

#### **IV. INFORMATION / DISCUSSION ITEM (moved at discretion of Chair)**

##### **A. Review of 2011-2012 Single Audit**

Dr. Cook introduced Ms. Cathy Thompson, Director of Business Services, who, in turn, introduced Mr. Dennis Osuch from the auditing firm of CliftonLarsonAllen. Ms. Thompson advised the Board that since the District exceeded the threshold of federal award expenditures, it was required to obtain an annual single audit for the 2011-2012 fiscal year.

Mr. Osuch reviewed the communication to Governance, Single Audit, Uniform System of Financial Records (USFR) Questionnaire, and the Comprehensive Annual Financial Report.

Mr. Osuch reported that the USFR Questionnaire was 33 pages and the District only had eight findings. He stated that for the size of this District, it was very rare to have such few findings. Mr. Osuch said it was a testament to the District's employees and how well the control structures were in place. He reported that the District had taken measures to review the areas in question.

Mr. Osuch stated that the Comprehensive Annual Financial Report was a report on the financial activity of the District for the year. He acknowledged that the District had received awards from the Association of School Business Officials (ASBO) and the Government Finance Officers Association of the United States and Canada (GFOA) for its excellence in financial reporting for the fiscal year ending June 30, 2011. Mr. Osuch reported that the District's Comprehensive Annual Financial

February 28, 2013

Report for fiscal year ending June 30, 2012 had been submitted to ASBO and GFOA and that he expected the District to receive the awards again.

Mr. Jahneke stated that in the past, there were issues with sites not making cash deposits in a timely manner and did not see an audit finding this year. Mr. Osuch responded that the District had been very proactive and had met with schools to correct the past issue. Mr. Osuch reported that deposits were now made in a timely manner which was a testament to the internal audit functions in place.

Ms. Graziano was very pleased with the reports and thanked Ms. Thompson and her team for a job well done with no noncompliance issues and no material weaknesses. Ms. Graziano noted that all of the findings were minor issues that the District had addressed. She commented that she had also noticed that the cash deposit issue had improved from last year.

Mr. Adams commended and thanked the District, Ms. Thompson and her team for the reports.

Mr. Maza thanked Ms. Thompson, Mr. David Velazquez, Director of Finance, Ms. LeeAnn Gallagher, Internal Auditor, and everyone involved with the reports for a job well done. Mr. Maza thanked Mr. Osuch for the presentation.

Ms. Gallagher reported that the school sites had been working very hard on the cash deposit issue and were doing a wonderful job to ensure that deposits were made on time.

### **III. ACTION / DISCUSSION ITEMS (continued)**

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

**UNANIMOUS**

Dr. Cook advised the Board that it was being asked for direction for the Employee Benefit Trust (EBT) regarding a funding level for the Employee Benefits Plan for 2013-2014. She stated that the agenda item was only for direction and a recommendation would be presented to the Governing Board prior to open enrollment. Dr. Cook introduced Mr. Rex Shumway, Legal Counsel, to provide a summary of the information.

Mr. Shumway summarized the status of the EBT Health Plans through January 2013 and the Preliminary Budget Projections for 2013-2014 that were reviewed at the February 19, 2013 meeting of the EBT. Mr. Shumway advised that the three plans were performing as projected.

Mr. Shumway reported that there was a \$637,050.00 surplus for the 2012-2013 plan year (seven months data) and a \$2.8 million unreserved fund balance which should be a sufficient contingency reserve to have for next year without an increase to employee contributions. Mr. Shumway stated that the District had been able to maintain the funding level with no increase to employees for the past four years which was a tribute to the management of the plan. He stated that there was no plan to change the Employee Benefits Plan design and the Administration was recommending that the District keep the same funding level as in the past four years.

Ms. Graziano referred to the verbiage in the Recommendation that states, "with any additional funding to come from increased PPO Buy-Up revenue" and asked for clarification where the revenue would come from, e.g., employee contributions or

February 28, 2013

plan excess revenue? Mr. Shumway stated that the employee cost for the PPO Buy-Up Plan was \$47.89/month for the 2012-2013 fiscal year. Mr. Maza, who is a member of the EBT, advised that the Health Insurance Committee had met earlier that day and had a discussion that it might need to consider the possibility of increasing the PPO Buy-Up employee contribution rate because it was the plan that was performing with a large deficit. EBT would examine what the price point would be to make the plan more cost effective. Mr. Maza advised that the recommendation suggested that there could be potential conversation at a future Governing Board meeting regarding additional funding coming from increased PPO Buy-Up revenue, as well as, potential conversation for additional funding coming from excess contingency reserves of the EBT. Mr. Maza stated that the recommendation was asking the Board to maintain the same funding level of District contributions as the past four years.

Ms. Graziano stated she was opposed to increasing the employee contribution cost. She asked what caused the large deficit. Mr. Shumway replied that the deficiency was caused by the high number of users (608 employees) in the PPO Buy-Up Plan and generating more than \$1 million in claims than the other plans who have 1,600 employees. Ms. Graziano stated that if the 608 employees were in the other plans, they would still have the same claims and those plans could possibly perform with a deficit. Mr. Shumway advised that all of the plans had different strategies built into them and the cost was based on price point and would be evaluated on the value of the plan.

Mr. Adams advised that the Summary of Total Plan Costs indicated that, overall, the plans were performing well and the Trust was healthy. Ms. Graziano acknowledged that she understood. Mr. Shumway stated that the deficit of the PPO Buy-Up Plan was anticipated, however, the issue was whether the plan was priced correctly based on what the plan provided.

Mr. Maza stated that he fully understood the sensitivity of the topic and that Ms. Graziano's viewpoint was duly noted. He reiterated that the recommendation did not necessarily mean that the Trust Board was going in that direction, but anticipated there would be conversation on the topic. However, if the plans were not well managed, the Trust could be put at risk. Mr. Maza restated Mr. Shumway's comments that the PPO Buy-Up Plan was performing with extreme volatility from one month to the next and that it was up to the Trust Board and Governing Board to manage the plan in a responsible manner.

Ms. Graziano said it appeared that The Segal Company's preliminary budget projections were not as bad as projected in past years. Ms. Graziano's concern was that the District made huge changes to the plans last year that impacted what employees were paying, with no increase in salary. Since the data was for seven months and not a full year, Ms. Graziano asked that the Trust Board not consider increasing employee costs as a first option. Mr. Maza responded that Ms. Graziano's point was taken, however, to have that discussion would have been a non-agenda item at that time and asked that there not be a discussion regarding increasing the employee costs. Ms. Graziano stated that she wanted the phrase "increased PPO Buy-Up revenue" removed from the recommendation motion. Mr. Maza stated that there could be a discussion after the motion was made.

Mrs. Lambert asked for clarification that the agenda item was to give direction to the Trust Board to move forward to create an Employee Benefits Plan for 2013-2014 and establish contribution costs. If the Trust Board recommendation was presented to the Governing Board with some of the fears that Ms. Graziano had

expressed, e.g., increased employee costs, the Governing Board could then have further discussion to possibly alter the contribution. Therefore, the agenda item was to give direction to the Trust Board to proceed, keeping in mind that the Governing Board had concerns in keeping the impact to employees at a minimum. When the Trust Board recommendation was presented, there could be further discussion, as needed. Mr. Maza stated that Mrs. Lambert's observations were correct.

Mr. Adams asked Ms. Graziano what verbiage she wanted removed from the recommendation. Ms. Graziano replied that she wanted "increased PPO Buy-Up revenue" removed in reference to where additional funding would come from.

Mr. Maza asked Mr. Shumway and Dr. Cook if the verbiage were deleted from the recommendation, was it correct that it would not preclude any future conversation on the subject. Mr. Shumway responded that Mr. Maza was correct. Mr. Shumway advised that the Governing Board would be providing the Trust Board with direction. The Trust Board would then present the Governing Board with an appropriate recommendation based on how it was managing the plan.

Mrs. Lambert stated that if the verbiage that Ms. Graziano asked to have removed from the recommendation was deleted, she did not want the consideration of using excess contingency reserves to be excluded from the discussion by the Trust Board when it developed the plan. Mr. Shumway advised that the excess contingency reserves would be in the discussion by the Trust Board, as it had in the past.

A motion was made by Mr. Maza 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 additional funding to be discussed in upcoming meetings which will include excess contingency reserves of the EBT. The motion was seconded by Mrs. Lambert. The motion carried.

Mr. Adams asked for clarification that with the removal of the verbiage, "with any additional funding to come from increased PPO Buy-Up revenue", the Trust Board would be able to have a discussion and consider it as an option if deemed necessary to manage the plan. Mr. Shumway stated that the Trust Board would be able to have the discussion.

Mr. Maza thanked his fellow Trust Board members for their work on the Trust Board to handle difficult discussions. Mr. Maza stated he appreciated that he represented the Washington Elementary School District that continued to offer a PPO Buy-Up Plan because not all districts offer the plan to its employees.

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

##### **A. Review of 2011-2012 Single Audit**

At the discretion of the chair, Mr. Maza moved IV. – Information / Discussion Item, IV.A. – Review of 2011-2012 Single Audit, before Item III.B. – Discussion, Consideration and Possible Approval of Direction to the Employee Benefit Trust (EBT) Regarding the Employee Benefits Plan for 2013-2014.

#### **V. FUTURE AGENDA ITEMS**

Ms. Jahneke asked the District to consider becoming a member of the Traffic Safety Coalition Partnership, a non-profit organization that promotes traffic safety.

February 28, 2013

**VI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS**

Mr. Adams acknowledged and thanked the EBT Board for their efforts and doing a good job of managing the plans in a responsible manner.

Mrs. Lambert acknowledged the level of detail of the reports presented and thanked everyone involved in them, e.g., Head Start, Audit Reports, and EBT.

Mrs. Lambert acknowledged Ms. Graziano for her time in supporting the school events. Ms. Graziano stated she was happy to be able to represent the Governing Board at the school events to show them that it cared.

Mrs. Lambert acknowledged Ms. Graziano's level of detail when reviewing the agenda items.

Mr. Maza acknowledged the Governing Board and thanked audience members for their regular attendance at the Governing Board meetings. Mr. Maza stated that it was important to put serious conversation and serious thought into serious decisions.

**VII. CALL FOR EXECUTIVE SESSION**

**UNANIMOUS**

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

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

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

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

**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**

February 28, 2013

**XI. ADJOURNMENT**

**UNANIMOUS**

A motion was made by Mrs. Lambert to adjourn the meeting at 9:12 p.m. The motion was seconded by Ms. Graziano. The motion carried.

**SIGNING OF DOCUMENTS**

Documents were signed as tendered by the Governing Board Secretary

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE

February 28, 2013

**WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6**

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

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**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):


02/22/13	<u>2,865,821.57</u>
<b>Totals:</b>	<b><u>2,865,821.57</u></b>

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

02/15/13	373.33
02/20/13	960,884.78
02/22/13	6,491.87
02/27/13	4,666,342.90
03/01/13	<u>4,822.47</u>
<b>Totals:</b>	<b><u>5,638,915.35</u></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: March 14, 2013 Information  
AGENDA ITEM: \*Personnel Items 1st Reading

INITIATED BY: Justin Wing, Director of Human Resources  
SUBMITTED BY: Justin Wing, Director of Human Resources

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

**SUPPORTING DATA**


Funding Source: Various  
Budgeted: Yes

The attached personnel actions are presented for approval.

**SUMMARY AND RECOMMENDATION**

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

Superintendent



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

Agenda Item \*II.B.



# PERSONNEL ACTION RECOMMENDED

March 14, 2013

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

### A. ADMINISTRATIVE

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
-----------	-------	----------	----------	--------	------------------	----------------

### B. CERTIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Faber	Dawn	Teacher-4th Grade	Roadrunner	Resignation	10	5/30/2013
Gagnepain	Mary	Speech Therapist	Cholla	Retirement	6	5/30/2013

### C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Carrillo	Jacqueline	Night Custodian 9 mo.	Sunset	Resignation	6 mo.	3/1/2013
Lauer	Sheryl	Office Technician	Chaparral	Resignation	2	3/6/2013
Renfree	Barbara	Food Service Unit Leader	Ironwood	Resignation from Leave of Absence	24	2/26/2013

### D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Doofing	Paige	Special Ed. Assistant	Tumbleweed	Resignation	1	2/19/2013
Gonzalez	Evelyn	HeadStart Assistant	HeadStart	Resignation	5 mo.	3/1/2013
Inmann	Melissa	Special Ed. Assistant	Shaw Butte	Resignation	4.5	3/1/2013
Keane	Michael	Bus Assistant	Transportation	Termination	3 mo.	2/15/2013
Mangione	Patricia	Paraprofessional	Royal Palm	Leave of Absence for remainder of FY		3/12/2013
McGuirk	Tarin	Paraprofessional	Acacia	Resignation	1.5	2/27/2013
Mebane	Dianna	Bus Driver	Transportation	Termination	1 mo.	2/14/2013
Olguin	Hortencia	Special Ed. Assistant	Washington	Resignation	27	2/8/2013
Patrick	Elizabeth	KidSpace Assistant	Orangewood	Resignation	1.5	2/22/2013
Poleheptewa	Anastasia	KidSpace Assistant	Abraham Lincoln	Resignation	2 days	2/12/2013
Quintana	Brenda	KidSpace Assistant	Lookout Mountain	Resignation	5 mo.	3/8/2013
Salak	Sarah	KidSpace Assistant	Richard Miller	Resignation	3 mo.	2/8/2013

## II. EMPLOYMENT

### A. ADMINISTRATIVE

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Woodward	Timothy	Principal	E	Lakeview

### B. CERTIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Ferguson	Dawn	Teacher-6th Grade	E	Royal Palm	Balance of Year Contract

### C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
White	Nerissa	Title I Tutor	E	Maryland

**PERSONNEL ACTION RECOMMENDED**  
**March 14, 2013**

**D. PART-TIME CLASSIFIED**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Harrison	Stephanie	Food Service Helper	E	Richard Miller
Hunter	Chelsey	HeadStart Support Instructor	E	Washington
Laus	Monika	Special Ed. Assistant	E	Sweetwater
Lopez-Cardoza	Yasmin	Paraprofessional	E	Richard Miller
Ocampo	Maricela	Food Service Helper	E	Moon Mountain
Postle	Wayne	Special Ed. Assistant	E	Sweetwater
Starks	Rochelle	Special Ed. Assistant	E	Lookout Mountain
Warda	Jennifer	KidSpace Assistant	E	Lakeview

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: March 14, 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. Honeywell donated a check in the amount of \$2,000.00 for the benefit of students at John Jacobs Elementary School.
2. Triyar Companies donated desks, chairs and office supplies with an approximate value of \$1,350.00 to be used for the benefit of the Washington Elementary School District.
3. The medical staff of John C. Lincoln Hospital donated a check in the amount of \$2,500.00 to be used for the benefit of students at Sunnyslope School.
4. Cholla Parent/Teacher Organization donated a check in the amount of \$411.00 to be used for a chorus field trip for students at Cholla Middle School.
5. Cholla Parent/Teacher Organization donated a check in the amount of \$450.00 to be used to pay the deposit on an incentive trip to Disneyland for students at Cholla Middle School.
6. Patricia R. Felix donated a check in the amount of \$1,000.00 to be used to purchase a SMART Board for the benefit of students at Cactus Wren Elementary School.
7. Abraham Lincoln Traditional School Guild donated a check in the amount of \$687.68 to be used to purchase a SMART Board projector for the benefit of students.

**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.

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

**March 14, 2013**

**Page 2**

8. 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.
9. Orangewood School Parent/Teacher Organization donated a check in the amount of \$308.26 to be used for a field trip.
10. Maricopa County donated a check in the amount of \$350.00 to be used for the operation of Teen Court at Mountain Sky Junior High School.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: March 14, 2013 Information  
AGENDA ITEM: \*Out-of-State Travel 1st Reading

INITIATED BY: Maggie Westhoff, Director of Professional Development  
SUBMITTED BY: Maggie Westhoff, Director of Professional Development

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

**SUPPORTING DATA**

Funding Source: See Attached  
Budgeted: Yes

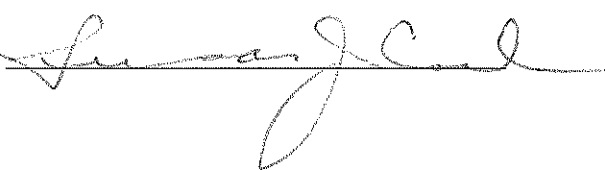
The following out-of-state travel request has been reviewed and is recommended for approval:

1. Dorothy Watkins, Administrator of Social Services, to attend the National School Social Work Association Conference, March 20-23, 2013, in San Diego, CA, at a cost of \$400.00.
2. Bill Adams, Governing Board Member, to attend the National School Boards Association (NSBA) 73<sup>rd</sup> Annual Conference, April 13-15, 2013, in San Diego, CA, at a cost of \$1,925.21.

**SUMMARY AND RECOMMENDATION**

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

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

Superintendent 

Agenda Item \*II.D.

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6  
DATE OF BOARD AGENDA ITEM - March 14, 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>
Dorothy Watkins	Administrator of Social Services	Administrative Center

### CONFERENCE INFORMATION:

CONFERENCE TITLE:	National School Social Work Association Conference
TRAVEL DATES:	March 20 - 23, 2013
CONFERENCE LOCATION:	San Diego, CA
SOURCE OF FUNDING: Description:	Elementary and Secondary School Counseling Grant
	Registration Funds (Funding Source) <b>Total</b>
<b>Registration Account Code:</b>	<b>318 400 2300 6331 507 0007 \$ 400.00</b>
SOURCE OF FUNDING: Description:	Travel Funds (Funding Source) <b>Total</b>
<b>Travel Account Code:</b>	<b>6580 \$</b>
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source) <b>Total</b>
<b>Substitute Account Code:</b>	<b>\$</b>

**PURPOSE OF TRAVEL:** Dorothy Watkins, Administrator of Social Services will attend the mandatory National School Social Worker Conference for the Elementary and Secondary School Counseling Grant (ESSC). The conference will offer sessions on effective practices for school social work services including evidenced-based strategies. This information will be shared with district social workers and administrators who provide services to students and families. Participation in this conference is required as part of the Elementary and Secondary School Counseling Grant.

### MAXIMUM COSTS:

REGISTRATION FEE:	\$ 400.00
MEALS	\$
LODGING:	\$
SUBSTITUTES	\$
TRANSPORTATION:	\$
AIR	\$
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$
<b>TOTAL COST:</b>	<b>\$ 400.00</b>

### SIGNATURES

Lyn Bailey  
Supervisor

Maggie Westhoff  
Supervisor

Dorothy Watkins  
Budget Manager

**COMMENTS:** Conference mandated by grant

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 - March 14, 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>
Bill Adams	Governing Board Member	

### CONFERENCE INFORMATION:

CONFERENCE TITLE:	National School Boards Association (NSBA) 73 <sup>rd</sup> Annual Conference
TRAVEL DATES:	April 13-15, 2013
CONFERENCE LOCATION:	San Diego, CA
SOURCE OF FUNDING: Description:	Governing Board M&O Registration Funds (Funding Source)
<b>Registration Account Code:</b>	<b>001 100 2310 6331 501 0000 \$ 1,115.00</b>
SOURCE OF FUNDING: Description:	Governing Board M&O Travel Funds (Funding Source)
<b>Travel Account Code:</b>	<b>001 100 2310 6580 501 0000 \$ 810.21</b>
SOURCE OF FUNDING: Description:	Substitute Funds (Funding Source)
<b>Substitute Account Code:</b>	<b>6129 \$ 1,925.21</b>

**PURPOSE OF TRAVEL:** The purpose of attending the National School Boards Association Conference, "Take the Leap: Leadership, Education, Achievement, Progress, is to acquire information about factors involved in student achievement and accountability, building school board relationships in and out of the system, dealing with economic challenges and the common core standards, and technology solutions.

### MAXIMUM COSTS:

REGISTRATION FEE:	\$ 1,115.00
MEALS	\$
LODGING:	\$ 810.21
SUBSTITUTES	\$
<b>TRANSPORTATION:</b>	<b>\$</b>
AIR	\$
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$
<b>TOTAL COST:</b>	<b>\$ 1,925.21</b>

### SIGNATURES

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor

Susan J. Cook  
\_\_\_\_\_  
Budget Manager

### COMMENTS:

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

TO:	Governing Board	<u>X</u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u>          </u>	Discussion
DATE:	March 14, 2013	<u>          </u>	Information
AGENDA ITEM:	*Permission to Pursue the First Things First Grant and the FY 2014 School Safety Program Renewal Grant Application on Behalf of the District		
INITIATED BY:	Kathleen McKeever, Interim Director Academic Support Programs	SUBMITTED BY:	Kathleen McKeever, Interim Director Academic Support Programs
PRESENTER AT GOVERNING BOARD MEETING:	Kathleen McKeever, Interim Director Academic Support Programs		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	DDA		

Funding Source: Grants  
Budgeted: No

The District requests permission to explore the grant opportunity listed below. District staff will review each concept and, if appropriate, submit a grant application or letter of support.

<b><u>Location</u></b>	<b><u>Funder</u></b>	<b><u>Purpose</u></b>	<b><u>Maximum Amount</u></b>
Washington Resource and Information Center (WRIC) located at Washington Elementary School	North Phoenix Regional Partnership Council, Arizona Early Childhood Development and Health Board (First Things First)	To continue existing parent outreach services at the Washington Resource and Information Center located at Washington Elementary School.	\$150,000 a year (renewable for two more years)
Cholla Desert Foothills Mountain Sky Mountain View Palo Verde Royal Palm Washington	The annual cost of a City of Phoenix School Resource Officer (SRO) is \$109,484.00, including all benefits. If awarded, the grant funds will pay 75% of the annual SRO salary equaling \$82,113.00 per year. The City of Phoenix pays the remaining 25% of the total annual salary.	The intent of the School Safety Program is to place School Resource Officers (SRO) and Juvenile Probation Officers (JPO) on school grounds to contribute to safe school environments that are conducive to teaching and learning.	The maximum amount of the grant submission will be for seven schools, three years per school at \$82,113.00 per year, for a total of \$1,724,373.00.

## SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board grant permission to pursue the First Things First Grant and the FY 2014 School Safety Program – Renewal grant applications on behalf of the District.

Superintendent

Lucas Cook

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

Agenda Item \*II.E.



# WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board           X           Action  
 FROM: Dr. Susan J. Cook, Superintendent                            Discussion  
                           Information  
                           1st Reading  
 DATE: March 14, 2013  
 AGENDA ITEM: \*Acceptance of the Maricopa County Department of Health Tobacco Prevention Grants in the Amount of \$3,000.00  
 INITIATED BY: Kathleen McKeever, Interim Director of Academic Support Programs  
 SUBMITTED BY: Kathleen McKeever, Interim Director of Academic Support Programs  
 PRESENTER AT GOVERNING BOARD MEETING: Dorothy Watkins, Administrator of Social Services  
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: DDA

## SUPPORTING DATA

Funding Source: Grants  
 Budgeted: Yes

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

Funder	Location	Amount	Purpose
Maricopa County Department of Health Tobacco Prevention	Cactus Wren Elementary (A)	\$1,500.00	Tobacco Prevention
Maricopa County Department of Health Tobacco Prevention	Manzanita Elementary (A)	\$1,500.00	Tobacco Prevention

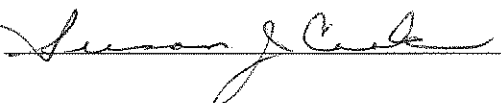
(N) New (N)\* New application for an existing grant (R) Renewal (A) Amendment

This is an amendment to the grant that was originally awarded in October, 2012. Two additional schools, Cactus Wren and Manzanita were awarded funds to buy supplies to support their School Health Index Plan.

## SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the acceptance of the amendment to the Maricopa County Department of Health Tobacco Prevention grants in the amount of \$3,000.00 and authorize the Superintendent to execute all necessary documents.

Superintendent



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

Agenda Item \*II.F.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

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

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

ASBA Policy Services has recommended an optional addition to Policy JJIB – Interscholastic Sports and a new Exhibit JJIB-EB – Interscholastic Sports (Heat Acclimatization and Exertional Heat Illness), which are intended to provide added focus and attention to an important aspect of student safety. It is important for the District to continue to review and update our practices pertaining to student health and safety management plans involving participation in sports. Similar to the recent concerns regarding concussions, there has also been concern about the need to be more proactive in addressing heat acclimatization and exertional heat illness issues. As a result, on May 22, 2012, the Arizona Interscholastic Association (AIA) Executive Board approved the Heat Acclimatization and Exertional Heat Illness Management Policy which has been referenced in the proposed addition to Policy JJIB and included verbatim in the new Exhibit JJIB-EB. Although the District is not a member of the AIA and our students do not participate in AIA sanctioned activities, the policy adopted by the AIA is a nationally recognized plan for dealing with heat related issues in the school sports environment and is, therefore, worthy of consideration as a standard for the District.

These recommended changes have been reviewed by District Legal Counsel.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policy JJIB – Interscholastic Sports.

Superintendent



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

Agenda Item \*II.G.

## INTERSCHOLASTIC SPORTS

### General

The purpose of interscholastic athletics is both educational and recreational. The school sports program should encourage participation by as many students as possible and should always be conducted with the best interests of the participants as the first consideration.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, and of any new agreements with other schools for a series of games or events.

The following rules shall be observed for participation by individual students:

- For each type of sport in which the student engages, the parents or guardian must give written consent.
- The student must be determined by a physician to be physically fit for the sport.

The Superintendent shall set up other rules for participation, such as those governing academic standing, in accordance with policies of the District and pertinent regulations and recommendations of the state interscholastic athletic association.

### Health and Safety of Participants

The health and safety of participants in interscholastic athletic activities must receive careful consideration.

**The Board may develop, in response to relevant athletic association directives and medical advisories, appropriate guidelines, information and forms to inform and educate coaches, pupils and parents of Heat Acclimatization and Exertional Heat Illness and the risks of continued participation in athletic activity after a related episode. District and school health and safety management plans may include Heat Acclimatization Protocol, Hydration**

**Strategies, Return to Play standards, and follow-up/clearance requirements relaxed by the Arizona Interscholastic Association (AIA) as Bylaw 14.17 and Duplicated in JJIB-EB.**

The Board shall develop, in consultation with the Arizona Interscholastic Association (AIA) guidelines, information and forms to inform and educate coaches, pupils, and parents of the dangers of concussions and head injuries and the risks of continued participation in athletic activity after a concussion.

Before a student participates in an athletic activity, the student, the student's parents, and the coaches shall participate in a District program to educate program participants of the danger of concussions, head injuries, and the risk of continued participation in athletic activity after a concussion. Students and parents shall sign the AIA form (Exhibit JJIB-E) at least once each school year stating awareness of the nature and risk of concussion. The District shall retain documentation of the participation of all affected coaching staff members in the program. For the purpose of this policy, athletic activity does not include:

- dance,
- rhythmic gymnastics,
- competition or exhibitions of academic skills or knowledge or other similar forms of physical noncontact activities,
- civic activities or academic activities, whether engaged in for the purpose of competition or recreation.

A student who is suspected of sustaining a concussion in a practice session, a game, or other interscholastic athletic activity shall be immediately removed from the athletic event. A coach from the student's team or an official or licensed health care provider may remove a student from play. A team parent may also remove his or her own child from play. A student may return to play on the same day if a health care provider rules out a suspected concussion at the time the student is removed from play. On a subsequent day, the student may return to play if the student has been evaluated by and receives written clearance to resume participation in athletic activity from a health care provider who has been trained in the evaluation and management of concussions and head injuries as prescribed by A.R.S. 15-341.

A group or organization that uses property or facilities owned or operated by the District for athletic activities shall comply with the policies of the Board related to concussions and head injury. This requirement does not apply to teams based in another state participating in athletic events in Arizona.

A District employee, team coach, official, team volunteer, or a parent or guardian of a team member is not subject to civil liability for any act, omission or policy undertaken in good faith to comply with the requirements of this policy or for decisions made or actions taken by a health care provider. Further, the District and its employees and volunteers are not subject to civil liability for any other person's or organization's failure or alleged failure to comply with the requirements of this policy.

Participants must be provided access to water at all times during practice sessions, games, or other interscholastic athletic activities.

The Superintendent shall require that regulations for health and safety of participants in interscholastic athletics be developed, implemented, and enforced. Such regulations may, at the discretion of the Superintendent, be incorporated into this policy as an administrative regulation.

*Adopted:*                ~~December 8, 2011~~

LEGAL REF.:     A.R.S.        15-341  
   15-802.01  
                         A.G.O.        I89-095  
                         A.A.C.        R7-2-808

CROSS REF.:     JJJ – Extracurricular Activity Eligibility  
                         KF – Community Use of School Facilities

**EXHIBIT****EXHIBIT****INTERSCHOLASTIC SPORTS****HEAT ACCLIMATIZATION AND  
EXERTIONAL HEAT ILLNESS****Bylaw 14.17 – Heat Acclimatization  
And Exertional Heat Illness  
Management Policy**

14.17.1 It is the position of the AIA that prevention is the best way to avoid exertional heat stroke. Prevention includes educating athletes and coaches about:

1. Recognition and management of exertional heat illnesses;
2. The risks associated with exercising in hot, humid environmental conditions;
3. The need for gradual acclimatization over a fourteen (14) day period;
4. Guidelines for proper hydration;
5. Implementing practice/competition modifications according to local temperature and relative humidity readings.

**14.17.2 – Definitions**

Exertional heat illness includes the following conditions, ordered from the least to the most dangerous:

1. Exercise associated muscle cramps: an acute, painful, involuntary muscle contraction usually occurring during or after intense exercise, often in the heat, lasting approximately one to three (1-3) minutes.
2. Heat syncope: also known as orthostatic dizziness, it refers to a fainting episode that can occur in high environmental temperatures, usually during the initial days of heat exposure.
3. Exercise (heat) exhaustion: the inability to continue exercise due to cardiovascular insufficiency and energy depletion that may or may not be associated with physical collapse.
4. Exertional heat stroke: a severe condition characterized by core body temperature greater than forty degrees Celsius (> 40°C); one hundred four degrees Fahrenheit (104°F), central nervous system (CNS) dysfunction, and multiple organ system failure induced by strenuous exercise, often occurring in the hot environments.

**EXHIBIT****EXHIBIT****Heat Acclimatization Protocol**  
**Days One through Five**

- Days one through five (1-5) of the heat-acclimatization period consist of the first five (5) days of formal practice. During this time, athletes may not participate in more than one (1) practice per day.
- If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. Total practice time should not exceed three (3) hours in any one (1) day. In addition to practice, a one (1)-hour maximum walk-through is permitted during days one through five (1–5) of the heat acclimatization period. However, a three (3)-hour recovery period should be inserted between the practice and walk-through (or vice versa). (Note: A walk- through is defined as no contact with other individuals, dummies, sleds or shields)
- During days one through three (1–3) of the heat-acclimatization period, in sports requiring helmets or shoulder pads, a helmet is the only protective equipment permitted. The use of shields and dummies during this time is permissible as a non-contact teaching tool.
- During days four through six (4–6), only helmets and shoulder pads maybe worn.

**Days Six through Fourteen:**

- Beginning no earlier than day six (6) and continuing through day fourteen (14), double-practice days must be followed by a single-practice day.
- On single-practice days, one (1) walk-through is permitted, separated from the practice by at least three (3) hours of continuous rest. When a double-practice day is followed by a rest day, another double-practice day is permitted after the rest day.
- On a double-practice day, neither practice should exceed three (3) hours in duration, nor should student athletes participate in more than five (5) total hours of practice. Warm-up, stretching, cool-down, walkthrough, conditioning, and weight-room activities are included as part of the practice time. The two (2) practices should be separated by at least three (3) continuous hours in a cool environment.
- Beginning on day seven (7), all protective equipment may be worn and full contact may begin.
- Full-contact sports may begin 100% live contact drills no earlier than day seven (7).
- Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during, and after all practices.

**EXHIBIT****EXHIBIT****14.17.3 – Hydration Strategies**

- Sufficient, sanitary, and appropriate fluid should be readily accessible and consumed at regular intervals before, during, and after all sports participation and other physical activities to offset sweat loss and maintain adequate hydration while avoiding overdrinking.
- Generally, 100 to 250 mL (approximately 3– 8 oz) every 20 minutes for 9- to 12-year-olds and up to 1.0 to 1.5 L (approximately 34 –50 oz) per hour for adolescent boys and girls is enough to sufficiently minimize sweating-induced body-water deficits during exercise and other physical activity as long as their pre-activity hydration status is good.
- Pre-activity to post-activity body-weight changes can provide more specific insight to a person's hydration status and rehydration needs. Athletes should be well-hydrated before commencing all activities (see guideline box format).
- The following guidelines are suggested:

<b><u>Condition</u></b>	<b><u>% Body Weight Change</u></b>
<u>Well hydrated</u>	<u>+1 to -1</u>
<u>Minimal dehydration</u>	<u>- 1 to -3</u>
<u>Significant dehydration</u>	<u>-3 to -5</u>
<u>Serious dehydration</u>	<u>&gt; -5</u>

% Body weight change = [(pre-exercise body weight – post-exercise body weight) / pre-exercise body weight] x 100

**14.17.4 – Return to Play Following Exertional Heat Stroke**

The following is the protocol for return to play following heat stroke:

1. Refrain from exercise for at least seven (7) days following the acute event.
2. Follow up in about 1 week for physical exam by a licensed physician (MD, DO).
3. When cleared for activity by a licensed physician, begin exercise in a cool environment and gradually increase the duration, intensity, and heat exposure for two (2) weeks to acclimatize and demonstrate heat tolerance under the direction of a licensed healthcare professional.
4. If return to activity is difficult, consider a laboratory exercise-heat tolerance test about one month post- incident.
5. Athlete may be cleared for full competition if heat tolerance exists after two to four (2–4) weeks of training.



**EXHIBIT****EXHIBIT**

The AIA also recommends that any athlete suspected of having suffered exertional heat exhaustion be referred to a licensed physician for follow-up medical examination and clearance.

Questions regarding this bylaw may be directed to the AIA office via the athletic administrator and/or site administrator.

Reproduction of AIA Bylaw 14.17.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: March 14, 2013 Information  
AGENDA ITEM: \*First Reading of Proposed Amended Board Policy JLCCA – Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus Infections 1st Reading  
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel  
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGC

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

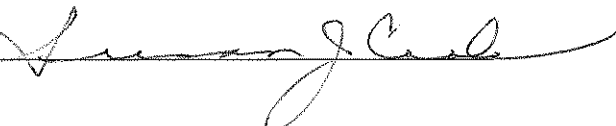
ASBA Policy Services has recommended minor changes to Policy JLCCA – Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus Infections that were prompted by an ADE Memorandum, entitled HIV in School Settings Policy Guidance, that was released in February 2012. The proposed changes include the deletion of the word “ill” in the first sentence and the addition of cross references to other Policies.

These recommended changes have been reviewed by District Legal Counsel.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policy JLCCA – Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus Infections.

Superintendent



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

Agenda Item \*II.H.

**ACQUIRED IMMUNE DEFICIENCY SYNDROME  
AND HUMAN IMMUNODEFICIENCY  
VIRUS INFECTIONS**

Students ~~iii~~ with HIV virus or acquired immune deficiency syndrome (AIDS) have a right to receive a public education. The Board has a responsibility to assure that the school provides a safe environment for all of its students and employees.

The Board directs that:

- Infected students receive a public education.
- Information be provided for parents, faculty and staff members, and other concerned persons concerning the actual and potential dangers of transmission of the disease.
- Decisions concerning the educational placement of infected students be determined upon the best medical knowledge available and on a case-by-case basis.
- Restrictions be placed upon a student as required by Department of Health Services regulations, advice of the County Health Department, and advice of a physician selected by the District.
- Protection for the rights of privacy of each infected student be a primary consideration.

Decision(s) regarding the type of educational setting for the student who is infected with HIV virus shall be based upon the behavior, neurologic development, and physical and mental condition of the student. Recommendations will be made upon consultation with public health personnel, school officials, the student's physician and parents, and, at the discretion of the District, a physician selected by the District.

*Adopted:*                      date of manual adoption

LEGAL REF.:     A.R.S.        15-871  
   15-872

A.A.C. R9-6-331  
R9-6-701 *et seq.*

CROSS REF.: **GBGC – Employee Assistance**  
**GBGCB – Staff Health and Safety**  
**IHAMB – Family Life Education**  
**IHB – Special Instructional Programs**  
**JHD – Exclusions and Exemptions from School Attendance**  
**JII – Student Concern, Complaints, and Grievances**  
**JR – Student Records**  
**KB – Parental Involvement in Education**

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board 

X
X

 Action  
Discussion  
Information  
1st Reading

FROM: Dr. Susan J. Cook, Superintendent

DATE: March 14, 2013

AGENDA ITEM: \*First Reading of Proposed Amended Board Policies GBAB – Medical Marijuana Standards and Conditions for Employees, GBECA – Nonmedical Use or Abuse of Drugs or Alcohol, JICH – Drugs and Alcohol Use by Students and KFA – Public Conduct on School Property

INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel

PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGC

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

As a result of statutory changes enacted through the passage of Proposition 203, The Arizona Medical Marijuana Act, ASBA Policy Services recommended the creation of Policy GBAB – Medical Marijuana Standards and Conditions for Employees and changes to Policies GBECA – Nonmedical Use or Abuse of Drugs or Alcohol, JICH – Drugs and Alcohol Use by Students and KFA – Public Conduct on School Property that were ultimately adopted by the Governing Board in October of 2011. Based on the provisions of House Bill 2349 passed in the 2012 Legislative session, ASBA Policy Services is now recommending changes to these Policies that simplify and better serve the interests of the District. Specifically, the recommendation includes the elimination of Policy GBAB – Medical Marijuana Standards and Conditions for Employees, and language adjustments to the other Policies that simplify the manner in which the District addresses medical marijuana use by employees, students and the public while using District facilities. Because the changes to these Policies are interrelated, the proposed changes are being considered in a single Agenda item.

These recommended changes have been reviewed by District Legal Counsel.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policies GBAB – Medical Marijuana Standards and Conditions for Employees, GBECA – Nonmedical Use or Abuse of Drugs or Alcohol, JICH – Drugs and Alcohol Use by Students and KFA – Public Conduct on School Property.

Superintendent



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

Agenda Item \*II.I.

## **~~MEDICAL MARIJUANA STANDARDS AND CONDITIONS FOR EMPLOYEES~~**

~~For the purpose of this policy, pursuant to Arizona Revised Statutes (A.R.S.) 36-2801, a *qualified medical marijuana cardholder* means:~~

- ~~• a qualifying patient,~~
- ~~• a designated caregiver, or~~
- ~~• a nonprofit medical marijuana dispensary agent~~

~~who has an identification card issued by the Arizona Department of Health Services related to the medical use of marijuana to treat or alleviate an individual's debilitating medical condition or symptoms associated with the debilitating medical condition.~~

~~Unless the District would lose a monetary or licensing related benefit under federal law or regulations, the School District may not discriminate against a person in hiring, termination or imposing any term or condition of employment or otherwise penalize a person solely:~~

- ~~• on the basis of the person's status as a medical marijuana cardholder, or~~
- ~~• for a positive test for marijuana components or metabolites,~~
  - ~~▪ unless the person used, possessed or was impaired by marijuana on the premises of the place of employment or during the hours of employment.~~

~~The District shall not be penalized or denied any benefit under state law for employing a registered qualifying patient or a registered designated caregiver. [A.R.S. 36-2811]~~

~~Subject to A.R.S. 36-2802, no person is authorized to engage in:~~

- ~~• undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice,~~

- ~~possessing or engaging in the medical use of marijuana,~~
  - ~~on a school bus,~~
  - ~~on the grounds of any preschool, elementary school or secondary school,~~
- ~~smoking marijuana,~~
  - ~~on any form of public transportation, or~~
  - ~~in any public place,~~
- ~~operating, navigating or being in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana,~~
  - ~~except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.~~
- ~~using marijuana in any manner not authorized by Chapter 28.1 of Arizona Revised Statutes Title 36.~~

~~The District does not allow the ingestion of marijuana in any workplace,~~

- ~~except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.~~

~~While performing any duty in the capacity of a District employee, an employee may be disciplined, up to and including suspension or termination, for ingesting marijuana in the workplace or working under the influence of marijuana.~~

~~Wherever inconsistencies of interpretation arise, the law and regulations prevail.~~

~~When District officials have a reasonable belief an employee may be under the influence, in possession of or distributing marijuana in a manner not authorized by the medical marijuana statutes, law enforcement authorities will be informed.~~

~~Adopted: \_\_\_\_\_~~ October 13, 2011

LEGAL REF.: ~~A.R.S. \_\_\_\_\_~~  
13-3401  
13-3405  
13-3411  
15-342  
15-512  
15-546  
36-2801 *et seq.*, Arizona Medical Marijuana Act

CROSS REF.: ~~EEAEAA \_\_\_\_\_~~ Drug and Alcohol Testing of Transportation  
Employees  
~~GBEB \_\_\_\_\_~~ Staff Conduct  
~~GBEC \_\_\_\_\_~~ Drug-Free Workplace  
~~GBECA \_\_\_\_\_~~ Nonmedical Use or Abuse of Drugs or Alcohol



## NONMEDICAL USE OR ABUSE OF DRUGS OR ALCOHOL

~~The District's posture in dealing with employees who engage in the nonmedical use of drugs and/or the abuse of alcohol is to be one of constructive confrontation in a supportive environment and supportive relationship. This approach is based on the following premises:~~

- ~~• Each employee is responsible for the employee's own actions.~~
- ~~• Each employee is a role model for students.~~
- ~~• Each employee who seeks help is to be given the opportunity to do so in a supportive environment.~~
- ~~• The District shall not ignore employee problems.~~
- ~~• Constructive confrontation will be utilized to make employees aware of opportunities and choices for help.~~
- ~~• Efforts to maintain confidentiality will be made by the District.~~
- ~~• Outside referrals to nonschool personnel will be provided to employees who indicate an interest. Information about coverage included in the District's health insurance plan will be provided.~~
- ~~• Employees will be required to provide information on progress in dealing with problems.~~
- ~~• Supervisory staff members will receive orientation on methods of constructive confrontation.~~
- ~~• Opportunities for self-referral will be provided.~~
- ~~• As recommended by outside professional sources, the District will consider support to an employee during reentry into the workplace.~~

- ~~• The District's right to intervene is based on (1) a basic concern for the health and welfare of the persons whom it employs and (2) the right to expect quality job performance.~~
- ~~• School employees are human and should not be considered any less vulnerable or immune to human stress than any other person.~~
- In spite of the above, school employees whose nonmedical use of drugs or use of alcohol endangers the health and safety of students or other employees will be dealt with according to the District's discipline policy.

### Employee Drug Use or Abuse

The nonmedical possession or use or abuse use, abuse, or possession of drugs and/or use or possession of alcohol is forbidden on school District property or at school- District sponsored activities away from school property. Employees determined to be in possession of, using, or abusing drugs or ~~using~~ alcohol shall be reported immediately to the employee's principal or other person in charge supervisor. The Superintendent shall be notified immediately.

The Superintendent will shall conduct an investigation in consultation with legal counsel as necessary. Employees that violate this policy may be disciplined up to and including termination. If the investigation shows sufficient evidence to suggest that the employee was involved with distribution or otherwise in violation of the law, law enforcement authorities shall be notified. ~~If the results of the investigation show that the employee's actions endangered the health and/or safety of students or other employees, the Superintendent shall take disciplinary action in accordance with existing policies and statutes. If the results of the investigation suggest that the employee be provided options under the provisions of this policy, the Superintendent shall ensure that such options will be provided to the employee as appropriate.~~

### Medical Marijuana

The District recognizes Arizona's medical marijuana law may shall not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis of the person's status as an eligible medical marijuana cardholder, or as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana

on District property, at a District event, or during the hours of the person's regular or extended hours of employment, or as prescribed by law. :

- ~~The person's status as an eligible medical marijuana cardholder, or~~
- ~~As a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana on District premises or during the person's hours of employment with the District,~~

~~unless a failure to do so would cause the District to lose a monetary or licensing related benefit under federal law or regulations.~~

~~The Arizona Medical Marijuana Act does not authorize any person to engage in the following conduct:~~

- ~~Undertaking any task under the influence of marijuana that would constitute negligence or professional malpractice.~~
- ~~Possessing or engaging in the medical use of marijuana:~~
  - ~~On a school bus.~~
  - ~~On the grounds of any preschool or primary or secondary school.~~
- ~~Smoking marijuana:~~
  - ~~On any form of public transportation.~~
  - ~~In any public place.~~
- ~~Operating, navigating or being in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana, except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.~~
- ~~Using marijuana in any manner other than as authorized by the Arizona Medical Marijuana Act.~~

*Adopted:* ~~October 13, 2011~~

LEGAL REF.: A.R.S. 13-2911  
13-3401 *et seq.*  
15-341  
23-493  
23-493.03  
36-2801 *et seq.*  
41 U.S.C. 702, Drug-free workplace requirements for  
Federal grant recipients.  
34 C.F.R. Part 84

CROSS REF.: EEAEAA – Drug and Alcohol Testing of Transportation  
Employees  
~~GBAB – Medical Marijuana Standards and Conditions for~~  
~~Employees~~

## **DRUG AND ALCOHOL USE BY STUDENTS**

Students on school property or at school events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance to a person under eighteen (18) years of age.

The nonmedical use, possession, or sale of

- alcohol,
- drugs,
- synthetic drugs,
- counterfeit drugs, or
- imitation drugs,

on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.

- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.
- Synthetic, counterfeit or imitation drugs.
  - A compound or substance, regardless of its contents, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

### **Medical Marijuana**

The conditions described hereafter are applicable to a District student who holds an identification as a medical marijuana cardholder issued by the Arizona Department of Health Services for the medical use of marijuana as prescribed in the Arizona Revised Statutes (A.R.S.).

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

**A student medical marijuana cardholder shall not possess or engage in the use of marijuana on District property, in a District vehicle, or at a District-sponsored event.**

A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all **District** students attending the school.

~~A student medical marijuana cardholder shall not:~~

- ~~• undertake any task under the influence of marijuana that would constitute negligence;~~

- ~~possess or engage in the medical use of marijuana,~~
  - ~~on a school bus,~~
  - ~~on the grounds of any preschool, elementary school or secondary school,~~
- ~~smoke marijuana,~~
  - ~~on any form of public transportation, or~~
  - ~~in any public place,~~
- ~~operate, navigate or be in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana,~~
  - ~~except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.~~
- ~~use marijuana in any manner not authorized by Chapter 28.1 of Arizona Revised Statutes Title 36, or~~
- ~~offer to give, sell or dispense medical marijuana to another student or other individual on school property, in school provided vehicles, at school events, or when functioning as a representative of the school.~~

If District officials have reasonable belief a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes, law enforcement authorities will be informed.

~~A student who violates any provision of this policy may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to applicable civil and criminal prosecution.~~

*Adopted:*                      October 27, 2011

LEGAL REF.:     A.R.S.        4-241

4-244  
13-3401 through 13-3461  
15-345  
20 U.S.C. 7101 *et seq.*, Safe and Drug-Free Schools and  
Communities Act

CROSS REF.: JLC – Student Health Services and Requirements  
JLCE – Administering Medicines to Students



## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
  - Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
  - Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The above identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

A person may also interfere with or disrupt the District function by committing any of the following.

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

### **Additional Requirements of the General Public**

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.
- No person shall possess or engage in the use of medical marijuana on District property, at a District event, or in a District vehicle., except as authorized by A.R.S. 36-2802 *et seq.*:
  - ~~possess or engage in the medical use of marijuana;~~
  - ★ ~~on a school bus, or~~
  - ★ ~~on the grounds of any preschool, elementary school or secondary school;~~
  - ~~smoke marijuana;~~

- ~~★ on any form of public transportation, or~~
- ~~★ in any public place,~~
- ~~★ operate, navigate or be in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana,~~
- ~~▲ except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.~~

*Adopted:*    ~~October 13, 2011~~

LEGAL REF.:    A.R.S.        13-2905  
   13-2911  
   13-3102  
   15-341  
   15-507  
   36-802  
   36-2801 *et seq.*

CROSS REF.:    GEBE – Staff Conduct  
                         GCQF/GDQD – Discipline, Suspension, and Dismissal of  
   Professional/Support Staff Members  
                         JIC – Student Conduct  
                         JK – Student Discipline  
                         KFAA – Smoking on School Premises at Public Functions

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: March 14, 2013 Information  
AGENDA ITEM: \*Memorandum of Understanding Between Washington Elementary School District and Rio 1st Reading  
Salado College Noyce Scholars Program  
INITIATED BY: Janet Sullivan, Assistant SUPERMITTED BY: Janet Sullivan, Assistant  
Superintendent for Academic Superintendent for Academic  
Services Services  
PRESENTER AT GOVERNING BOARD MEETING: Janet Sullivan, Assistant Superintendent for Academic  
Services  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

The National Science Foundation Noyce Scholars Program is an articulated program through the Rio Salado College post-baccalaureate teacher preparation program for science, technology, engineering and mathematics (STEM) professionals. The program is dedicated to helping STEM professionals transition to careers teaching math and science in high-need secondary schools, to include middle schools.

To be a partner district, the District must meet criteria established. The District qualifies to become a participating district because of the percent of individuals from families with incomes below the poverty line. The District's obligations are to provide qualified mentor teachers for fieldwork experience and a cooperating teacher for student teaching experiences for selected Noyce Scholars. These mentor and cooperating teachers will be compensated through the Program for their participation.

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

This Memorandum of Understanding has been reviewed by District Legal Counsel.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the Memorandum of Understanding between Washington Elementary School District and Rio Salado College and authorize the Superintendent to execute the necessary documents.

Superintendent



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

Agenda Item \*II.J.



## **AFFILIATION AGREEMENT**

**Between**

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**

**For**

**RIO SALADO COLLEGE**

**And**

**Washington Elementary School District #6**

THIS AGREEMENT is made this «Day» «Month», «Year», between MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT, a political subdivision of the State of Arizona, for RIO SALADO COLLEGE ("COLLEGE") and Washington Elementary School District #6, a public school district located in Glendale, Arizona.

### **BACKGROUND**

A. The Rio Salado College Noyce Scholars Program is a grant funded program through the National Science Foundation which provides stipends to talented science, technology, engineering, and mathematics (STEM) professionals who are interested in transitioning to teaching careers in Arizona's 7-12 math or science classrooms. The primary goal of the program is to recruit science and mathematics professionals, with bachelor's degree or higher within science, mathematics, or engineering and prior experience in a STEM related industry area, to become a teacher in the 7-12 grade classroom. Each Noyce Scholar (that is, pre-service teacher) will complete a comprehensive 15 month teacher certification program with online course instruction and onsite field and student teaching experiences at a high need affiliate public school districts. COLLEGE will also provide mentoring and professional support to highly-qualified math or science Noyce Scholars as they fulfill the required two-year teaching commitment in high-need schools

B. For the Noyce Scholars Program, the COLLEGE desires to secure a Mentor Teacher for fieldwork experience and a Cooperating Teacher for student teaching experiences. Both Mentor Teachers and Cooperating Teachers will be teachers with five or more years of experience teaching mathematics and science.

C. DISTRICT is capable of providing support for fieldwork and student teaching experiences for the Noyce Scholars. DISTRICT maintains facilities suitable to provide desired experience for students of the COLLEGE.

### **AGREEMENT**

The parties agree as follows:

#### **I. RESPONSIBILITIES OF COLLEGE**

1. COLLEGE will identify the Noyce Scholars based on a formal review process and recommend scholars to DISTRICT personnel three weeks in advance to the scholar's enrollment in COLLEGE's Teacher Preparation Program coursework. COLLEGE will instruct the Noyce Scholars to abide by all policies, procedures and rules of the DISTRICT of which the COLLEGE is made aware.

2. COLLEGE will monitor and evaluate the Noyce Scholars throughout the collaboration with the DISTRICT based on COLLEGE's current Teacher Preparation Program evaluation tools consistent with the COLLEGE's traditional Teacher Preparation Post Baccalaureate model.

3. On the signing of this Agreement and thereafter promptly after someone new is assigned, DISTRICT and COLLEGE will provide each other with the names and contact information for the persons that will be the point of contact for this collaboration. Before a Noyce Scholar begins his or her field/teaching experience at a DISTRICT school, DISTRICT shall advise COLLEGE of the name of the school employee who will serve as the Mentor Teacher or Cooperating Teacher for the student's field/teaching experience.

4. COLLEGE will maintain adequate insurance to provide coverage for liabilities arising from the negligent or intentional acts and/or omissions of the Noyce Scholars and COLLEGE's employees participating in a field/teaching experience at a DISTRICT school.

5. For Noyce Scholar placements, COLLEGE shall designate a COLLEGE supervisor to coordinate, consult and collaborate with the DISTRICT Mentor Teacher or a Cooperating Teacher, and to supervise and evaluate each Noyce Scholar. Noyce Scholar evaluations will consist, at a minimum, of the following:

(a) Out of Maricopa County, Arizona/ Placements: via a minimum of three video-taped lesson presentations, as well as phone and/or email communication.

(b) Maricopa County Placements: via in-person College Supervisor meetings and reviews, as well as phone and/or email communication.

6. COLLEGE will verify that each Noyce Scholar has passed the background check requirements of the state in which the DISTRICT is located and has the documentation on file at COLLEGE. DISTRICT may request that the Noyce Scholar provide the documentation directly to the DISTRICT.

7. COLLEGE will pay the following monetary compensation to the DISTRICT designated Mentor Teacher: \$50.00 for mentoring of a 10-hour field experience for a Noyce Scholar or \$60.00 for mentoring a 25-hour field experience for a Noyce Scholar. Additionally, COLLEGE will pay a \$450.00 fee for DISTRICT designated Cooperating Teachers during the final capstone nine-week for the Noyce Scholar student teaching experience. COLLEGE will pay the compensation directly to the DISTRICT Mentor Teacher or DISTRICT Cooperating Teacher for the services rendered, as applicable.

8. COLLEGE will encourage Noyce Scholars who complete the Program to seek full-time teaching opportunities at school districts that enter into an Affiliation Agreement like this one to provide practical/student teaching experiences.

## **II. RESPONSIBILITIES OF DISTRICT**

1. To qualify under this Affiliation Agreement, DISTRICT must fall within at least one of the following National Science Foundation criteria defining a high-need school: possess a high percentage of individuals from families with incomes below the poverty line), possess a high

percentage of secondary teachers not teaching in the content area in which the teachers were trained to teach), or possess a high teacher turnover rate. DISTRICT will advise COLLEGE promptly if it no longer qualifies under one of those three criteria.

2. DISTRICT will provide qualified science or math teachers who have at least 5 years of experience in teaching either math or science (Biology, Chemistry, or Physics). The science or math teachers will provide guidance for Noyce Scholars who are placed with the DISTRICT and provide direct guidance, supervision and involvement for those scholars.

3. DISTRICT will provide safe, appropriate and adequate facilities for learning purposes including sufficient space for teaching purposes and conferences with students.

4. DISTRICT will provide all instructional materials, library facilities and other training aids at its cost as needed to the COLLEGE supervisor and Noyce Scholars for training purposes. DISTRICT will promptly inform COLLEGE of any change in policy, rules or regulations which will affect the students or faculty of COLLEGE.

5. DISTRICT will maintain adequate insurance to provide coverage for the liabilities arising from the negligent or intentional acts and/or omissions of employees, representatives or agents of DISTRICT who are participating in the Program with COLLEGE.

6. DISTRICT may, for good cause, refuse to accept for placement or may terminate the field experience assignment of any student by promptly notifying COLLEGE in writing. Prior to termination, DISTRICT shall consult with COLLEGE about its concerns and proposed course of action.

### **III. DURATION:**

The effective date of this agreement is «Month» «Day», «Year». It shall continue in force until cancelled by written notice by either party to the other, no less than one semester in advance of the desired date of termination.

### **IV. NON-DISCRIMINATION**

During the period of this agreement, the COLLEGE and the DISTRICT agree to comply with all applicable laws and policies prohibiting discrimination in employment and education. Both parties agree not to illegally discriminate against any person on the basis of race, color, sex, religion, national origin, age or handicap.

### **V. ANNUAL REVIEW:**

This Agreement will be reviewed annually. It may be altered or modified in writing by mutual consent of DISTRICT and the COLLEGE.

### **IV. INDEMNIFICATION:**

To the extent permitted by law, each party agrees to indemnify, defend and hold harmless the other part against any and all claims (including reasonable attorney's fees) arising out of bodily injury, death or property damage caused by the negligence or intentional acts of the indemnifying party of its officers, officials, agents, employees and volunteers. Nothing in this



Agreement shall be interpreted to waive the sovereign immunity of any party that is a public entity.

Dr. Jennifer Shantz  
**RIO SALADO COLLEGE**  
2323 W. 14<sup>th</sup> Street  
Tempe, AZ 85281-6950

**WASHINGTON ELEMENTARY SCHOOL**  
**DISTRICT #6**  
4640 W. Sweetwater  
Glendale, AZ 85304

By: _____	By: _____
Interim Vice President Academic	
Title: _____	Title: _____
Affairs	
Date: _____	Date: _____

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: March 14, 2013 Information  
AGENDA ITEM: \*Collaborative Partner Agreement Between the Association for Supportive Child Care and 1st Reading  
Moon Mountain Elementary School  
INITIATED BY: Dorothy Watkins, Administrator of Social Services SUBMITTED BY: Dorothy Watkins, Administrator of Social Services  
PRESENTER AT GOVERNING BOARD MEETING: Dorothy Watkins, Administrator of Social Services  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

**SUPPORTING DATA**

Funding Source: Arizona Kith and Kin  
Budgeted: Yes

The purpose of the Agreement is to collaboratively partner with the Association for Supportive Child Care (ASCC) for participation in the Arizona Kith and Kin Project. The purpose of the Project is to improve the quality of care provided by "Kith and Kin" (friends and family) child-care providers. Kith and Kin provides care for the children of friends and family members who are, for the most part, unregulated and untrained. Recent national and local research has shown that Kith and Kin providers, particularly in low-income communities, care for more than 50 percent of the children with working parents. Many Hispanic, African American, Native American, recently arrived Refugees, and others prefer this form of care due to cultural and language considerations. Yet, there has been little or no support or training available to these child-care providers.

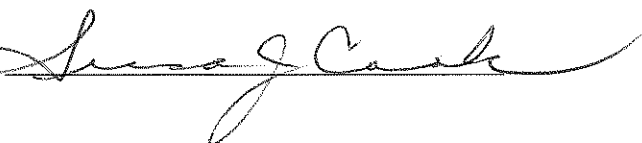
The Project was developed and implemented in Maricopa County in 1999 by ASCC, and along with a coalition of organizations, provides support to strengthen the quality and reliability of Kith and Kin child care in Arizona. The overall objectives of the project are to:

- Provide early childhood training and support to Kith and Kin child-care providers.
- Increase the Kith and Kin providers' knowledge of the elements of quality child-care and of available community training and support resources.
- Increase the Kith and Kin providers' knowledge of health and safety related issues and improve the safety of their child-care environment.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the Collaborative Partner Agreement between the Association for Supportive Child Care for participation in the Arizona Kith and Kin Project and Moon Mountain Elementary School, and authorize the Superintendent to execute the Agreement on behalf of the District.

Superintendent



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

Agenda Item \*II.K.

**\*Collaborative Partner Agreement with Arizona Kith and Kin Project and Moon Mountain Elementary School  
March 14, 2013**

**Page 2**

The following is a summary of the responsibilities of ASCC and the District:

- Overseeing the Arizona Kith and Kin Project (Contact Person: Sarah Ocampo-Schlesinger/Claudia Ortiz-Vazquez).
- Creation of recruitment materials (i.e. flyers, postcards, posters, etc.)
- Distribution and placement of outreach materials in targeted areas served by the program.
- Conducting "Orientation" sessions for partnering agency staff.
- Providing a Project Facilitator and/or Co-Facilitator, as is applicable, for each group.
- Providing snacks, door prizes, promotional items and material for support groups.
- Acting as a resource at meetings and providing handouts, as determined necessary.
- Developing and providing forms (attendance sheets, sign-in sheets for child care, reporting forms, etc.).
- Developing a plan for transportation costs for providers (when necessary).
- Providing "curriculum/resource" notebooks for facilitators/co-facilitators.
- Delivery of weekly training-support groups at identified location(s) and related components.
- Delivery of injury prevention training components.
- Delivery of Leaps and Bounds kindergarten readiness activities and related materials.
- Provide technical assistance to the on-site child-care provider(s) and ensure compliance with ASCC requirements. (CPR/FA certification, fingerprint clearance card and required training hours).
- Planning and implementing the annual Health and Safety Conference for program participants.
- Planning and facilitating Kith and Kin Facilitator and Coalition meetings and other trainings as necessary.
- Planning, developing and implementing evaluation related efforts.
- Developing new/additional Arizona Kith and Kin Project coalition partners.

**Moon Mountain** responsibilities include:

- Identifying location, day, time and start and end dates for identified training-support group(s), based on funding availability and guidelines.
- Providing appropriate space for weekly training-support groups and on-site child care.
- Identifying appropriate co-facilitator(s) and on-site child-care providers.
- Distribution of recruitment materials for sites.
- Recruitment of providers.
- Providing meeting reminders and making follow-up calls.
- Co-facilitating support groups (ASCC Kith and Kin Project Specialist is lead person of support group).
- Assisting facilitator and/or participants with the completion of attendance sheets, registration forms, child-care forms, reports and related forms as applicable.
- Attending Kith and Kin Facilitator and Coalition meetings and other trainings as applicable.
- Invoicing ASCC/Arizona Kith and Kin Project for services provided prior to the end of the fiscal year (July 31, 2013).

The term of the Agreement is for the remainder of the 2012-2013 school year. Arizona Kith and Kin assumes all costs for the program.

The Agreement has been reviewed and approved by District Legal Counsel

Moon Mountain Elementary School agrees to be a collaborative partner in the Association For Supportive Child Care's (ASCC 's) Arizona Kith and Kin Project. The coalition will support one another in efforts to provide services, support and introductory early childhood education sessions for kith and kin child-care providers in Maricopa County. Moon Mountain Elementary School is one of the sites for the Maricopa County community.



**Association for Supportive  
Child Care (ASCC)**

3910 South Rural Road, Suite E  
Tempe, AZ 85282  
Telephone: 480.829.0500  
Fax: 480.820.7288  
[www.asccaz.org](http://www.asccaz.org)

**Arizona Kith and Kin Project  
COLLABORATIVE PARTNER AGREEMENT  
SPRING 2013**

Contact person:

Sarah Ocampo-Schlesinger, Program Coordinator  
Arizona Kith and Kin Project and Child Care Injury Prevention Program  
480.829.0500, ext. 1126  
[socampo@asccaz.org](mailto:socampo@asccaz.org)

Community Partner	Contact Information
Moon Mountain Elementary School 13425 North 19 <sup>th</sup> Avenue Phoenix, AZ 85029  Telephone: 602-896-6000	Ms. Sue Brown Principal Moon Mountain Elementary School 602-896-6000

Moon Mountain Elementary School agrees to be a collaborative partner in the Association For Supportive Child Care's (ASCC) Arizona Kith and Kin Project. The partnership provides support for the delivery of a 14 week training-support group session to Family, Friend and Neighbor child care providers. The training-support group session is held once per week for 14 weeks and offers early childhood education and injury prevention component.

**ASCC's responsibilities include:**

- Conducting/meeting with partnering agency/staff to review program guidelines.
  - Overseeing the Arizona Kith and Kin Project (Contact Person: Sarah Ocampo-Schlesinger/Claudia Ortiz-Vazquez).
  - Ensure that all program participants qualify as Family, Friend and Neighbor child care providers.
  - Ensure that weekly training-support groups start and end as scheduled.
  - Creation of recruitment materials (i.e. flyers, postcards, posters, etc.).
  - Distribution and placement of outreach materials in targeted areas served by the program.
  - Providing a Program Specialist for each weekly training-support group.
  - Providing Child Care Specialists/Providers for each weekly training-support group as applicable and needed.
  - Providing snacks, door prizes, promotional items and material for training-support groups.
  - Developing and providing program related forms (attendance sheets, sign-in sheets for child care, reporting forms, etc.)
  - Providing transportation to and from the training-support group(s) for participants that live within a 5 mile radius of the training-support group location.
  - Delivery of injury prevention training components. These components include Child Passenger Safety, Crib and Safe Sleep, Home and Environment Safety, Pediatric First Aid, CPR and AED and may only be delivered after the seventh (7<sup>th</sup>) week of training.
  - Delivery of Leaps and Bounds Kindergarten Readiness activities and related materials on a weekly basis. (These activities are conducted in both the on-site child care and adult trainings.)
  - Planning and implementing the annual Health and Safety Conference for program participants.
  - Planning, developing and implementing evaluation related efforts.
  - Delivery of weekly training-support groups and identified training topics which include the following: Orientation (two hours), Brain Development (two hours), Nutrition (two hours), Guidance and Discipline (two hours), Child Development/Ages and Stages (two hours), Arranging the Environment (two hours), Parent/Caregiver Relationships and Business Practices (two hours), Daily Schedule Planning (two hours), Health and Safety (two hours), Child Passenger Safety (two hours), Language, Literacy and RIF event (three hours), CPR and AED Certification(four hours), Pediatric First Aid (four hours), Graduation (two hours).
- \*Please note that curriculum topics are delivered based on the needs/interests of participants and not necessarily in this order. In order to qualify for materials distributed such as car seats, smoke alarms, fire extinguishers, etc. participants must attend to the training as scheduled.

**Moon Mountain Elementary School responsibilities include:**

- Jointly with ASCC, identify location, day, time and start and end dates for identified training-support group(s), based on funding availability and guidelines.
- Providing appropriate consistent space for weekly training-support groups. This includes a space for participants to attend the 14 week training-support group session and a separate space for on-site child care. If a challenge with space were to occur, the partnering organization will contact program staff with a minimum of 24 hour notice.
- Provide a co-facilitator for each weekly training-support group (as applicable).
- Provide on-site child care providers for each training-support group.

- Distribution of recruitment materials for sites.
- Outreach and recruitment of program participants.
- Attending the Arizona Kith and Kin Project partnership related meetings and other trainings as applicable.
- Invoicing ASCC/Arizona Kith and Kin Project for services provided as agreed, prior to the end of the fiscal year (July 31, 2013).

The Arizona Kith and Kin Project model utilizes staff members from both ASCC and the community partnering organization. This maximizes outreach efforts and the success of the program. For the training-support group(s) scheduled for the 2012-2013 year, each organization will provide the following:

ASCC	
<input type="checkbox"/> Program Specialist	
<input type="checkbox"/> Child Care Specialists/Providers	
ASCC Representative: _____ Date: _____	
Community Partner	
<input type="checkbox"/> Co-Facilitator	
Name: _____ Contact Info: _____	
<input type="checkbox"/> Child Care Providers	
Name: _____ Contact Info: _____	
Name: _____ Contact Info: _____	
Name: _____ Contact Info: _____	
Community Partner Representative: _____ Date: _____	

The following funding is available to community partners for components related to the delivery of the Arizona Kith and Kin Project 14 week training-support group session. Please select the appropriate

Co-Facilitator	\$800 per 14 week session  <input type="checkbox"/> Initials: _____ Date: ____/____/____
	\$14 per hour if staff will be paid by ASCC as part-time employees.  <input type="checkbox"/> Initials: _____ Date: ____/____/____
Child Care Providers	\$1,500 per 14 week session  <input type="checkbox"/> Initials: _____ Date: ____/____/____
	\$10 per hour if staff will be paid by ASCC as part-time employees.  <input type="checkbox"/> Initials: _____ Date: ____/____/____

\*If a session meets for less than 14 weeks these amount may be pro-rated. Invoices must be issued by community partner agency and not by individuals.

Signature	Signature
Susan Jacobs	Sue Brown
Printed Name	Printed Name
Executive Director	Principal
Title	Title
Date	Date
Association for Supportive Child Care	Moon Mountain Elementary School

TO: Governing Board X Action  
X Discussion  
FROM: Dr. Susan J. Cook, Superintendent            Information  
           1st Reading  
DATE: March 14, 2013  
AGENDA ITEM: Review of Employee Benefits Trust Recommendation and Discussion, Consideration and Possible Action Regarding Employee Benefits Plan Funding Level for 2013-2014  
INITIATED BY: David Ludwig, Employee Benefits Trust Board Chairman SUBMITTED BY: D. Rex Shumway, Legal Counsel  
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: EIC and A.R.S. §15-382

**SUPPORTING DATA**

Funding Source: Various  
Budgeted: Yes

At a Special Meeting of the Employee Benefits Trust Board (EBT) that was held on March 12, 2013, the Trust Board reviewed final projections, considered possible employee contribution changes and then voted to recommend the final plan and funding contribution levels for 2013-2014.

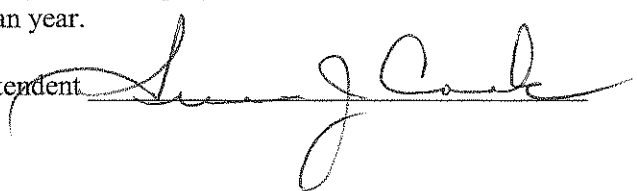
In arriving at the recommended funding level, the EBT considered the direction from the Governing Board to formulate a plan for 2013-2014 that maintained District contribution rates at that same level as provided for in the 2012-2013 plan, with any additional funding to come from EBT contingency funds.

The Trust Board voted to provide the following recommendation for employee benefits to the Governing Board for the 2013-2014 school year:

- Approve the following Plan Design:
  - Continue to offer the PPO Buy-Up - \$600.00 deductible plan. Pursuant to the recommendation, employees will pay \$47.89/month (\$574.68 annually) to utilize this plan.
  - Continue to offer the Base PPO - \$1,200.00 deductible plan that is the Base Plan offered at no cost to employees.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the proposed Employee Benefits Plan for 2013-2014 as provided in the recommendation from the Employee Benefits Trust, including the District contribution rate of \$5,046.48 per employee and employee contribution rates at the level utilized in the 2012-2013 plan year.

Superintendent 

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

Agenda Item III.A.



**Review of Employee Benefits Trust Recommendation and Discussion, Consideration and Possible Action  
Regarding Employee Benefits Plan Funding Level for 2013-2014**

**March 14, 2013**

**Page 2**

- Continue to offer the High Deductible Health Plan/Health Savings Account (HDHP/HSA) - \$2,500.00 deductible plan that has a District HSA Contribution of \$1,200.00.
- Approve the Self-Funded Budget, with the associated contributions rates (that will be at the same level as the rates utilized in the 2012-2013 plan year), that results in an 8.4% increase over the 2012-2013 Budget. Pursuant to direction from the Governing Board, the District contribution shall remain at \$5,046.48 per employee. This Plan results in an approximate \$1,284,559.00 deficiency that will be covered by excess contingency reserves of the EBT.