

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

**DATE:** January 10, 2013

**TIME:** Regular Meeting 7:00 p.m. – Board Room

**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. Organization of the Board

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C. Moment of Silence and Meditation

D. Pledge of Allegiance

E. Adoption of the Regular Meeting Agenda

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

F. Approval of the Minutes

4-14

It is recommended that the Governing Board approve the Minutes of the December 12, 2012 Regular Meeting and Executive Session (Governing Board members present - Mr. Chris Maza, Mr. Bill Adams, and Mrs. Tee Lambert. Mr. Aaron Jahneke joined the meeting at 8:18 p.m. Ms. Clorinda Graziano joined the Executive Session at 9:00 p.m.).

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

G. Current Events: Governing Board and Superintendent

H. Special Recognition

- Special recognition for the City of Phoenix, Prevent and Report Animal Abuse and Neglect Poster Contest winners:
  - Taylin Cook, 4<sup>th</sup> grade, Richard E. Miller Elementary School, 2<sup>nd</sup> place
  - Lisi Nam, 5<sup>th</sup> grade, Tumbleweed Elementary School, Honorable Mention

The contest was open to all 4<sup>th</sup> and 5<sup>th</sup> graders in the city of Phoenix. The students were honored by Councilwomen Thelda Williams on December 6, 2012 at City Hall. Winning posters may be featured in the Animal Cruelty Task Force's education campaign, including billboards and public service announcements.

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

### **H. Special Recognition (continued)**

- This school year WESD partnered with Credit Union West for a public showing of student art and the creation of the 2013 Credit Union West Calendar. One hundred twenty-five students from 19 WESD schools created artwork based on the theme. “America, My Home.” A committee from Academic Services made the final selection of 48 entries to be displayed during the Sunnyslope Art Walk on October 13, 2012. The public was invited to vote on their top three choices for monetary awards. The Marketing Department of Credit Union West made the final selections for artwork included in the calendar. Congratulations to the following winners and all who participated in the Credit Union West Calendar Contest:
  - 1<sup>st</sup> Place Winner – Elisio Valenzuela – 6<sup>th</sup> grade – Manzanita
  - 2<sup>nd</sup> Place Winner – Anastasia Salazar – 8<sup>th</sup> grade – Sweetwater
  - 3<sup>rd</sup> Place Winner (tie) – Hayleigh Davis – 1<sup>st</sup> grade – Sweetwater and Jessica Rivera – 6<sup>th</sup> grade – Manzanita

Artwork from the following students will also be included in the calendar:

- Jenna Dodgson – 6<sup>th</sup> grade – Sweetwater
- Jessica Calderon-Vielma – 3<sup>rd</sup> grade – Manzanita
- Jamie Knigge – 3<sup>rd</sup> grade – Sahuaro
- Yvette Ruiz – 4<sup>th</sup> grade – Tumbleweed
- Destiny Hughes – 6<sup>th</sup> grade – Ocotillo
- Wendy Peinado – 4<sup>th</sup> grade – Richard E. Miller
- Kenai Cervantes Granados – 3<sup>rd</sup> grade – Manzanita
- Amirah Tapia – 4<sup>th</sup> grade – Lakeview
- Suan Tung – 8<sup>th</sup> grade – Palo Verde
- Miranda Harker, – 4<sup>th</sup> grade – Manzanita
- Mohammed Alshmailawi – 4<sup>th</sup> grade – Sahuaro

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

### **I. Public Participation\*\***

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

J. It is recommended that the Governing Board approve the Consent Agenda.

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

## **II. CONSENT AGENDA**

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

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

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### **\*B. Personnel Items**

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

16-18

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

- \*C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 19-20
1. Stella and Jim Cravens donated books with an approximate value of \$1,330.00 for the benefit of students at Abraham Lincoln Traditional School.
  2. St. Andrew's Lutheran Church donated 20 Thanksgiving dinner boxes with an approximate value of \$1,000.00 for the benefit of students and their families at Lakeview Elementary School.
  3. Church of the Beatitudes donated a check in the amount of \$1,000.00 to be used to purchase books for the benefit of students at Maryland School.
  4. Michael Plutschuck donated books with an approximate value of \$4,800.00 to be used for the benefit of students at Moon Mountain Elementary School.
  5. Albertson's Market donated a check in the amount of \$1,000.00 to be used for the benefit of students at Richard E. Miller Elementary School.
  6. Albertson's Market donated a check in the amount of \$1,000.00 to be used for the benefit of students at Royal Palm Middle School.
  7. Inter-State Studio & Publishing donated a check in the amount of \$388.00 to be used for the benefit of students at Shaw Butte Elementary School.
  8. Safeway Foundation donated a check in the amount of \$1,869.00 to be used for the benefit of students at Shaw Butte Elementary School.
  9. John C. Lincoln Health Network and the Lincoln GIVES Committee donated a check in the amount of \$3,994.90 to be used to support the Student of the Month dinner each month at Sunnyslope School.
- \*D. Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium for Schools (GPPCS) and the Strategic Alliance for Volume Expenditures (SAVE) 21-23
- \*E. Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO) and Mohave Educational Services Cooperative (MESC) 24-25
- \*F. Resolution to Authorize Waiver of Service of Process 26-27
- \*G. Easement for Arizona Public Service at Lookout Mountain Elementary School 28-35

## **III. ACTION / DISCUSSION ITEM**

- A. Employee Phased Retirement Program (Justin Wing) 36-57
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

## **IV. FUTURE AGENDA ITEMS**

## V. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

## VI. 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.

# WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
X Discussion  
FROM: Dr. Susan J. Cook, Superintendent            Information  
           1st Reading  
DATE: January 10, 2013  
AGENDA ITEM: Organization of the Board  
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: Dr. Susan J. Cook, Superintendent  
PRESENTER AT GOVERNING BOARD MEETING: Chris Maza, Governing Board President  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BDA/BDB/A.R.S. 15-321

## SUPPORTING DATA

Funding Source: N/A  
Budgeted: N/A

Pursuant to A.R.S. 15-321 and Governing Board Policy BDA, the Governing Board is required to hold an organizational meeting prior to January 15 to elect officers.

The current presiding President will call for nominations for the position of President. Any interested Board member may submit his/her name for consideration or be nominated by another Board member. The nominee(s) will state the reasons for desiring the position. Board members will then cast a voice vote. A majority vote of the Board members will decide the election unless there are three (3) or more choices. A plurality vote will then be used.

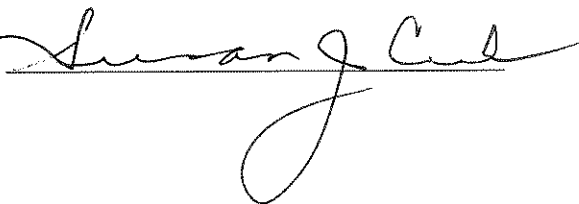
The newly elected President will call for nominations for the position of Vice President. Any interested Board member may submit his/her name for consideration or be nominated by another Board member. The nominee(s) will state the reasons for desiring the position. Board members will then cast a voice vote. A majority vote of the Board members will decide the election unless there are three (3) or more choices. A plurality vote will then be used.

The current policy BDB is attached.

## SUMMARY AND RECOMMENDATION

At the discretion of the Governing Board.

Superintendent



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

Agenda Item I.B.

**B-0950      BDB  
BOARD OFFICERS**

**President**

The duties of the President of the Board shall be as follows:

- Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.
- Affix signatures to papers and documents as authorized by the Board or by law.
- Perform all duties imposed by statute.
- Represent the District before members of the community when authorized by the Board.
- Consult with the Superintendent on the agenda for each meeting.
- Consult with Board members on proposed agenda.
- Encourage and maintain orderly and democratic participation.
- Keep all discussions factual and on the subject at hand.
- Allow for full and complete exploration of each item of business.

In the absence of the President of the Board, the Vice-President shall assume this position temporarily and perform all the functions of the President.

In the absence of both the President and Vice-President, the Past President shall serve as the temporary president for the meeting only. In the absence of the President, Vice-President and Past President (where the position is not filled because of the lack of a Past President), the remaining three (3) members of the Board shall elect a temporary president for the meeting only. The minutes of the meeting shall reflect the election of the temporary president.

**Vice-President**

The Vice-President, or President in absence of the Vice-President or other designee of the Board, shall be responsible for the review of all expense vouchers prior to the Board meeting in which action is scheduled and sign such papers or documents required by the Board or by law.

**Past President**

The Past President shall preside over Board meetings in the absence of both the President and the Vice-President.

*Adopted:* June 21, 2006

LEGAL REF.: A.R.S. 15-321

CROSS REF.: BDF - Advisory Committees

BEC - Executive Sessions/Open Meetings

BED - Meeting Procedures/Bylaws

BEDB - Agenda

BEDBA - Agenda Preparation and Dissemination

BEDH - Public Participation at Board Meetings

## GOVERNING BOARD MINUTES: REGULAR MEETING AND EXECUTIVE SESSION

2012-2013

December 12, 2012

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, and Mrs. Tee Lambert. Mr. Aaron Jahneke joined the meeting at 8:18 p.m. Ms. Clorinda Graziano joined the Executive Session at 9:00 p.m.

**B. Moment of Silence and Meditation**

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

**C. Pledge of Allegiance**

Mr. Maza led the Pledge of Allegiance.

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

A motion was made by Mr. Adams that the Governing Board adopt the Regular Meeting Agenda. The motion was seconded by Mrs. Lambert. The motion carried.

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

Mr. Maza tabled the approval of the minutes.

**UNANIMOUS**

After Mr. Jahneke joined the meeting, a motion was made by Mrs. Lambert that the Governing Board approve the Minutes of the November 8, 2012 Regular Meeting. The motion was seconded by Mr. Adams. The motion carried. Mr. Maza abstained from the vote.

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

Mrs. Lambert shared that she enjoyed attending the following events:

- Parent University was well planned and had a good turnout. She enjoyed hearing Mayor Stanton's wife speak about her anti-bullying program that she is promoting throughout the state.
- Solar Launch at Sunnyslope School where solar panels were installed over the playground. She was impressed with the demonstration where the amount of electricity generated that day from 3:00 a.m. to 10:00 a.m. was enough to run a house for a year.

Mr. Adams shared that he enjoyed attending the following events: Good parent/community support for the Holiday Concerts at Roadrunner, Mountain Sky, Desert Foothills, Lakeview, Ocotillo, Ironwood, and Shaw Butte Schools. Mr. Adams thanked the principals, staff, and music directors for their efforts.

Mr. Adams shared that he planned to attend the Arizona School Boards Association conference, along with Ms. Graziano, Mrs. Lambert, and Dr. Cook, on December 13-14, 2014. Board members, along with Sue Pierce, Director of Facility Planning, will be making a presentation at one of the conference breakout sessions titled "Energy Savings – It's Easier Than You Think".

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Dr. Cook introduced Ms. Dorothy Watkins, Vice President of the North Phoenix Kiwanis, who thanked the District for their support and participation in its annual Walk-A-Thon held on October 20, 2012 at Metrocenter Mall. Ms. Watkins acknowledged that the District was awarded \$23,028.04 which represented 25% of the funds that were raised. Ms. Watkins stated that the remaining funds would be used for North Phoenix Kiwanis community projects throughout the year. Ms. Watkins presented Dr. Cook with flowers as a token of appreciation.

#### **G. Special Recognition**

- Dr. Cook introduced Ms. Paula McWhirter, principal of Roadrunner Elementary School who, in turn, recognized three of her students who were chosen as winners in an art contest. The art contest was held by Roadrunner Elementary School in partnership with Alliance Bank with a Thanksgiving theme. The winners were Megan Ramirez in 2<sup>nd</sup> grade, Maria Herrada Hernandez in 3<sup>rd</sup> grade, and Maya Romero in 6<sup>th</sup> grade. The winning artwork was used to create the Thanksgiving cards that Alliance Bank sent to its customers. The cards also highlighted Roadrunner and the Green Schoolhouse project. Ms. McWhirter acknowledged family members who accompanied the students. Jane McNeil, Vice President of Alliance Bank, presented each student with their framed artwork. Ms. McWhirter acknowledged Alliance Bank's partnership with Roadrunner as a sponsor of the Green Schoolhouse project, as well as large school supplies, dinner for teachers during parent/teacher conferences, sponsored an educational online program for 4<sup>th</sup>-6<sup>th</sup> grade students to learn how to handle financial issues, and adopted many Roadrunner families for the holidays.
- Dr. Cook introduced Dr. Maggie Westhoff who advised that the Arizona State University (ASU) iTeach student teachers had completed their year-long student teaching experience at WESD schools. Dr. Westhoff acknowledged the efforts of Michele Amrein, ASU iTeach Site Coordinator/Liaison with WESD and Kelly Stranathan, Coordinator of Clinical Experiences at ASU. Ms. Amrein gave a brief description of the program and acknowledged/thanked everyone involved with the program, e.g., District Administration, principals, and mentor teachers. Ms. Amrein recognized the following 2012 iTeach teacher candidates who are graduating from ASU in December: Kelsey Brockett, Jillian Curland, Mary Gilmore, Cassandra Glas, Alisa Gordon, Evette Jackson, Sharon Michael, Maria Morales, Christa Parks, Kaitlin Prankard, Sarah Roberts, and Emily Troyky. Ms. Amrein recognized family members and supporters of the iTeach teacher candidates. Mr. Maza congratulated and thanked the candidates for their commitment and welcomed them to the teaching profession.
- Dr. Cook acknowledged special recognition of teachers who have achieved National Board Certification (NBC), the most prestigious credential a teacher can earn. Dr. Cook introduced Dr. Maggie Westhoff who congratulated the candidates who received National Board Certification: Jennifer Hildebrand, Palo Verde Middle School; Erin Johnson, Mountain View School; and Leslie Perry, Richard E. Miller Elementary School. The candidates received a sterling silver NBC pin. Dr. Westhoff acknowledged the family members, friends, and school staff members who were in attendance to recognize the candidates.
- Dr. Westhoff recognized an ongoing NBC staff member who renewed her National Board Certification Certificate: Tracy Maynard, Shaw Butte Elementary School. Dr. Westhoff stated that Ms. Maynard was a teacher at Ocotillo Elementary School when she received her NBC certificate and is now a principal at Shaw Butte Elementary School which made the renewal process a more difficult task. Ms. Maynard received a glass paperweight embossed with the NBC logo. Ms. Maynard acknowledged family members, friends, and school staff members who attended the meeting to celebrate her accomplishment.

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Mr. Maza congratulated the NBC candidates and the NBC renewal and stated that the students will be the ultimate beneficiaries of their efforts. Mr. Maza extended his appreciation to the ten candidates who went through the process, but did not attain certification. He stated that they would be better teachers for having gone through the process. Mr. Maza “dared” teachers who have not started the NBC process to pursue the certification. Dr. Westhoff advised that the ten candidates have indicated that they plan to make a second attempt for the NBC certification.

**H. Public Participation**

There was no public participation.

**I. Approval of the Consent Agenda**

**UNANIMOUS**

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

Mrs. Lambert thanked the community for the gifts and donations and its generosity to support the students.

Mr. Adams acknowledged the \$75,000.00 APS Renewable Energy Incentive for the geothermal project at Lookout Mountain Elementary School.

**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. North Phoenix Kiwanis donated a check from the Walk-a-thon in the amount of \$23,028.04 to be used for student and staff incentives.
2. Mr. Holland’s Opus Foundation donated musical instruments with a value of \$12,000.00 to be used for the benefit of students at Mountain View School.
3. Orangewood PTA donated a check in the amount of \$308.00 to be used to pay for the bus for a field trip for Orangewood School students.
4. Bruce Hickman donated literature sets with an approximate value of \$1,000.00 to be used for the benefit of students District-wide.
5. Fry’s Food Stores donated a check in the amount of \$500.00 to be used for the benefit of students at Desert Foothills Junior High School.
6. Kellogg’s donated the printing services of the Washington Elementary School District 2012-2013 Breakfast and Lunch menu with a value of \$14,136.86 for the benefit students and parents/guardians in the District.

December 12, 2012

7. Kroger donated a VIP Reward Program check in the amount of \$500.00 to be used for the benefit of students at Ironwood Elementary School.
8. Mountain Sky SPICE (Parent/Teacher Organization) donated a check in the amount of \$2,268.00 to be used for a student field trip.
9. U.S. Airways donated two checks for a total of \$1,000.00 for transportation for student field trips at Mountain View School.
10. The Palo Verde Parent/Teacher Organization donated tables with attached benches with an approximate value of \$1,650.00 for the benefit of students at Palo Verde Middle School.
11. The Palo Verde Parent/Teacher Organization donated a check in the amount of \$830.00 to be used to purchase a color printer and toner cartridges for the Computer Lab at Palo Verde Middle School.
12. Target, in partnership with First Book Marketplace, donated books with an approximate value of \$500.00 for the benefit of students at Alta Vista Elementary School.
13. Vaseo Apartments/Klein Financial Corporation donated a check in the amount of \$683.96 for the benefit of students in the 21<sup>st</sup> Century Outreach Program at Mountain Sky Junior High School.
14. Vaseo Apartments donated a check in the amount of \$683.96 for the benefit of students at Lookout Mountain Elementary School
15. The Washington Education Foundation donated a check in the amount of \$1,000.00 to be used for the benefit of students at Sunburst Elementary School. Sunburst collected the most money per capita for the United Way Campaign.
16. Sima and Arlen Savitt donated two violins with a combined value of approximately \$900.00 for the benefit of students at Sunnyslope School.

**\*D. Out-of-County/State Field Trip**

Approved the out-of-county/state field trip as presented.

1. Alan Paulson and Alex Keene, Orangewood School, submitted an out-of-county/state field trip to Disneyland, Anaheim, CA, May 6-8, 2013, for 7<sup>th</sup> and 8<sup>th</sup> grade students at a cost of \$26,716.32.

**\*E. Out-of-State Travel**

**UNANIMOUS**

Approved the out-of-state travel as presented.

1. Christine Hollingsworth, Principal; Kira Alexander, Office Manager; Audra Bailey, Program Coach; Joanne Fitch, Gifted Teacher; Hannah Marcum, 1<sup>st</sup> Grade Teacher; Sonia Saenz-Camilli and Linda Thompson, 3<sup>rd</sup> grade teachers; Christine Frost, Britta Schafer, and Donald Madison, 5<sup>th</sup> grade teachers; Stacie Bauer, 6<sup>th</sup> grade teacher; Jennifer Lauzon, Special Education; and Alyssa Weed, music teacher, to attend the National Title I Conference, January 20-23, 2013, in Nashville, TN, at a cost of \$16,507.00.

**\*F. Issue RFPs for Specified Services – After-School Programs and Field Trip Locations, and Professional Development Services**

**UNANIMOUS**

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- \*G. Acceptance of the Arizona Science Center Grant in the Amount of \$379.50 and the Washington Education Foundation Grants in the Amount of \$5,479.45 **UNANIMOUS**
- \*H. Teacher Evaluation System Verification – Statement of Assurance **UNANIMOUS**
- \*I. Catholic Charities Peer Assistance & Leadership Program (PAL) **UNANIMOUS**
- \*J. APS Incentive for Geothermal Install at Lookout Mountain **UNANIMOUS**

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

#### **A. 2012-2013 Teacher Performance Pay Plan**

**UNANIMOUS**

Dr. Cook advised the Board that they were presented with the Teacher Performance Pay Plan each December for their approval for submission to the Arizona Department of Education by December 31. She introduced Dr. Lyn Bailey who summarized the work of the committee and their recommendation.

Dr. Bailey advised the Board that ADE's submission guidelines for 2012-2013 reflected no material changes to the current guidelines. The District's Teacher Performance Pay Committee met and reached a consensus decision to recommend that no changes be made to the current plan. As such, 80% of available Proposition 301 Pay for Performance funds would be allocated to schools' Continuous Improvement Plan goals, and 20% of available Proposition 301 Pay for Performance funds would be allocated to the Teacher Development Plan (TDP) portion of the Teacher Evaluation Process (TEP).

A motion was made by Mr. Adams that the Governing Board approve the District's proposed 2012-2013 Classroom Site Fund Pay for Performance Compensation Plan and authorize its submission to the Arizona Department of Education. The motion was seconded by Mrs. Lambert. The motion carried.

#### **B. Sequestration Information and Resolution**

**UNANIMOUS**

Dr. Cook advised the Board that Mrs. Lambert had requested a future agenda item regarding sequestration which could result from the Federal Budget Control Act of 2011 that mandates reductions in funding of almost every federal program, including education funding. Sequestration is scheduled to occur January 2, 2013 unless Congress intervenes. Dr. Cook advised that the National School Boards Association (NSBA) provided information that included a sample resolution for school boards to act upon in encouraging Congress and the Administration to mitigate across-the-board cuts to education. Dr. Cook introduced Ms. Janet Sullivan who reviewed sequestration.

Ms. Sullivan stated that for the 2013-2014 school year, sequestration would affect the following programs: Title I, Title II, Title III, Individuals with Disabilities Education Act (IDEA), 21<sup>st</sup> Century Learning Centers and Head Start. For Title I alone, Arizona could see cuts of over \$33 million. While the cuts to these programs are estimated to be 8.2% overall, and because Arizona is already facing reductions in funding for these programs next year, districts have been advised by the Arizona Department of Education to anticipate a 10.5% reduction in funding for these programs. Ms. Sullivan advised that for the 2012-2013 school year, Washington Elementary School District received \$20,553,223 in federal funding for the programs affected. An overall 8.2% reduction for 2013-2014 would total \$1,685,610 if sequestration occurs. Ms. Sullivan stated that for Title I, the largest of the federal grant amounts received by the District at \$8,540,306, the reduction would amount to \$700,305, while the 10.5% reduction would amount to \$896,732.

December 12, 2012

Mrs. Lambert appreciated the sequestration information and asked if the budget cuts were going to affect the 2012-2013 school year, as well as the 2013-2014 school year. Ms. Sullivan replied that the budget cuts would only affect the 2013-2014 school year. Mrs. Lambert commented that if the Title I reduction were to be approximately \$900,000, it would mean a large reduction in the teaching staff which ultimately affects children.

Mrs. Sullivan advised the Board members that she had inserted the dollar amount (in the fourth paragraph) on the NSBA sample resolution indicating the District's reduction of \$1,685,610 or more for programs impacting our neediest students. Dr. Cook stated the sample resolution was presented to the Board for action if they so chose.

Mr. Maza thanked Mrs. Sullivan for the sequestration information and appreciated Mrs. Lambert's clarification that the Title I budget cut would result in a reduction in teachers. Mr. Maza stated that when you talk about programs, you are actually talking about people. Dr. Cook advised that in the Title I budget, an extraordinary high percent is designated for people, e.g., teachers. Ms. Sullivan stated that the majority of intervention specialists are paid through Title I funding.

Mrs. Lambert asked Mr. Adams if he would be taking the resolution to the NSBA/FRN Conference in Washington, D.C. next month. Dr. Cook advised that the resolution would need to be submitted to NSBA as soon as possible because sequestration is scheduled for January 2, 2013, which is prior to the NSBA/FRN Conference.

Mr. Adams thanked Mrs. Lambert for requesting the sequestration information and the concurred with comments made by Mrs. Lambert and Mr. Maza.

Mrs. Lambert urged everyone to contact their congressmen and ask them to preserve the educational programs.

A motion was made by Mrs. Lambert that the Governing Board approve a resolution to be submitted to NSBA for use with Congress, urging them to amend the Budget Control Act. The motion was seconded by Mr. Adams. The motion carried.

**C. Solution to Build Stakeholder Engagement / K12 Insight**

**UNANIMOUS**

Dr. Cook advised the Board that the District had considered utilizing the services of K12 Insight to revise current surveys. There is a need to revise the surveys that engage parents, teachers, students, community and employees in order to evaluate the state of the District. The surveys are either mandated by law or required for grant applications. References have been checked with all K12 Insight users and all responses were positive.

Dr. Cook informed the Board that K12 Insight had the expertise to create meaningful surveys. K12 Insight could create surveys on any subject and any amount within the contract period. They host the survey information on their platform which ensures absolute anonymity, which was a very appealing feature to the teacher groups and IBN. K12 Insight would then analyze the data and prepare the communication piece of the results.

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Dr. Cook stated she had an issue with the potential of a three-year contract, however, K12 Insight agreed to a one-year contract with the option to renew. She stated that the District had the funds (indirect costs) to fund the contract this year, however, it was unknown if there would be funding available for the next two years.

Dr. Cook advised that if the Board approved the contract, it would begin in December with immediate work on the Working Conditions Survey with IBN participation in the development of the survey. The second survey would be the Parent Satisfaction Survey which is 17 years old and is a mandatory survey by the State. The next survey would be the Leadership Survey, followed by the Student Survey which is needed for some of the grant applications.

Mr. Adams asked the following questions:

- Who owns the data? Dr. Cook responded that the surveys become the intellectual property of the District.
- Is the \$91,960.00 worth the investment or could other resources be used at a lower cost? Dr. Cook replied that it would take a team of 20-30 people to do the work that K12 Insight is offering. Dr. Cook stated the options were to either use what we currently have or hire K12 Insight to prepare professional type surveys to get the quality responses that we would like and communicate the information back to parents and stakeholders. Dr. Cook advised that after reviewing the services offered by K12 Insight, it was determined that it was cost effective to utilize its services for one year.
- What other school districts have used K12 Insight? Dr. Cook stated that all of the school district references were out of state and Washington Elementary School District would be the first school district to use this service in the state of Arizona. She stated that she spoke to large and small school districts who offered positive feedback. She spoke to school districts comparable to WESD and was able to receive relative feedback.
- Does this have to go through the RFP process? Dr. Cook replied no because it is part of a TCPN and Cathy Thompson has reviewed the contract.

Mrs. Lambert asked the following questions:

- Will the surveys be web based or paper? Dr. Cook responded that they will be web based surveys, however, paper surveys will be prepared for people who do not have access to a web based application at their home.
- How will families who do not have access to the web based survey be able to participate? Dr. Cook replied that K12 Insight offered to go to a site and have focus group meetings and make the web based application available. They have also offered to translate the surveys into any language we need.
- Will there be an additional cost for the paper surveys, focus group meetings, or translations? Dr. Cook stated that there is no limit to the scope of K12 Insight's work during the contract period and no additional cost.
- Regarding the reporting dashboard, does the District tell the company what data it needs or does the District have access to the data? Dr. Cook responded that the District will have access to all data, however, the District will also be able to request specific data reports from the company.

A motion was made by Mrs. Lambert that the Governing Board approve the contract with Zarca Interactive dba K12 Insight in the amount of \$91,960.00 and authorize the Superintendent to execute all documents related to the agreement. The motion was seconded by Mr. Adams. The motion carried.

December 12, 2012

**D. Utilize an Intergovernmental Cooperative Purchase Agreement Contract through Mohave Educational Services Cooperative (MESC) for the Purchase of New Copiers** **UNANIMOUS**

Dr. Cook advised the Governing Board that all of the District's copiers are leased. She stated that the District had the opportunity to improve its position with the copier lease. Dr. Cook introduced Mr. Howard Kropp, Director of Purchasing, to offer information.

Mr. Kropp advised the Board that the District was in its fourth year of a five year lease for its copiers. He stated that there had been concerns regarding more maintenance calls over the last several months. The proposal would replace all the copiers in the District which should eliminate the maintenance concern. Mr. Kropp advised that the new copiers would provide newer technology and faster copiers which would provide increased efficiencies, as well as operator productivity. He informed the Board that the new lease would result in an annual savings of \$51,263.27.

Mrs. Lambert asked if the approximate \$51,000.00 was for leasing the copiers or maintenance savings. Mr. Kropp responded that the savings was from the leasing of the copiers.

Mr. Adams asked if the District utilized the competitive bid process. Mr. Kropp advised that the District utilized the Intergovernmental Cooperative Purchase Agreement Contract through Mohave Educational Services Cooperative (MESC).

Mr. Adams asked if MESC provided the lowest rate. Mr. Kropp responded that contracts through MESC are not always the lowest rate, however, Konica Minolta has an excellent reputation. Mr. Kropp stated that the District had not experienced any problems with Konica Minolta's equipment or service in the 10+ years they have conducted business with them. Mr. Kropp advised that any new contracts after January 1, 2013 would not include some of the elements that are favorable to WESD, e.g., no overage charges for excess copies.

A motion was made by Mrs. Lambert that the Governing Board approve the use of an intergovernmental cooperative purchase agreement with Baystone Financial Group for the purchase of copiers not to exceed the \$445,333.72 per year for the five year term and with Konica Business Solutions for the service and maintenance of copiers not to exceed \$270,219.94 per year. Additionally, it was moved that the Governing Board authorize the Superintendent to execute the documents for the new lease. The motion was seconded by Mr. Maza. The motion carried.

**E. Appointment of Community Member to the Trust Board** **UNANIMOUS**

Dr. Cook advised the Board that they had the opportunity to reappoint Sharon Hensley to serve as a Board member on the District's Insurance Trust Boards. Ms. Hensley expressed an interest in being reappointed to a three-year term that would commence on January 1, 2013 and expire on December 31, 2015. Dr. Cook introduced Mr. Rex Shumway, Legal Counsel, to offer information.

Mr. Shumway advised the Board that Ms. Hensley was a very valuable member of the Trust Board. He stated that her expertise in the insurance/litigation area and her decision-making skills have been a valuable asset to the Trust. He said the District was fortunate that she had expressed an interest to serve another term on the Trust Board.

December 12, 2012

A motion was made by Mr. Adams that the Governing Board appoint Sharon Hensley as a community representative to serve as a member of the Washington Elementary School District Trust Boards for the term commencing on January 1, 2013 and expiring on December 31, 2015. The motion was seconded by Mrs. Lambert. The motion carried.

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

##### **A. 2012 Accountability Update – Assessment Report: Part Two**

Dr. Cook advised the Board that they were being provided with Part Two of the 2012 Accountability Update – Assessment Report and introduced Ms. Janet Sullivan to present the information.

Ms. Sullivan gave a presentation on District assessments in the areas of Reading/Language Arts and Mathematics and how data from these assessments are utilized at the District and School levels. She stated that District assessments, aligned with Arizona Academic Standards and District curricula, including screening, diagnostic, formative and benchmark assessments.

Mrs. Lambert had a concern regarding mathematics and the change to Common Core standards. She asked how the District was ensuring that students in the upper grades who did not receive the Common Core instruction that lower grades are now being taught will be prepared for testing. Ms. Sullivan advised that last year the State's expectation for Arizona's Common Core instruction was for kindergarten only and this year, kindergarten and first grade. Last year the District implemented Common Core standards in kindergarten and first grade, and moved to third grade this year. Ms. Sullivan reported that all K-8 teachers had received professional development on the basics for Common Core math instruction. She stated that in the spring, all 4<sup>th</sup> – 8<sup>th</sup> grade teachers would receive additional professional development on the items that have moved, as well as content that will be expected at those grade levels that students may not have been exposed to.

Mrs. Lambert asked if the changes for math had been addressed in the District's curriculum. Ms. Sullivan replied that if there was a particular concept that was in both the 2008 standards and the Common Core standards, then they have increased the rigor and text complexity that is being tested, while keeping the basic concept. She stated that was the case for both English/language arts and mathematics.

Mr. Maza thanked Ms. Sullivan for the presentation and asked how much funding the District received for the implementation of the Common Core standards. Ms. Sullivan responded that the District did not receive any funding.

Mr. Maza echoed Mrs. Lambert's concerns regarding the changes to the math standards and the affect it will have on test scores.

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

Mrs. Lambert requested an update on the centralized Welcome and Registration Center.

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

Mr. Jahneke acknowledged the Roadrunner Green Schoolhouse event and was pleased with the tour and the work that had been completed.

Board members acknowledged the season and wished everyone a safe, happy holidays.

December 12, 2012



Dr. Cook acknowledged the Green Building Council which is a national legislative group that met at Roadrunner Elementary School on December 5, 2012. Dr. Cook stated that it was informative and enlightening to hear legislators from across the country discuss their funding issues.

Mr. Maza acknowledged the artwork displayed in the Governing Board Room from Acacia, Richard E. Miller, Roadrunner, and Sunburst Elementary Schools.

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

**UNANIMOUS**

Call for Executive Session: Pursuant to A.R.S. §38-431.03 – A.5 and A.1

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.1 – Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting – specifically regarding the quarterly evaluation of the Superintendent.

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

December 12, 2012

- D. Discussion under A.R.S. §38-431.03 – A.1
- A.1 – Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting – specifically regarding the quarterly evaluation of the Superintendent

**X. RECESSING OF EXECUTIVE SESSION FOR REGULAR MEETING**

**XI. RECONVENING OF REGULAR MEETING**

**XII. ADJOURNMENT**

**UNANIMOUS**

A motion was made by Mrs. Lambert to adjourn the meeting at 9:43 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

December 12, 2012

**WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6**

TO: Governing Board           X           Action  
 FROM: Dr. Susan J. Cook, Superintendent                            Discussion  
                           Information  
                           1st Reading  
 DATE: January 10, 2013  
 AGENDA ITEM: \*Approval/Ratification of Vouchers  
 INITIATED BY: Elizabeth Martinez, Accounting Manager  
 SUBMITTED BY: David Velazquez, Director of Finance  
 PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services  
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, DK and A.R.S. §15-321

**SUPPORTING DATA**

Funding Source: Various  
 Budgeted: Yes

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

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

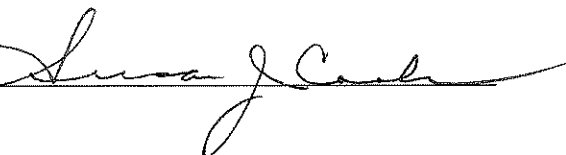
12/14/12	3,039,002.04
<b>Totals:</b>	<u><b>3,039,002.04</b></u>

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

11/28/12	635,402.45
11/30/12	59,813.25
12/05/12	6,295,517.24
12/12/12	<u>1,795,623.24</u>
<b>Totals:</b>	<u><b>8,786,356.18</b></u>

**SUMMARY AND RECOMMENDATION**

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

Superintendent 

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

Agenda Item \*II.A.

**WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6**

TO:	Governing Board	<u>          X          </u>	Action
		<u>                          </u>	Discussion
FROM:	Dr. Susan J. Cook, Superintendent	<u>                          </u>	Information
		<u>                          </u>	1st Reading
DATE:	January 10, 2013		
AGENDA ITEM:	<u>*Personnel Items</u>		
INITIATED BY:	<u>Justin Wing, Director of Human Resources</u>	SUBMITTED BY:	<u>Justin Wing, Director of Human Resources</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Justin Wing, Director of Human Resources</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BBA</u>		

**SUPPORTING DATA**

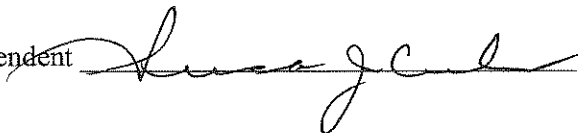
Funding Source: Various  
Budgeted: Yes

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

January 10, 2013

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

### A. ADMINISTRATIVE

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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### B. CERTIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Allen	Angela	Teacher-2nd Grade	Washington	Resignation	13	5/30/2013
Makousky	Corey	Teacher-5th Grade	Maryland	Resignation	2	1/7/2013
Miller	Amy	Teacher-8th Grade	Royal Palm	Resignation	1.5	1/7/2012
Shepard	Jeremy	Teacher-Science	Mountain Sky	Job Abandonment	4	12/21/2012
Stiffelman	Sara	Teacher-Language Arts	Desert Foothills	Resignation	3	5/30/2013

### C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Kararia	Arjun	Paraprofessional	Orangewood	Resignation	7 mo.	1/11/2013
Reyes	Gabriel	Night Custodian	Lookout Mountain	Resignation	1	12/21/2012
Reyes Chavez	Guillermo	Night Custodian	Moon Mountain	Resignation	4	12/14/2012
Vargas	Anthony	Night Custodian	Washington	Termination	4 mo.	12/10/2012
Vargas	Karla	Health Technician	Sahuaro	Resignation	5	12/21/2012
Zavala	Jesus	Custodian	Lookout Mountain	Resignation	8 mo.	12/14/2012

### D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Bartels	Daniel	Bus Driver	Transportation	Resignation	2 mo.	12/5/2012
Crane	Devin	Paraprofessional	Ocotillo	Resignation	1	12/20/2012
Donnelly	Chelsi	Kidspace Assistant	Arroyo	Resignation	2	1/8/2012
Fontana	Daniel	Paraprofessional	Sahuaro	Resignation	4 mo.	12/20/2012
Guerrero	Kyle	Bus Assistant	Transportation	Resignation	1	12/11/2012
Hahlen	Shelly	Food Service Helper	Abraham Lincoln	Resignation	4 mo.	12/3/2012
Kardas	Naida	Paraprofessional	Shaw Butte	Resignation	2	12/20/2012
Kruisenga	Ashleigh	Paraprofessional	John Jacobs	Resignation	2 mo.	12/20/2012
Lara	Dominique	Paraprofessional	Ocotillo	Resignation	1	12/6/2012
McLain	Bryanna	Kidspace Assistant	Lakeview	Resignation	2 mo.	11/30/2012
Murry	Christine	Bus Driver	Transportation	Resignation	3 mo.	12/14/2012
Shields	Patricia	Paraprofessional	Orangewood	Position Ended	4 mo.	11/16/2012
Staniscia	Cecilia	Paraprofessional	Roadrunner	Resignation	1 mo.	11/30/2012
Thal	Caleb	Kidspace Assistant	Richard Miller	Resignation	4 mo.	12/20/2012
Webb	Tamara	Kidspace Assistant	Ironwood	Resignation	1	12/20/2012
Willcox	Brian	Kidspace Assistant	Acacia	Resignation	4 mo.	12/11/2012

## II. EMPLOYMENT

### A. ADMINISTRATIVE

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

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
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Walter	Caprice	Student Service Specialist	E	Roadrunner	Balance of Year Contract
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**PERSONNEL ACTION RECOMMENDED**

**January 10, 2013**

**C. FULL-TIME CLASSIFIED**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>(E)XISTING OR (N)EW</b>	<b>LOCATION</b>
Armendariz	Joselyn	Office Technician	E	Ocotillo

**D. PART-TIME CLASSIFIED**

<b>LAST NAME</b>	<b>FIRST</b>	<b>POSITION</b>	<b>(E)XISTING OR (N)EW</b>	<b>LOCATION</b>
Hoffman	Sterling	Paraprofessional	E	Sahuaro
LoBiondo	Garret	Special Ed. Assistant	E	Ironwood
Salas	Laura	Paraprofessional	E	Palo Verde
Wagner	Amanda	Paraprofessional	E	Washington
Weninger	Jill	Special Ed. Assistant	E	Desert Foothills

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: January 10, 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. Stella and Jim Cravens donated books with an approximate value of \$1,330.00 for the benefit of students at Abraham Lincoln Traditional School.
2. St. Andrew's Lutheran Church donated 20 Thanksgiving dinner boxes with an approximate value of \$1,000.00 for the benefit of students and their families at Lakeview Elementary School.
3. Church of the Beatitudes donated a check in the amount of \$1,000.00 to be used to purchase books for the benefit of students at Maryland School.
4. Michael Plutschuck donated books with an approximate value of \$4,800.00 to be used for the benefit of students at Moon Mountain Elementary School.
5. Albertson's Market donated a check in the amount of \$1,000.00 to be used for the benefit of students at Richard E. Miller Elementary School.
6. Albertson's Market donated a check in the amount of \$1,000.00 to be used for the benefit of students at Royal Palm Middle School.
7. Inter-State Studio & Publishing donated a check in the amount of \$388.00 to be used for the benefit of students at Shaw Butte Elementary School.

**SUMMARY AND RECOMMENDATION**

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

Superintendent 

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

Agenda Item \*I.L.C.

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

**January 10, 2013**

**Page 2**

8. Safeway Foundation donated a check in the amount of \$1,869.00 to be used for the benefit of students at Shaw Butte Elementary School.
9. John C. Lincoln Health Network and the Lincoln GIVES Committee donated a check in the amount of \$3,994.90 to be used to support the Student of the Month dinner each month at Sunnyslope School.



WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: January 10, 2013 Information  
AGENDA ITEM: \*Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix 1st Reading  
Purchasing Consortium for Schools (GPPCS) and the Strategic Alliance for Volume Expenditures (SAVE)  
INITIATED BY: Howard Kropp, Director of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services  
PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Director of Purchasing  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: A.R.S 11-952; A.A.C. R7-2-1191-R7-2-1195

**SUPPORTING DATA**

Funding Source: Various  
Budgeted: Yes

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

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

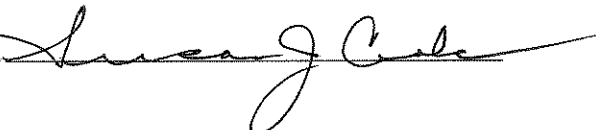
A.R.S. 11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements. A school district may either, participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any materials, services, or construction with one or more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

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

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the Intergovernmental Cooperative Purchase Agreements and contract purchases with the Greater Phoenix Purchasing Consortium for Schools (GPPCS) and the Strategic Alliance for Volume Expenditures (SAVE)

Superintendent



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

Agenda Item \*I.I.D.

## GPPCS CONTRACT(s)

2012-2013 proposed instructional aid budget capacity for the District is \$ 891,454.07

<b>Contract Title:</b>	<b>Teaching Aids &amp; Supplies</b>
<b>Vendor(s):</b>	
Abel Net	Oriental Trading
Abrams Learning Trends	Really Good Stuff
Blick Art Materials	Renaissance Learning
Brodart Library Supplies	S&S Worldwide
Cannon Sports	Sargent-Welch
Center Enterprises	Scholastic
Constructive Plaything's	School Health
Demco	School Specialty
Discount School Supply	SK Science Kit
EAI Education	Standard Stationery
Fisher Science Education	Super Duper Publications
Flinn Scientific	Teacher Discovery
Health Edco	Teaching & Learning Stuff
Homeroom Teacher	TFH - USA
Jackdaws	The Educational Outback
Lone Star Learning	The Library Store
Marjon Ceramics	Therapro
Maxi Aids	Unity Education Resources
Nasco Modesto	Ward's Natural Science
National Education Systems	Youthlight Books
National Reading Styles	Wood, Etc.
<b>Contract Issuer:</b>	Contract issued through Apache Junction #08-01-17
<b>Estimated 2012-2013 Expenditures:</b>	To be used on an as-needed basis.
<b>Department/School Funding:</b>	Schools and Individual Departments / M&O
<b>Expended 2011-2012:</b>	\$652,865.92

## SAVE CONTRACT(s)

2012-2013 proposed professional purchased services budget capacity is \$ 1,024,744.72

<b>Contract Title:</b>	<b>Nursing Services</b>
<b>Vendor(s):</b>	
360 Customer	NurseCore of Phoenix
Academic Behavioral & Cognitive Consultants	ProCare Therapy
ACCEL	Professional Court Interpreting and Translating
Achieve Therapy	Progressive Therapy
Achievement Learning	Progressus Therapy
Achievement Therapy Services	Ridge Zeller Therapy
Adjairs Therapy	Rieger Services
Advantage on Call Staffing	Rockstar Recruiting

AlphaVista Services	SEEK Arizona
Ardor Health Solutions	Soliant Health
Arizona Institute for Communication Cognitive	Southwest Autism Research and Resource Center
Basic in Arizona	Southwest Psychological Services
Cenpatico	Staffing Options and Solutions
Circharo Acquisitions (dba Core Medical Group)	STARS
Concentric Health Care	Steps to Success
Dependable Nurses of Phoenix	Sunbelt Staffing
Dependable Staffing Services	Supplemental Health Care
Family Practice Medical Management	TEAM Ed.
Invo Health Care	Team Select Home Care
Learn It Therapy Services	Therapy One
Loving Care Agency	Therapy Rehabilitation Services
Maxim Healthcare Services	Therapy Time
Mediscan	Trumpet Behavioral Health
Mind Full Music therapy	WG Hall
New Direction Solutions	Write Tract Therapy and Education Specialists
<b>Contract Issuer:</b>	Contract issued through Phoenix Elementary #002-1213
<b>Estimated 2012-2013 Expenditures:</b>	To be used on an as-needed basis.
<b>Department/School Funding:</b>	Special Services Department / M&O
<b>Expended 2011-2012:</b>	\$1,053,424.99

2012-2013 budgets for Title I and Grants are determined as grants are approved by various sources

<b>Contract Title:</b>	Curriculum Audit Consultant Services
<b>Vendor(s):</b>	Curriculum Management Systems
<b>Contract Issuer:</b>	Contract issued through Phoenix Elementary #004-1112
<b>Estimated 2012-2013 Expenditures:</b>	To be used on an as-needed basis.
<b>Department/School Funding:</b>	Curriculum Department / Title I and other funding sources.
<b>Expended 2011-2012:</b>	New Contract
<b>Contract Title:</b>	Assessments and Testing Materials
<b>Vendor(s):</b>	
Crestline Specialists	NCS Pearson (Clinical Assessment Division)
Curriculum Associates	Pro-Ed
Different Road to Learning	Slosson Educational Publication
Hawthorne Educational Services	Super Duper
Independent Living Aides	The Riverside Publishing Group
Janelle Publications	Therapro
Multi-Health Systems	Vision Associates
<b>Contract Issuer:</b>	Contract issued through Phoenix Elementary #006-1112
<b>Estimated 2012-2013 Expenditures:</b>	To be used on an as-needed basis.
<b>Department/School Funding:</b>	Curriculum Department / Title I and other funding sources.
<b>Expended 2011-2012:</b>	\$94,435.37

# WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board       X       Action  
 FROM: Dr. Susan J. Cook, Superintendent                      Discussion  
                     Information  
                     1st Reading  
 DATE: January 10, 2013  
 AGENDA ITEM: \*Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO) and Mohave Educational Services Cooperative (MESC)  
 INITIATED BY: Howard Kropp, Director of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services  
 PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Director of Purchasing  
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: A.R.S 11-952; A.A.C. R7-2-1191-R7-2-1195

## SUPPORTING DATA

Funding Source: Various  
 Budgeted: Yes

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

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

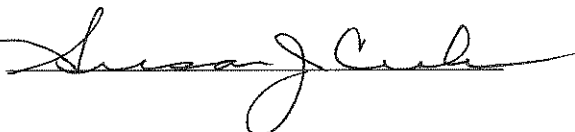
A.R.S. 11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements. A school district may either, participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any materials, services, or construction with one or more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

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

## SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Intergovernmental Cooperative Purchase Agreements and contract purchases with the State Procurement Office (SPO) and Mohave Educational Services Cooperative (MESC).

Superintendent



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

Agenda Item \*I.I.E.

2012-2013 proposed tech hardware budget capacity is - \$1,720,917.15

<b>Contract Title</b>	<b>Audio and Visual Equipment and Services</b>
<b>Vendor(s):</b>	
Audio Enhancement	Level 3 Audio Visual
AV Innovations	Logicalis
AVAZ, Inc.	Plus 6 Technologies
AVDB Group	Premis One
Commercial Computer Services (CCS)	Solutionz Conferencing
Digital Video Network	Sound Image
EAR Professional Audio Video	Technology Providers, Inc.
Exhibitone Corporation	Troxell Communications
Face to Face Live	Ultimate Presentation Systems
GBH Communications	Unity Technology Services
GTSI Corp.	Vector Resources
IMMEDIA, LLC	Wilson Electric Service Corp.
Intent Digital, LLC	
<b>Estimated 2012-2013 Expenditures:</b>	To be used on an as-needed basis.
<b>Department/School Funding:</b>	Individual Schools and Departments / Indirect
<b>Expended to date 2011-2012:</b>	\$57,879.66
<b>Contract Title</b>	<b>Network Equipment and Services</b>
<b>Vendor(s):</b>	
Black Box Network	Logicalis
CDW Government	World Wide Technology
Century Link (Formerly Qwest)	
<b>Estimated 2012-2013 Expenditures:</b>	To be used on an as-needed basis.
<b>Department/School Funding:</b>	Individual Schools and Departments / Indirect
<b>Expended to date 2011-2012:</b>	\$92,316.06

#### MOHAVE CONTRACT(s)

2012-2013 proposed smartschools purchased services budget capacity is - \$557,859.87

(additional funds are transferred during the year as determined by need and vacancy savings)

<b>Contract Title</b>	<b>Temporary Employment and Recruitment Services</b>
<b>Vendor(s):</b>	smartschoolsplus (dba: Smartworksplus)
<b>Estimated 2012-2013 Expenditures:</b>	To be used on an as-needed basis.
<b>Department/School Funding:</b>	Districtwide/Various funding sources
<b>Expended to date 2011-2012:</b>	\$1,628,285.67

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
FROM: Dr. Susan J. Cook, Superintendent Discussion  
DATE: January 10, 2013 Information  
AGENDA ITEM: \*Resolution to Authorize Waiver of Service of Process 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: BBA, Rule 4.1 Arizona Rules of Civil Procedure

**SUPPORTING DATA**

Funding Source: N/A  
Budgeted: N/A

In the past, the Board has approved a Resolution to authorize D. Rex Shumway, in his capacity as Legal Counsel and attorney for the Governing Board, to execute a waiver of service of process and accept the legal documents on behalf of the Governing Board. The effect of this Resolution minimizes the need for Board members to be served personally when service of process for legal action is required under the Arizona Revised Statutes and the Arizona Rules of Civil Procedure.

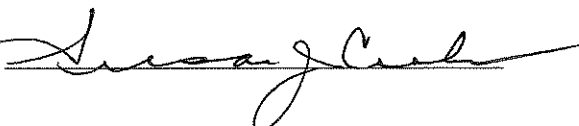
With the election of new Board Officers, approval of a new Resolution (attached) is recommended for the 2013 calendar year. If the Governing Board approves the Resolution, the Superintendent will regularly inform Board members about the nature of the legal action.

Even with the Resolution, it is possible that Board members will continue to be served personally. Many attorneys will not inquire as to whether the waiver of service is possible, and will continue to use personal service in the manner provided in the Rules of Civil Procedure.

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board approve the Resolution authorizing waiver of service of process and authorize the Board President to execute the Resolution on behalf of the Governing Board for 2013.

Superintendent



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

Agenda Item \*II.F.

**Governing Board Resolution Authorizing  
Waiver of Service of Process**

RESOLVED, that D. Rex Shumway, in his capacity as Legal Counsel and attorney for the Governing Board of Washington Elementary School District No. 6, is authorized to execute and deliver such documents as necessary to waive service of process on behalf of the Governing Board when necessary or appropriate to do so in 2013.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature Governing Board President

\_\_\_\_\_  
Print Name

# WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board       X       Action  
 FROM: Dr. Susan J. Cook, Superintendent                      Discussion  
                     Information  
                     1st Reading  
 DATE: January 10, 2013  
 AGENDA ITEM: \*Easement for Arizona Public Service at Lookout Mountain Elementary School  
 INITIATED BY: Mike Kramer, Director SUBMITTED BY: Mike Kramer, Director of  
Maintenance and Capital Projects Maintenance and Capital Projects  
 PRESENTER AT GOVERNING BOARD MEETING: Mike Kramer, Director of Maintenance and Capital  
Projects  
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

## SUPPORTING DATA

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

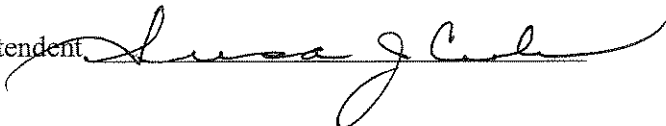
Arizona Public Service is requesting that the District grant an easement for the purpose of providing electrical services to the new buildings currently under construction at Lookout Mountain Elementary School. The easement is non-exclusive and will not affect the continued use of the property by the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

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

## SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the APS Utility Easement request for the proposed installation of electrical service to accommodate the construction of the new buildings at Lookout Mountain Elementary School and authorize the Superintendent to execute the necessary documents on behalf of the District.

Superintendent



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

Agenda Item \*II.G.





*A subsidiary of Pinnacle West Capital Corporation*

Brian Parr  
Survey/Right of Way Representative  
Customer Construction Central

Tel.: 602-371-6588  
Fax: 602-371-6733  
E-mail: brian.parr@aps.com

Mail Station 3536  
P.O. Box 53933  
Phoenix, Arizona 85072

12-13-2012

**Attn: WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6**

**Re: Easement request - APS Job #WA136904**

Dear Sir,

Attached is an APS utility easement to cover the proposed installation of electrical facilities on your property located at 15 West Coral Gables Drive.

Please have the easement document signed and dated by the proper individuals, in the **presence of a Notary Public**, and return the **original** to me, at Mail Station #3536, P.O. Box 53933 Phoenix, Arizona 85072. Attached is a **copy** for your records.

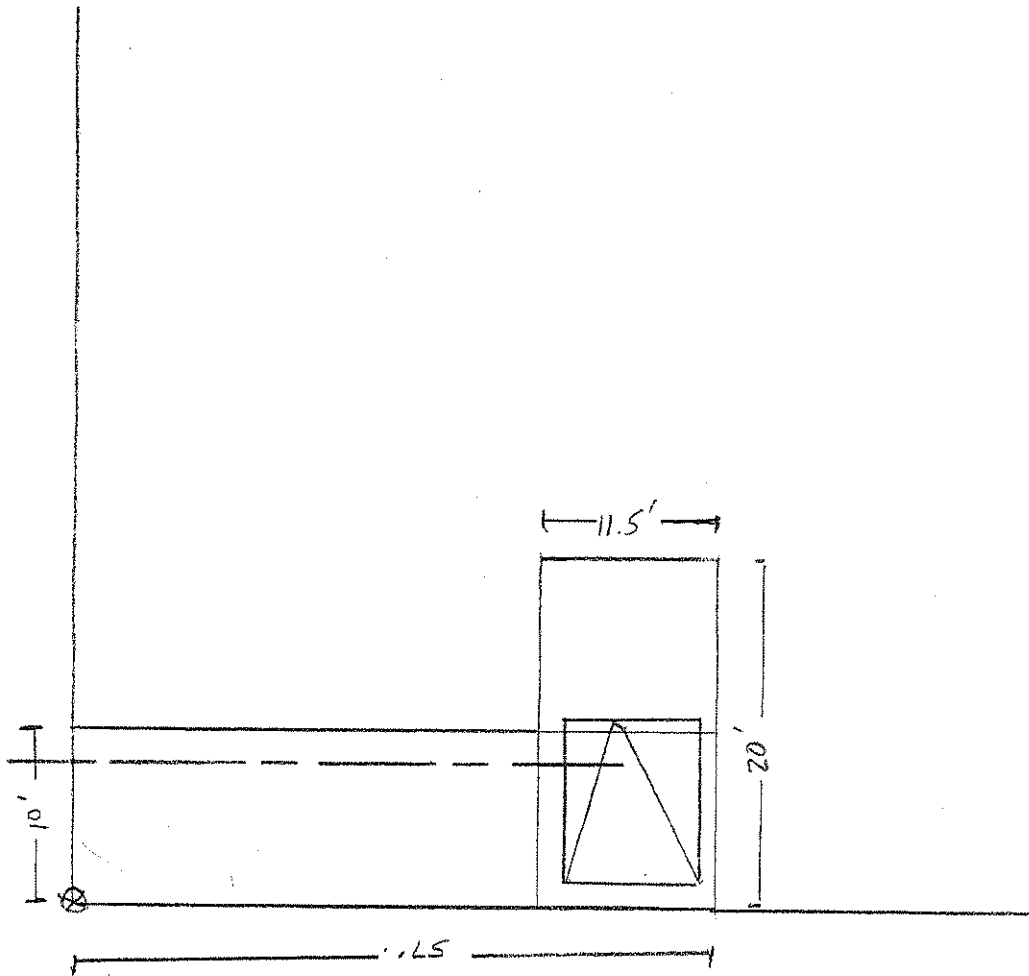
If you have any questions regarding the easement, please feel free to contact me at your convenience at (602) 371-6588. Thank you in advance for your cooperation in this matter.

Sincerely,

*Brian Parr*

Brian Parr  
Survey/Right-of-Way Representative  
APS Customer Construction Central

**ARIZONA PUBLIC SERVICE COMPANY**  
The Power to Make it Happen



NW-8-3N-3E  
APN – 208-17-674  
33.625531, -112.076245  
WA136904  
BDP

Page 1 of 3

## **UTILITY EASEMENT**

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

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

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

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

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

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

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

Rev. 03.26.12

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

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

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

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

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

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

(Signature)

33.

**EXHIBIT "A"**

**(LEGAL DESCRIPTION OF GRANTOR'S PROPERTY)**

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

**EXHIBIT "B"**

**(LEGAL DESCRIPTION OF EASEMENT PREMISES)**

An utility easement situate within a portion of LOT 1, LOOKOUT MOUNTAIN SCHOOL, according to Book 1116 of Maps, Page 30, records of Maricopa County, Arizona, more particularly described as follows:

The Westerly 10.00 feet of the Northerly 45.50 feet;

AND the Southerly 11.50 feet of the Northerly 57.00 feet of the Westerly 20.00 feet.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action  
X Discussion  
FROM: Dr. Susan J. Cook, Superintendent            Information  
           1st Reading  
DATE: January 10, 2013  
AGENDA ITEM: Employee Phased Retirement Program  
INITIATED BY: Interest-Based Negotiations Team SUBMITTED BY: Dr. Susan J. Cook, Superintendent  
PRESENTER AT GOVERNING BOARD MEETING: Justin Wing, Director of Human Resources  
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; ARS §15-502; ARS §38-766.02

**SUPPORTING DATA**

Funding Source: Various  
Budgeted: Yes

Phased retirement programs provide benefits to both participants and employers. Participants are afforded additional time to accumulate retirement savings. Employers realize cost savings while retaining experienced employees and the institutional knowledge they possess.

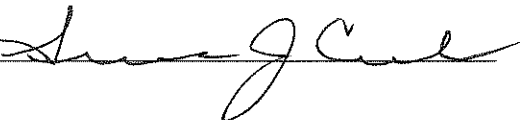
Smartschoolsplus, inc. offers a phased retirement program for Arizona public school districts and their eligible employees. As a third party entity, the company provides a means of circumventing the return-to-work restriction, i.e., the 20/20 rule, which is imposed upon an Arizona State Retirement System (ASRS) retiree during his or her first year of retirement. Upon retiring from a school district and through ASRS, an individual may be employed by smartschoolsplus, inc. as a temporary contract employee; having entered into a contract with the given school district, smartschoolsplus, inc. leases the individual back to the district. Typically, the individual is placed in the same or comparable position that he or she held prior to retiring. The individual is able to work full-time, while collecting his or her ASRS pension, and the district saves the cost of health insurance and other fringe benefits that would be paid if the individual were a district employee.

Beginning with the 2004-2005 school year and through the end of the 2008-2009 school year, eligible Washington Elementary School District (WESD) employees were able to participate in a phased retirement/employee leaseback program through smartschoolsplus, inc. At the recommendation of WESD's Interest-Based Negotiations (IBN) Team

**SUMMARY AND RECOMMENDATION**

It is recommended that the Governing Board authorize WESD to pursue a contract with smartschoolsplus, inc. for the 2013-2014 school year in accordance with the guidelines set forth in the Interest-Based Negotiations Team's straw design proposal.

Superintendent



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

Agenda Item III.A.



## **Employee Phased Retirement Program**

**January 10, 2013**

**Page 2**

and approval by the Governing Board, phased retirement through smartschoolsplus, inc. was reinstated for 2011-2012 as a one-year program that included stipulations and conditions that had not previously been addressed. Last year, the Governing Board approved an updated IBN recommendation for a one-year phased retirement program, again through smartschoolsplus, inc., for 2012-2013. That proposal addressed the ASRS alternate contribution rate (ACR), which has been in effect since July 1, 2012 and requires ASRS employers to contribute, at an alternate rate, on behalf of retired ASRS members whom they employ as direct, leased or contractual employees.

During their December 2012 meetings, WESD IBN Team members considered the feasibility of recommending that an employee phased retirement program be reauthorized for the 2013-2014 school year. Details regarding the group's interest-based process are attached.

## **Employee Phased Retirement Program**

### **Issue:**

On February 9, 2012, in response to a recommendation developed by the 2011-2012 Interest-Based Negotiations (IBN) Team, the Governing Board authorized WESD to pursue a one-year employee phased retirement program by contracting with smartschoolsplus, inc. for the 2012-2013 school year. Currently, as 2013-2014 staffing and budget projections are being addressed, the possibility of offering a phased retirement option for the upcoming school year is again being considered.

### **Involved Stakeholders:**

WESD's 2012-2013 IBN Team applied interest-based strategies to examine the phased retirement program issue and to reach a consensus recommendation for presentation to the Governing Board. The Team is comprised of certified, classified and administrator representatives, and Superintendent Dr. Susie Cook serves as representative for the Governing Board. Of the 24-member team, 17 are voting members; the remaining 7 serve in a non-voting, resource capacity. IBN Team members discussed the phased retirement issue during their meetings on December 3 and 4, 2012.

### **Components of the Interest-Based Process:**

- **Story:** *the subject of discussion; the problem to be solved*

The following are story details that IBN members offered to explain the issue under consideration:

- During the current school year, 12.1 FTE (13 people, 9 certified and 4 classified) participate in the phased retirement program, which is costing WESD approximately \$280,000 less than if all had remained District employees for the year.
- The 2012-2013 phased retirement program was approved after February 1, 2012. According to policy, February 1 is the date by which eligible employees must notify Human Resources of their intended retirement in order to ensure receipt of their leave buyout during that fiscal year.
- During 2011-2012, 34 people participated in the phased retirement program. Thirteen of the participants were rehired as WESD employees for 2012-2013.
- If phased retirement through smartschoolsplus, inc. is approved for 2013-2014, the company would like to have WESD principals evaluate smartschoolsplus, inc. teachers using the WESD teacher evaluation instrument.
- The 2011-2012 phased retirement program participants received 80 percent of their pre-retirement base salary or hourly rate; the 2012-2013 participants receive 75 percent of their pre-retirement base salary or hourly rate. Some people expressed concern about the 5 percent reduction, which was instituted to enable the District to recover part of the alternate contribution rate (ACR) that must be paid to the Arizona State Retirement System (ASRS) for retired ASRS members who are employed as direct, leased or contractual employees.
- The ACR for 2013-2014 is expected to increase to 9.2 percent (from 8.64 percent currently).
- For each of the past two years, the smartschoolsplus, inc. program has been approved as a one-year program; however, some employees may perceive that the program will continue to be offered on a regular basis or for more than one year at a time.
- Because participation in the smartschoolsplus, inc. program has declined since it was first initiated in 2004-2005, the District is now saving less money through the program.

- WESD has hired 180 teachers during the current year.
  - If the Governing Board approves IBN's 2013-2014 phased retirement recommendation, the Human Resources Department intends to immediately distribute program information to employees.
  - IBN members have not heard negative comments about the District's phased retirement program.
  - The Arizona Legislature may change parameters and laws related to phased retirement and the ACR.
  - WESD does hire staff from contract agencies.
- **Interests:** *the concerns, needs or desires underlying an issue*  
IBN members discussed the following interests with respect to the issue of phased retirement:
    - Saving money
    - Providing the Human Resources Department a better sense of subsequent staffing needs
    - Providing benefits to employees that do not cost the District money
    - Retaining the best employees and having objective criteria for selecting them
    - Valuing veteran teachers
    - Maintaining a balance between experienced and inexperienced employees
- **Criteria:** *the look fors, standards or set of factors according to which options are evaluated*  
IBN members developed the following list of criteria:
    - Timelines; process for future years
    - Legal/legislative mandates
    - Affordability
    - Consideration of long-term impact; precedent setting; assumptions being made
    - Alignment with District values
- **Options:** *ways of addressing interests, stated as potential solutions*  
**Straw Design:** *a combination of options that meet the stated interests, as well as any other evaluative criteria, e.g., affordability, legal concerns, alignment with mission and values*  
IBN members developed and reached 100 percent consensus on a straw design for a WESD phased retirement program that includes the following components:
    - The program will remain in effect for one year only (2013-2014).
    - The program is intended for eligible employees who wish to work for WESD for only one more year.
    - At the end of 2013-2014, positions held by program participants will be opened as vacancies or considered for possible reductions. Program participants may reapply to WESD to be considered for posted vacancies; external application, selection, salary placement and benefits procedures will apply.
    - The program will be open to eligible classified employees, certified employees and administrators; the Superintendent will not be eligible to participate, per District Regulation GCQE-R.
    - There will be only one entry date into the program (July 1) for eligible participants.
    - To be eligible, an individual must
      - have been employed by WESD for one or more years;

- have not received an *unsatisfactory* or *ineffective* performance rating on either of his or her two most recent evaluations;
  - qualify for full retirement benefits through ASRS;
  - complete the WESD application process.
- Selection of program participants from among eligible applicants will be based on the combined results of an individual's Reduction in Force rubric, if applicable, and performance evaluations.
- A program participant's intended placement will be at the site where he or she was located immediately prior to retirement.
- A program participant will receive 75 percent of the base salary or hourly rate earned during his or her final year of employment with WESD. Overtime calculations, if applicable, will be based on the hourly rate earned by the program participant.
- WESD will pay smartschoolsplus, inc. 86 percent of the base salary earned by the program participant during his or her final year of District employment.
- WESD will pay the Arizona State Retirement System 9.2 percent of the base salary earned by the program participant, as required for the alternative contribution rate.
- WESD will not pay program participants' health insurance.
- Program participants will be granted all general leave time up front.
  - 12-month employees will receive 12 days of general leave.
  - Employees who work fewer than 12 months per year will receive 10 days of general leave.
- Program participants who are 12-month employees will be granted 10 vacation days up front.
- Program participants will not be eligible for professional development days.
- Program participants will not be eligible to receive incentives or performance pay.
- Program participants will be eligible to receive stipends for additional work completed, if applicable; in such circumstances, WESD will pay the full current stipend amount to smartschoolsplus, inc. If earned, stipends will be paid to program participants on a quarterly basis. Participants must submit completed stipend paperwork within designated timeframes in order to ensure prompt payment.
- Program participants will not be eligible to serve on
  - IBN Team
  - Planning and Steering Council
  - Facilities Council
- Program participants will be allowed to serve on
  - a curriculum related committee, if the committee's work impacts the participant's current year students
  - a committee, including Site Council, only if doing so is a requirement of the participant's position; determination of said requirement is to be overseen by the principal or Superintendent or designee.
- Program participants are not to be paid for any days for which regular District employees are not compensated, i.e., furlough days.
- The District may use the services of the phased retirement agency to fill position vacancies, and in doing so, must adhere to standard District protocol for working with any contract staffing agency.
  - An individual contracted through the phased retirement agency will receive 75 percent of the position base salary (or hourly rate), determined according to the District's new hire placement procedures.
  - An individual may be contracted through the phased retirement agency to begin work at any time during the fiscal year. Such flexibility in filling vacancies will support the District's efforts to meet ongoing educational and administrative needs.

- An individual who is to be contracted through the phased retirement agency must provide a copy of his or her two most recent performance evaluations as evidence that he or she received no *unsatisfactory* or *ineffective* performance ratings on either evaluation.

**Recommendation:**

It is recommended that the Governing Board authorize WESD to pursue a contract with smartschoolsplus, inc. for the 2013-2014 school year in accordance with the guidelines set forth in the Interest-Based Negotiations Team's straw design proposal.

# PHASED RETIREMENT

Governing Board Meeting  
January 10, 2013

## The Issue

**Should WESD offer an  
employee phased  
retirement program for  
2013-2014?**

# Involved Stakeholders

2012-2013

## Interest-Based Negotiations Team:

### Certified Employees

- Lori Fox
- Paula Gray
- Carrie Hale
- Nina LaPine
- Talia Perry
- Darrin Squire
- Grace Wood

### Classified Employees

- Eric Carpenter
- Patricia Flores
- Bruce Hertzog
- Nancy Heydorn
- Jessica Martinez
- Stephanie Phillips
- Rula Prock

### Administrators

- Christine Hollingsworth
- Tracy Maynard
- Dr. Steve Murosky

### Resources (nonvoting members)

- |                  |                  |                  |
|------------------|------------------|------------------|
| • Dr. Lyn Bailey | • Ken Simmons    | • Cathy Thompson |
| • Joslyn Brown   | • Janet Sullivan | • Justin Wing    |
| • Dr. Susie Cook |                  |                  |

# Interest-Based Process

# **~ STORY ~**

## **Background**

- Provides eligible participants a bridge to retirement
- Provides District a cost savings opportunity



## History

- Offered on ongoing basis from 2004-2005 through 2008-2009
- No program offered during 2009-2010 or 2010-2011
- Offered as one-year option to eligible employees for 2011-2012

## History

2011-2012 phased retirement program details:

- \$670,000 savings
- 34 program participants
- participants received 80% of pre-retirement base salary or hourly rate
- 13 participants rehired by WESD for 2012-2013

## **Current Situation**

Offered as one-year option to eligible employees for 2012-2013:

- 13 program participants
- participants receive 75% of pre-retirement base salary or hourly rate
- approximately \$280,000 savings

## **Future Considerations**

- ACR expected to increase from 8.64% in 2012-2013 to 9.2% in 2013-2014
- WESD has hired 180 teachers during current school year
- WESD does hire staff from contract agencies

# **~ INTERESTS ~**

- Saving money
- Providing HR a better sense of staffing needs
- Providing benefits to employees that do not cost the District money

- Retaining the best employees and having objective criteria for selecting them
- Valuing veteran teachers
- Maintaining a balance between experienced and inexperienced employees

**~ CRITERIA ~**

- Timelines; process for future years
- Legal/legislative mandates
- Affordability
- Consideration of long-term impact
- Alignment with District values

Phased Retirement Program  
**~ Straw Design ~**

# **100% Consensus!**

## **Program Duration** *(Proposed)*

- **One year only (2013-2014)**
- **End of 2013-2014 procedures:**
  - Positions held by program participants to become vacancies or to be used as possible budget reductions
  - Program participants could reapply to be considered for posted vacancies
    - External application and selection procedures would apply
    - New hire salary placement and benefits procedures would apply

### **Participant Eligibility** *(Proposed)*

- **Program open to eligible members of all employee groups**
- **Eligibility requirements**
  - 1 or more years employment with WESD
  - No *unsatisfactory* or *ineffective* ratings on two most recent evaluations
  - Qualify for full ASRS retirement benefits
  - WESD application process

### **Participant Selection** *(Proposed)*

- **Selection criteria**
  - Reduction in Force Rubric (certified only)
  - Performance evaluations (all employees)
- **Intended placement: pre-retirement position and location**

### Program Compensation/Benefits *(Proposed)*

- **smartschoolsplus**: 86% of base salary or hourly rate earned by participant during final year of WESD employment
- **Participant**: 75% of base salary or hourly rate earned during final year of WESD employment
  - No health insurance through WESD
  - General leave days granted up front
  - Vacation days granted up front for 12-month employees

### Program Compensation/Benefits *(Proposed)*

- **Not** eligible for professional development days
- **Not** eligible to receive incentives or performance pay
- Eligible to receive stipends (paid quarterly) for additional work completed
- Not to be paid any days for which WESD employees are not compensated, i.e., furlough days



**Other Program Considerations** *(Proposed)*

- Not eligible to serve on
  - IBN Team
  - Planning and Steering Council
  - Facilities Council
- Able to serve on
  - curriculum related committee, if work impacts current year students
  - other committees, including Site Council, if doing so is a position requirement

**New Additions to the Recommendation**  
*(Proposed)*

**WESD may use services of the phased retirement agency, smartschoolsplus, inc., to fill position vacancies, with the caveats that follow.**

**New Additions to the Recommendation**  
*(Proposed)*

**Caveat #1:**

**Must adhere to District protocol for working with any contract staffing agency**

**New Additions to the Recommendation**  
*(Proposed)*

**Caveat #2:**

**Individual contracted through smartschoolsplus, inc. for this purpose is to receive 75% of position base salary or hourly rate, determined according to WESD new hire procedures**

**New Additions to the Recommendation**  
*(Proposed)*

**Caveat #3:**

Individual may be contracted through smartschoolsplus, inc. for this purpose at any time during the fiscal year

**New Additions to the Recommendation**  
*(Proposed)*

**Caveat #4:**

Individual to be contracted through smartschoolsplus, inc. for this purpose must provide copy of two most recent evaluations as evidence of having received no *unsatisfactory* or *ineffective* performance ratings

## **~ Recommendation~**

**The 2012-2013 IBN Team  
recommends that the  
Governing Board authorize  
WESD to pursue a contract  
with *smartschoolsplus, inc.*  
for the 2013-2014 school  
year in accordance with the  
guidelines set forth in the  
preceding straw design  
proposal.**

QUESTIONS?