

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

DATE: June 14, 2012

TIME: Regular Meeting 7:00 p.m.

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

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

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

I. REGULAR MEETING – GENERAL FUNCTION

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

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

Motion _____ Second _____ Vote _____

- E. Approval of the Minutes

1-8

It is recommended that the Governing Board approve the Minutes of the May 24, 2012 Regular Meeting and Executive Session (all Governing Board Members were in attendance).

Motion _____ Second _____ Vote _____

- F. Current Events: Governing Board and Superintendent
Washington Elementary School District students who are attending the Summer School Academy will facilitate a tour of learning opportunities including enrichment and academic classes.
- G. Special Recognition of Roadrunner Elementary School for being named a 2011 Green Ribbon School by the U.S. Department of Education. Roadrunner is the only school in the metro Phoenix area to receive the recognition, and one of just 78 schools in the nation to receive this first-ever award. Karen Menaugh, Principal, attended the Green Ribbon Conference and Award Ceremony, June 2-5, 2012, in Washington, D.C. and will share the highlights of the Federal recognition ceremony.
- H. Public Participation**
 - Members of the public may address the Governing Board during this portion of the agenda in regard to non-agenda items (not to exceed three (3) minutes at chair's discretion). If interpretation services are used, the time shall not exceed six (6) minutes, including interpretation.)

I. REGULAR MEETING – GENERAL FUNCTION (continued)

H. Public Participation (continued)**

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

I. 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. | 9-10 |
| *B. Personnel Items
Personnel items include resignations, terminations, requests for retirement or leave, recommendations for employment and position changes. | 11-14 |
| *C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)
1. Kroger (Fry's Food Stores) donated a VIP Shopper's Card commission check in the amount of \$500.00 to be used for the benefit of students at Sunnyslope School.

2. Lynnda Scott donated a cello with an approximate value of \$400.00 for the benefit of the music program at Moon Mountain Elementary School.

3. Fresh & Easy Neighborhood Market donated a Shop for School Fundraising Program check in the amount of \$436.22 for the benefit of students at Lakeview Elementary School.

4. 21 st Century/Farmer's Insurance donated three meals, tote bags filled with supplies, and gift cards for each teacher with an approximate value of \$1,840.00 to show appreciation for the staff at Lakeview Elementary School.

5. Assistance League of Phoenix donated books with a total value of \$5,229.18 to every student at Cactus Wren Elementary School.

6. The Sunset Parent/Teacher Organization donated an ice machine with a value of \$2,066.90 for the benefit of the staff at Sunset Elementary School.

7. Box Tops for Education donated a check in the amount of \$732.90 for the benefit of students at Washington Elementary School. | 15-16 |
| *D. Annual Intergovernmental Cooperative Purchase Agreements with the Mohave Educational Services Cooperative, Inc. (MESC) and State Procurement Office (SPO) | 17-30 |
| *E. District Representative for Procurement Protests for Fiscal Year 2012-2013 | 31 |
| *F. Petty Cash Accounts for 2012-2013 | 32 |
| *G. Reauthorization of Revolving and Change Funds for 2012-2013 | 33 |

II. CONSENT AGENDA (continued)

- | | | |
|-----|---|-------|
| *H. | Reauthorization of Bank Accounts and Signers | 34-35 |
| *I. | Signatories for Payroll and Expense Warrants for 2012-2013 | 36-38 |
| *J. | Resolution Appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for Wage Garnishments | 39-41 |
| *K. | Resolution Authorizing the Execution of Warrants Between Board Meetings | 42-43 |
| *L. | Renewal of Lease with the Roman Catholic Church for Private School Consortium Facilities at Bourgade High School (Modular Building Site and Parking Area) | 44-57 |

III. ACTION / DISCUSSION ITEMS

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|----|--|---------|
| A. | To Consider, Discuss, Amend if Desired, and if Deemed Advisable, to Adopt a Resolution Ordering and Calling a Special Capital Outlay Override Election to be Held in and for the District and Declaring the Deadline for Submitting Arguments "For" and "Against" the Election to the Maricopa County School Superintendent as August 10, 2012 at 5:00 p.m. (Sue Snyder) | 58-112 |
| | Motion _____ Second _____ Vote _____ | |
| B. | Renewal of Intergovernmental Agreement with the City of Phoenix for the Head Start Program and Approval of the WESD Head Start Program Planning 2012-2013 (Diana Howsden) | 113-178 |
| | Motion _____ Second _____ Vote _____ | |
| C. | First Reading of Proposed Amended Policies JC – School Attendance Areas and JFB – Open Enrollment (D. Rex Shumway) | 179-190 |
| | Motion _____ Second _____ Vote _____ | |
| D. | Funding Levels for the Casualty Trust and Workers Compensation Trust for 2012-2013 (Cathy Thompson) | 191 |
| | Motion _____ Second _____ Vote _____ | |
| E. | Pre-Kindergarten Scholarship Provider Agreement between the Valley of the Sun United Way and Washington Elementary School District (Natalie McWhorter) | 192-199 |
| | Motion _____ Second _____ Vote _____ | |
| F. | Employment Agreement with Superintendent, Dr. Susan J. Cook (Chris Maza) | 200 |
| G. | Temporary Suspension of Policy BGB – Policy Adoption and Adoption of Proposed Amended Policy CBI – Evaluation of Superintendent and Regulation CBI-R – Evaluation of Superintendent and Adoption of Exhibits CBI-EA, CBI-EB and CBI-EC | 201-218 |
| H. | Arizona School Boards Association Action Agenda Proposals (Dr. Susan J. Cook) | 219 |
| | 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.

GOVERNING BOARD MINUTES: REGULAR MEETING AND EXECUTIVE SESSION

2011-2012

May 24, 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 7:00 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, Ms. Clorinda Graziano, Mr. Aaron Jahneke, and Mrs. Tee Lambert.

B. Moment of Silence and Meditation

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

C. Pledge of Allegiance

Mr. Maza led the Pledge of Allegiance.

D. Adoption of the Regular Meeting Agenda

A motion was made by Mr. Adams that the Governing Board adopt the Regular Meeting Agenda with flexibility. The motion was seconded by Mrs Lambert. The motion carried. At the discretion of the chair, Mr. Maza moved Information/Discussion Item IV.A. – Update Regarding Arroyo INC before the Arroyo INC student presentation at the end of I.G. - Current Events.

UNANIMOUS**E. Approval of the Minutes**

A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the May 10, 2012 Special Meeting – Study Session. The motion was seconded by Ms. Graziano. The motion carried.

UNANIMOUS**F. Approval of the Minutes**

A motion was made by Mrs. Lambert that the Governing Board approve the Minutes of the May 10, 2012 Regular Meeting and Executive Session. The motion was seconded by Mr. Adams. The motion carried.

UNANIMOUS**IV. INFORMATION / DISCUSSION ITEM****A. Update Regarding Arroyo INC****I. G. Current Events: Governing Board and Superintendent**

Mr. Adams shared that he enjoyed participating in the Invest in Education Golf Classic held on May 19, 2012, at the Pointe Tapatio Golf Club. He thanked Ms. Sandy Mendez Benson and her team for organizing the fantastic event. Mr. Adams acknowledged Ms. Benson's mother-in-law, Nancy Benson, who attended the Board meeting. Mr. Adams reported that Nancy Benson was a retired principal (47 years) from Corpus Christi, Texas.

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Mr. Jahneke shared that he enjoyed attending the following events:

- Literacy Night at the Cholla Public Library – thanked everyone who participated
- WESD Retiree Reception – great event to honor our retiring employees

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

- Roadrunner Elementary School – Mr. John Huppenthal, Arizona Superintendent of Public Instruction, honored the school for receiving the Green Ribbon Award from the Federal Government.
- WESD Retiree Reception – had a special meaning this year because many of her children's teachers were retiring.

Ms. Graziano acknowledged the following schools and art teachers for the artwork displayed in the Board Room and thanked the students who volunteered to have the artwork displayed for the summer:

- Manzanita Elementary School
- Ocotillo Elementary School
- Tumbleweed Elementary School
- Mountain Sky Junior High School
- Orangewood School
- Lookout Mountain Elementary School
- Sunburst Elementary School
- Richard E. Miller Elementary School

Ms. Graziano shared that she enjoyed seeing the following schools perform in California:

- Alta Vista's Island Waves steel drum band received Superior and 1st place for percussion ensemble.
- Mountain Sky's Choir received 1st place Superior. The Jazz Band, Band, and Orchestra all received Silver/Excellent.
- Palo Verde's Hand Bells received 1st place Superior. The Band and Strings received Good and Strings received 1st place.

Ms. Graziano shared that she enjoyed attending the following events:

- Governor Brewer's visit to Acacia Elementary School - thanked Governor Brewer for announcing her Summer Reading Program at Acacia
- Superintendent Huppenthal's visit to Roadrunner Elementary School for the Green Ribbon Award
- Royal Palm's Spring Orchestra/Band Concert
- Maryland's Band Concert
- Chaparral's Band Assembly
- Literacy Night at the Cholla Public Library – enjoyed reading to students and thanked WDEA for organizing the event and Cholla Library for hosting the event
- Desert View's Spring Music Concert
- Palo Verde's Spring Concert
- Desert Foothill's Choir and Strings Concert
- Desert Foothill's Spring Guitar Concert
- Royal Palm's Spring Choral Concert
- Mountain View's Band and Strings Concert
- WDEA Recognition and Installation Dinner
- Mountain View's Chorus Concert

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- WESD Retiree Reception – thanked retiring employees for their years of service, dedication, and caring for the students. Ms. Graziano also thanked Carol Donaldson and her staff for organizing the event.

Mr. Maza shared that he enjoyed attending many of the aforementioned events and thanked his fellow Board members for attending them.

Mr. Maza recognized Ms. Graziano as a retired teacher and thanked her for her years of service and attendance at many of the District events. Ms. Graziano stated it was her privilege to represent the Board at the events and thanked Mr. Maza.

Mr. Maza thanked the staff, students, and parents for the end of another good school year. He stated that he was pleased to be part of a profession that had endings and beginnings and wished everyone a good, safe summer.

IV. INFORMATION / DISCUSSION ITEM (Moved at discretion of Chair)

A. Update Regarding Arroyo INC

Dr. Cook introduced Arroyo Principal, Philip Liles, who, in turn, introduced after-school coordinator, Penny Hughes, and teachers, Rhoda Mason, Lisa Hayes, and Beth Hudson who spearheaded the Arroyo INC program. Mr. Liles introduced and thanked Ms. Sandy Mendez Benson for her support and connections with local business partners who supported the program.

Mr. Liles stated that the Arroyo INC after-school program was launched with 65 fifth and sixth grade students and incorporated the Junior Achievement Biz Town curriculum.

Mr. Liles advised that Arroyo INC was the recipient of a \$5,000.00 grant awarded from the Arizona Diamondbacks Foundation. They also received 2,000 tickets for a Diamondbacks baseball game.

Mr. Liles shared a video, produced by Media Services Coordinator Paul Askew, of Arroyo INC's inaugural year.

Mr. Liles thanked the Governing Board and the District for its support of the Arroyo INC program and looks forward to continuing the program in 2012-2013 and expanding it to include students in third through seventh grades.

Ms. Sandy Mendez Benson thanked the District for giving her the opportunity to work with the Arroyo INC program. She acknowledged the incredible efforts of the students participating in the program. Ms. Benson also acknowledged the Business Advisory Team members who participated in the program. She stated that the program would not have been possible, nor as successful, without the support of the Business Advisory Team members.

I. REGULAR MEETING – GENERAL FUNCTION (continued)

G. Current Events: Governing Board and Superintendent (continued)

Teacher Beth Hudson and students from Arroyo INC shared what they did in their after-school entrepreneurial curriculum. Ms. Hudson stated that the teams created many diverse and unique companies. Board members were presented with lip gloss from Pocket Buds, the team who placed second in the competition. Ms. Hudson introduced the first place winning team who presented their "Shark Tank" product

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and marketing ideas. Arroyo students Barton Arias Reyes, Meagan Heffke, Trenten Murray, Syderah Rakos, and Destiny Vasquez were on the first place winning team and created the company, Tick-er-Time that marketed aroma therapy, personalized, and character clocks. The students gave a presentation of their financial plan and strategies for marketing and implementation of the product. The students were presented with a certificate, lanyard, and calculator.

Ms. Penny Hughes acknowledged Beth Hudson for her hard work with the Arroyo INC program. Ms. Hughes stated that Ms. Hudson's enthusiasm and work ethic made the Arroyo INC inaugural year a success. Ms. Hudson was presented with the Lead the Way 2012 Arroyo INC award.

Dr. Cook acknowledged the students on the winning team for their efforts in prevailing over the tough competition. Dr. Cook also acknowledged the Arroyo principal, Mr. Philip Liles, his staff, and the parents for supporting the students and the program. Dr. Cook congratulated the Arroyo INC team for its success.

Mr. Maza requested that the students on the Pocket Buds team be advised of the Board's appreciation for the lip gloss gift.

Mr. Maza acknowledged and thanked Ms. Sandy Mendez Benson for her efforts with the Arroyo INC program and for bringing her talents/expertise to the District.

Ms. Graziano acknowledged how the program taught the students many skills, e.g., math, reading, science, technology, public speaking, and real life business skills. She stated the program was a true test of integrating everything together.

H. Public Participation

There was public participation. Ms. June Blatter and Mr. Jonathan Sloan, Summer Math Academy Co-Chairs, gave an overview of the Summer Math Academy that will be held on July 23-25, 2012, at Cholla Middle School. Board members were invited to attend and asked to pre-order a lunch selection if they planned to have lunch there. The Board was thanked for the professional development math opportunity for the students.

I. Approval of the Consent Agenda

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

UNANIMOUS

II. CONSENT AGENDA

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

Approved and ratified the vouchers as presented.

UNANIMOUS

***B. Personnel Items**

Approved the personnel items as presented.

UNANIMOUS

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

Approved the public gifts and donations as presented.

UNANIMOUS

1. Anita Gullickson donated musical equipment with an approximate value of \$423.00 for the benefit of students at Mountain View School.

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|---|-------------------------|
| <p>*D. Out-of-State Travel
Approved the out-of-state travel as presented.</p> <p>1. Karen Menaugh, Principal, Roadrunner Elementary School, to attend the Green Ribbon Conference and Award Ceremony, June 2-5, 2012, in Washington, D.C., at a cost of \$1,572.70.</p> | <p>UNANIMOUS</p> |
| <p>*E. Award of Contract – RFP No. 11.034, Educationally Related Mental Health Services</p> | <p>UNANIMOUS</p> |
| <p>*F. Proposed Governing Board Meeting Dates for the 2012-2013 School Year</p> | <p>UNANIMOUS</p> |
| <p>*G. Signatories for General Statement of Assurance</p> | <p>UNANIMOUS</p> |

III. ACTION / DISCUSSION ITEMS

- | | |
|---|-------------------------|
| <p>A. Award of Contract – Bid No. 12.006 – School Site Improvements for: Sweetwater, Cactus Wren, Manzanita and Washington in an Amount Not to Exceed \$1,175,400.00</p> | <p>UNANIMOUS</p> |
|---|-------------------------|

Dr. Cook introduced Mr. Mike Kramer, Director of Capital Projects/Maintenance, and Mr. Paul Hartley of the H2 Group to offer the Board a recommendation for an award of contract.

Ms. Graziano asked if the vendor selection qualification was based solely on the lowest bid. Mr. Kramer responded that one of the criteria was to select the lowest responsible bidder. He stated that there were other requirements, e.g., appropriate type of contracting license, appropriate types of bonding/insurance, and statements of qualifications.

A motion was made by Ms. Graziano that the Governing Board award a contract for Bid No. 12.006, School Site Improvements for: Sweetwater, Cactus Wren, Manzanita and Washington, to SD Crane Builders, Inc., in an amount not to exceed \$1,175,400.00. The motion was seconded by Mr. Jahneke. The motion carried.

- | | |
|---|-----------------------|
| <p>B. 2012-2013 Desegregation Budget</p> | <p>5-0 AYE</p> |
|---|-----------------------|

Dr. Cook introduced Ms. Cathy Thompson, Director of Business Services, to offer a recommendation to the Board for the 2012-2013 Desegregation Budget.

Ms. Thompson advised that each year as part of the proposed budget process, the Board is presented with the desegregation budget for consideration. She stated that the desegregation funding is used to fund ELL program costs, which are those expenses that are incurred in addition to the normal costs of conducting programs for English proficient students.

Ms. Thompson stated that the desegregation budget is a separate levy to the taxpayers and the District is recommending the same desegregation amount as the current year of \$6,350,000.00. Preliminary numbers indicate that the desegregation levy for 2012-2013 could represent approximately 54 cents of the estimated \$2.80 levy per \$100.00 of assessed valuation. Ms. Thompson advised that the impact to an average homeowner in the District would be approximately \$56.00 per year.

Ms. Graziano asked for clarification that the desegregation budget for 2012-2013 will remain the same as the 2011-2012 desegregation budget, but the amount of the tax levy could increase slightly for the homeowner. Ms. Thompson responded that the desegregation budget amount will remain the same, however, the tax levy will increase slightly, from 48 cents to a projected amount of 54 cents. Ms. Thompson advised that the tax levy was based on many variables, e.g., cash balance at the end of the year and/or the assessed valuation of homes.

A motion was made by Mr. Jahneke that the Governing Board approve the 2012-2013 Maintenance and Operation desegregation budget and corresponding levy in the amount of \$6,350,000.00. The motion was seconded by Ms. Graziano. A roll call vote was requested. The motion carried 5-0.

C. Capital Outlay Revenue Limit (CORL) Transfer for Fiscal Year 2012-2013

UNANIMOUS

Dr. Cook introduced Ms. Cathy Thompson, Director of Business Services, to offer a recommendation to the Board for the 2012-2013 Capital Outlay Revenue Limit (CORL) transfer.

Ms. Thompson advised the Board that CORL is based on the capital outlay revenue limit at the State level. She stated that districts are allowed to use the CORL funding source for capital expenditures or the Maintenance and Operation (M&O) budget for general operating expenditures.

Ms. Thompson informed the Board that there was a need for fiscal year 2012-2013 to move a greater percentage of the CORL funds into the M&O budget in order to meet the operational needs for salaries and other resources. Therefore, a recommendation to transfer 75 percent of the CORL allocation into M&O was offered.

Ms. Graziano stated that she appreciated the strategic goal to reduce the M&O dependence on CORL funds. However, she was disappointed that the CORL transfer needed to be increased to 75 percent (60 percent for 2011-2012), but understood the rationale for doing so.

Mr. Jahneke asked if Ms. Thompson knew what percentage would be recommended for the 2013-2014 fiscal year. Ms. Thompson responded that the goal would be to reduce it to 60 percent for the 2013-2014 fiscal year, and the main goal was to reduce it to 50 percent, if possible.

Mr. Adams asked if the ability to purchase items was impacted. Ms. Thompson replied that the District had done a very good job managing the capital needs and had met the necessary needs of the classrooms.

Ms. Graziano asked if excess CORL funds were transferred to the Capital Budget at the end of the fiscal year. Ms. Thompson stated if there were any CORL funds remaining at the end of the fiscal year, the funds were transferred to the Capital Budget. Ms. Thompson advised that this was one area of the budget that the District had some flexibility to move funds between CORL, Capital, and M&O budgets.

Mr. Maza appreciated the depth of the conversation regarding this agenda item and wished that the employees and the community understood what the Board's vote encompassed.

May 24, 2012

A motion was made by Mrs. Lambert that the Governing Board approve the transfer of 75 percent of CORL budget capacity from Capital Budget to the M&O Budget for fiscal year 2012-2013. The motion was seconded by Ms. Graziano. The motion carried.

V. FUTURE AGENDA ITEMS

Ms. Graziano requested a workshop for energy savings ideas to be provided to the Arizona School Boards Association (ASBA) for its Delegate Assembly to be held on June 30, 2012.

VI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

Mr. Adams congratulated Dr. Cook on her son, Jeffrey's, upcoming high school graduation. Mr. Adams took the liberty of speaking on behalf of everyone to say how proud they were of Jeffrey and a job well done by Dr. Cook.

Mr. Jahneke acknowledged the Arroyo INC students' incredible presentation for work completed in only three weeks. He advised that he looked forward to seeing what the program accomplishes next year. He hoped that the whole District would be able to offer a similar program in the future.

Ms. Graziano acknowledged the consideration of school holidays and parent/teacher conferences when preparing the 2012-2013 Governing Board meeting dates.

Mrs. Lambert acknowledged the end of the school year and the hard work of the employees who made it a successful year.

Mrs. Lambert acknowledged that her son was awarded his Eagle Scout rank in the Boy Scouting program of the Boy Scouts of America. His project was to build a cabinet to hold large instruments at his school. Ms. Lambert acknowledged that he will be graduating from high school next week.

Mrs. Lambert acknowledged Mr. Maza for his leadership of the Governing Board.

Mr. Maza acknowledged the people who regularly attended the Board meetings this year. He also acknowledged Ms. Joslyn Brown, newly elected president of the Washington District Education Association (WDEA), for her and the organization's work to support the District.

Dr. Cook also acknowledged and congratulated Ms. Joslyn Brown for being elected president of WDEA and stated she looked forward to working with her.

Dr. Cook acknowledged a letter received from Edward and Deborah Hoff whose great granddaughter attended Abraham Lincoln Traditional School. They acknowledged that she had grown academically and socially due to the excellent teaching style of her teacher, Ms. Jeri Frederick.

Dr. Cook thanked Board members for attending and speaking at the upcoming promotion ceremonies.

VII. CALL FOR EXECUTIVE SESSION

UNANIMOUS

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

May 24, 2012

- 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 Dr. Susan J. Cook.

A motion was made by Mr. Adams to call for an Executive Session. The motion was seconded by Mrs. Lambert. 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.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 Dr. Susan J. Cook.

X. RECONVENING OF REGULAR MEETING

XI. ADJOURNMENT

UNANIMOUS

A motion was made by Mr. Jahneke to adjourn the meeting at 8:38 p.m. The motion was seconded by Mrs. Lambert. The motion carried.

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

May 24, 2012

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:	June 14, 2012		
AGENDA ITEM:	<u>*Approval/Ratification of Vouchers</u>		
INITIATED BY:	<u>Elizabeth Martinez, Accounting Manager</u>	SUBMITTED BY:	<u>David Velazquez, Director of Finance</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Cathy Thompson, Director of Business Services</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BBA, DK and A.R.S. §15-321</u>		

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

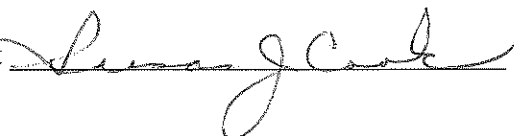
The Vice President of the Board reviews all vouchers prior to the meeting of the Board. Vouchers represent orders for payment of salaries, materials, equipment, and services. Documentation for warrants is available for inspection from the Finance Department located at the District Administrative Center.

APPROVE/RATIFY FY11/12 PAYROLL VOUCHERS (warrants for services and materials, payroll expense):

05/18/12	4,578,063.25
06/01/12	<u>10,666,608.53</u>
Totals:	<u>15,244,671.78</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.

***Approval/Ratification of Vouchers**

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APPROVE/RATIFY FY 11/12 EXPENSE VOUCHERS (warrants for services and materials, payroll expense):

05/10/12	10,194,434.72
05/11/12	5,123.86
05/16/12	1,266,712.88
05/17/12	7,114.70
05/18/12	85,276.94
05/23/12	357.50
05/23/12	9,024,120.91
05/30/12	2,721,481.17
Totals:	<u>23,304,622.68</u>

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 14, 2012 Information
AGENDA ITEM: *Personnel Items 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

The attached personnel actions are presented for approval.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.B.

PERSONNEL ACTION RECOMMENDED**June 14, 2012****I. RESIGNATIONS, RETIREMENTS, EXCESSES, AND LEAVES OF ABSENCE****A. ADMINISTRATIVE**

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Roberts	Ann	Principal	Maryland	Resignation	4	6/12/2012

B. CERTIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Abshire	John	Teacher-Mathematics	Sunnyslope	Resignation	1	5/31/2012
Batson	Mary	Teacher-Art	Mountain Sky	Resignation	2	5/31/2012
Chalik	Antone	Teacher-Mathematics	Desert Foothills	Leave of Absence for FY 2012-2013		5/31/2012
Coldwater	Mama	Teacher-Gifted/Science	Cholla	Resignation	11	5/31/2012
Delgado	Jesse	Teacher-LD	Ocotillo	Resignation	5	5/31/2012
Esmont	Leah	Program Coach	Washington	Resignation	13	5/31/2012
Feist	Jolene	Teacher-2nd Grade	Acacia	Resignation	1	5/31/2012
Garcia	Ricardo	Teacher-Social Studies	Maryland	Resignation	1	5/31/2012
Greenwald	Kevin	Teacher-PE	Ocotillo/Roadrunner	Resignation	2	5/31/2012
Henline	Cara	Teacher-1st Grade	Lookout Mountain	Resignation	6	5/31/2012
Hobbs	Ashley	Teacher-3rd Grade	Manzanita	Resignation	1.5	5/31/2012
Johnson	Nathan	Teacher-6th Grade	Roadrunner	Resignation	6	5/31/2012
Klein	Jessica	Teacher-Kindergarten	Cactus Wren	Resignation	6	5/31/2012
Mahurin	Julie	Teacher-PE	Desert Foothills	Resignation	7	5/31/2012
Mendoza	Joe	Teacher-General Music	Sunnyslope/ Manzanita	Resignation	2	5/31/2012
Novak	Lauren	Teacher-2nd Grade	Mountain View	Resignation	1	5/31/2012
Patton	Kathleen	Teacher-6th Grade	Washington	Resignation	6	5/31/2012
Salamone	Katharine	Teacher-Kindergarten	Sunnyslope	Retirement	15	5/31/2012
Smith	Lacey	Teacher-2nd Grade	Washington	Resignation	6	5/31/2012
Sterneman	Mary	Teacher-General Music	Roadrunner	Resignation	1	5/31/2012

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Calderon	Carlos	Psychologist	Special Services	Resignation	2	6/14/2012
Chavez	Patrick	Social Worker	Desert View	Resignation	13	5/31/2012
Chavez	Rosa	HeadStart Office Technician	HeadStart	Resignation	5	5/31/2012
Randle	Freddie	Materials Supervisor	Materials Management	Deceased	15	6/6/2012
Reubhausen	Patricia	Food Service Manager	Lookout Mountain/Mountain Sky	Resignation	10	5/31/2012
Smith	Sandra	Office Manager	Manzanita	Resignation	12	6/12/2012
Snell	Kim	Detention Monitor	Abraham Lincoln	Resignation	1	5/29/2012

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Agoodie	Gloria	Special Ed. Assistant	Richard Miller	Position Ended	7	5/30/2012
Austin	Kristin	HeadStart Instructor	John Jacobs	Position Ended	1	5/31/2012
Bragg	Anthony	Bus Driver	Transportation	Resignation	7	5/30/2012
Braley	Melissa	HeadStart Instructor	Desert View	Position Ended	5	5/31/2012
Brooks	Stephen	Bus Driver	Transportation	Resignation	3	5/30/2012
Eisentraut	Ann	HeadStart Instructor	Washington	Position Ended	10	5/31/2012
Fullerton	Aileen	Paraprofessional	Sunnyslope	Resignation	7	5/16/2012
Gluck	Elizabeth	Bus Assistant	Transportation	Resignation	4	5/30/2012
Goins	Lindsay	Special Ed. Assistant	Sweetwater	Resignation from Leave of Absence	3	5/30/2012
Greenwood	Gabriela	HeadStart Instructor	Ocotillo	Position Ended	8 mo.	5/31/2012

PERSONNEL ACTION RECOMMENDED**June 14, 2012****D. PART-TIME CLASSIFIED (continued)**

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Grill	Sabra	Food Service Helper	Royal Palm	Resignation	1	5/30/2012
Joe	Pamela	Paraprofessional	Moon Mountain	Position Ended	1	5/31/2012
Khatri	Manjula	Special Ed. Assistant	Sweetwater	Leave of Absence for FY 2012-2013		6/23/2012
King	Carolyn	Office Technician	Richard Miller	Resignation	6 mo.	6/12/2012
Kozimor	Ryan	Paraprofessional	Manzanita	Resignation	3 mo.	5/30/2012
Ledford	Jessica	Crossing Guard	Royal Palm	Resignation	1	5/30/2012
Lopez	Vanessa	Paraprofessional	Moon Mountain	Position Ended	3	5/30/2012
McLucas	Lindsay	Psychologist	Special Services	Resignation	7	6/14/2012
McMillen	Jessica	Food Service Helper	Moon Mountain	Resignation	1	5/30/2012
Moore	Christina	Special Ed. Assistant	John Jacobs	Resignation	1	5/30/2012
Pawley	Rachel	HeadStart Instructor	Sunnyslope	Position Ended	2	5/31/2012
Prieto	Monica	Food Service Clerk	Cholla	Resignation	4	5/30/2012
Reed	Steven	Bus Assistant	Transportation	Resignation	6 mo.	5/22/2012
Schuler	Cynthia	Paraprofessional	Maryland	Position Ended	27	5/30/2012
Shaw	Trisha	Paraprofessional	Cholla	Position Ended	4	5/30/2012
Shreeve-Kaylor	Katherine	Personal Care Provider	Tumbleweed	Resignation	8 mo.	5/30/2012
Trenberth	Adrianna	Paraprofessional	Royal Palm	Position Ended	1	5/30/2012
Trevino	Jessica	Paraprofessional	Acacia	Position Ended	1	5/30/2012
Turner	Theresa	Crossing Guard	Washington	Resignation	4	5/30/2012
Walley	Jolene	Paraprofessional	Maryland	Resignation	1	5/30/2012
Weber	Vicky	Paraprofessional	Moon Mountain	Position Ended	23	5/30/2012
Wipprecht	Natalya	Paraprofessional	Tumbleweed	Resignation	1	5/30/2012
Worsnup	Kendra	Paraprofessional	Sunset	Position Ended	1 mo.	5/30/2012
Yee	Krystin	Detention Monitor	Richard Miller	Resignation	1	5/30/2012

II. EMPLOYMENT**A. ADMINISTRATIVE**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Gibson	Audra	Interim Assistant Principal	E	Cholla
Morris	Richard	Interim Assistant Principal	E	Maryland
Murphy	Anthony	Interim Assistant Principal	E	Mountain Sky
Newman	Barbara	Interim Principal	E	Maryland
Smith	Susan	Interim Assistant Principal	E	Desert Foothills
Woodward	Tim	Interim Principal	E	Lakeview

B. CERTIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Alexander	Shelly	Teacher-HeadStart	E	Manzanita
Alvidrez	Robin	Teacher-HeadStart	E	Arroyo
Ascencio	Tania	Teacher-HeadStart	E	Maryland
Baker	Katherine	Teacher-4th Grade	E	Arroyo
Beckenhauer	Kathryn	Teacher-HeadStart	E	Sunset
Bennett	Samantha	Teacher-Kindergarten	E	Roadrunner
Bledsoe	Pamela	Teacher-6th Grade	E	Sahuaro
Boley-Coyne	Rita	Teacher-2nd Grade	E	Moon Mountain
Bradshaw	Janelle	Academic Intervention Specialist	E	Washington
Brooks	Theresa	Teacher-6th Grade	E	Maryland
Bruso	Jason	Teacher-7th Grade	N	Arroyo
Bushong	Julia	Teacher-CCB/SC	E	Moon Mountain
Carr	Jessica	Teacher-3rd Grade	E	Mountain View
Chase	Joyce	Teacher-HeadStart	E	Sunnyslope
Cole	Dena	Teacher-Science	E	Desert Foothills
Dauids	Francine	Lead Speech Pathologist	E	Special Services
Davis	Lisa	Teacher-Music	E	John Jacobs
Doud	Jean	Teacher-Music	E	Lookout Mountain

PERSONNEL ACTION RECOMMENDED**June 14, 2012****B. CERTIFIED (continued)**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Emershaw	Jared	Teacher-LD	E	Mountain View
Fitzgerald	Kathryn	Teacher-6th Grade	E	Arroyo
Fore	Sarah	Teacher-CCB/SC	E	Moon Mountain
Goebel	Debbie	Teacher-HeadStart	E	Moon Mountain
Gonzalez	Sarah	Teacher-HeadStart	E	Washington
Greer	Laura	Student Services Specialist	E	Desert Foothills
Guerra	Heidi	Teacher-2nd Grade	E	Mountain View
Harrell	Kathi	Teacher-HeadStart	E	Ocotillo
Heller	Debra	Teacher-HeadStart	E	John Jacobs
Howick	Patty	Teacher-HeadStart	E	Richard Miller
Hughes	Clinton	Teacher-Science/Social Studies	E	Desert Foothills
Kannel	Alexandria	Teacher-Language Arts	E	Palo Verde
Landry	Susan	Teacher-1st Grade	E	Sunburst
Livingstone	Lindsey	Teacher-HeadStart	E	Shaw Butte
Lochridge	Heidi	Speech Pathologist	E	Ocotillo
May-Higgins	Kerstin	Teacher-Science	E	Mountain Sky
McLaughlin	Samantha	Teacher-Kindergarten	E	Manzanita
McMahon	Megan	Teacher-1st Grade	E	Orangewood
Meserve	Shawna	Teacher-1st Grade	E	Manzanita
Miller	Raymond	Teacher-Mathematics	E	Orangewood
Mockler	John	Teacher-6th Grade	E	Washington
Piehl	Katie	Teacher-LD	E	Mountain Sky
Paulino	Anais	Teacher-Kindergarten	E	Lookout Mountain
Saretsky	Randi	Teacher-1st Grade	E	Alta Vista
Scibienski	Meghan	Teacher-7th Grade	N	Arroyo
Schwan	Travis	Teacher-5th Grade	E	John Jacobs
Shaw	Kathryn	Teacher-3rd Grade	E	Manzanita
Testa	Mary	Teacher-1st Grade	E	Arroyo
Thornton	Mark	Teacher-6th Grade	E	Orangewood
VanSkiike	Meghan	Teacher-2nd Grade	E	John Jacobs
White	La	Teacher-6th Grade	E	Orangewood
Wood	Beverly	Teacher-HeadStart	E	Sahuaro
Yontz	Sherrie	Teacher-3rd Grade	E	Manzanita
Zimmerman	Elizabeth	Speech Pathologist	E	Desert View

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
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D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Jones	Suzanne	Food Service Helper	E	Food Services
Henderson	Melissa	Bus Driver	E	Transportation

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 14, 2012 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. Kroger (Fry's Food Stores) donated a VIP Shopper's Card commission check in the amount of \$500.00 to be used for the benefit of students at Sunnyslope School.
2. Lynnda Scott donated a cello with an approximate value of \$400.00 for the benefit of the music program at Moon Mountain Elementary School.
3. Fresh & Easy Neighborhood Market donated a Shop for School Fundraising Program check in the amount of \$436.22 for the benefit of students at Lakeview Elementary School.
4. 21st Century/Farmer's Insurance donated three meals, tote bags filled with supplies, and gift cards for each teacher with an approximate value of \$1,840.00 to show appreciation for the staff at Lakeview Elementary School.
5. Assistance League of Phoenix donated books with a total value of \$5,229.18 to every student at Cactus Wren Elementary School.
6. The Sunset Parent/Teacher Organization donated an ice machine with a value of \$2,066.90 for the benefit of the staff at Sunset 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.C.

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

June 14, 2012

Page 2

7. Box Tops for Education donated a check in the amount of \$732.90 for the benefit of students at Washington Elementary School.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 14, 2012 Information
AGENDA ITEM: *Annual Intergovernmental Cooperative Purchase Agreements with the Mohave Educational Services Cooperative, Inc. (MESC) and State Procurement Office (SPO) 1st Reading
INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Administrator of Purchasing
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

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.

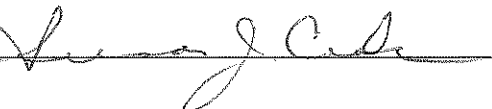
A.R.S. 11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements. A school district may either, participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any materials, services, or construction with one or more 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 Mohave Educational Services Cooperative, Inc. (MESC) and State Procurement Office (SPO).

Superintendent



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

Agenda Item *II.D.

MOHAVE EDUCATIONAL SERVICES COOPERATIVE CONTRACTS

2012-2013 proposed budget capacity for Nutrition Services - \$9,440,000.00

Vendor(s):	Arizona Restaurant Supply
Description of Purchase:	Nutritional Service Equipment such as steamers, salad bar units.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Nutritional Services/M&O
Expended to date 2011-2012:	\$476.67
Vendor(s):	Sico America
Description of Purchase:	Cafeteria tables
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Nutritional Services/M&O
Expended to date 2011-2012:	\$18,593.97

2012-2013 proposed budget capacity for Management Information Systems - \$215,697.27

Vendor(s):	CDW Government, Inc.
Description of Purchase:	Computer hardware, software and peripherals.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/Indirect costs
Expended to date 2011-2012:	\$2,214.67
Vendor(s):	Logicalis, Inc. (formerly Network Infrastructure)
Description of Purchase:	Cabling projects, including additional network lines/drops throughout the District, schools and administrative sites.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Management Information Systems/M&O
Expended to date 2011-2012:	\$79,260.31
Vendor(s):	QCM Technologies
Description of Purchase:	Software and technology support.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Management Information Systems/M&O
Expended to date 2011-2012:	\$39,443.80
Vendor(s):	World Wide Technology
Description of Purchase:	Provide repair and maintenance services and parts for computers and printers.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Management Information Systems/M&O
Expended to date 2011-2012:	\$1,482.45
Vendor(s):	Apple, Inc.
Description of Purchase:	Apple computers and accessories.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Management Information Systems/M&O
Expended to date 2011-2012:	\$9,044.72

2012-2013 proposed budget capacity for Transportation Services - \$ 1,971,900.00

Vendor(s):	Canyon State Bus Sales
Description of Purchase:	New and used buses, bus repair and related spare parts.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Transportation/M&O
Expended to date 2011-2012:	\$1,807,611.63
Vendor(s):	Auto Safety House
Description of Purchase:	New and used buses, bus repair and related spare parts.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Transportation/Soft Capital and M&O
Expended to date 2011-2012:	\$183,942.07

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

Vendor(s):	Fire Security Electronics & Communications, Inc.
Description of Purchase:	Inspection, installation and maintenance of fire and security alarms and intercom systems.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended to date 2011-2012:	\$24,074.61
Vendor(s):	Midstate Mechanical, Inc. (formerly Mechanical Maintenance)
Description of Purchase:	Design and installation of rooftop HVAC units and maintenance and repair of HVAC chiller system as well as plumbing services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended to date 2011-2012:	\$42,714.34
Vendor(s):	Safeguard Security and Communications
Description of Purchase:	Maintenance and repair of intercoms, clocks, and media management.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended to date 2011-2012:	\$658.75
Vendor(s):	Schooldude.com
Description of Purchase:	Annual maintenance direct and preventative maintenance service.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended to date 2011-2012:	\$12,697.90
Vendor(s):	Norcon Industries
Description of Purchase:	Carpet, floor covering and concrete floor applications; carpet removal/installation; theater draperies, rigging & lighting equipment.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended to date 2011-2012:	\$9,178.96
Vendor(s):	Northern Chemical Company
Description of Purchase:	Purchase of janitorial products and services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended to date 2011-2012:	\$48,102.91

Vendor(s):	A & G Turf Equipment
Description of Purchase:	Purchase of power equipment and services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended to date 2011-2012:	\$30,513.96
Vendor(s):	Ecolab
Description of Purchase:	Pest control services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended to date 2011-2012:	\$600.00
Vendor(s):	Associated Fence
Description of Purchase:	JOC for various types of fencing.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
Expended to date 2011-2012:	New contract to District.

2012-2013 proposed M&O budget capacity for the District - \$9,909,037.23

Vendor(s):	Baystone Financial (through Kansas State Bank)
Description of Purchase:	Copiers (tax-exempt lease purchase financing).
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/M&O
Expended to date 2011-2012:	\$578,527.32
Vendor(s):	Educational Furnishings of Arizona (formerly Arizona School Furnishings)
Description of Purchase:	Replacement of classroom and office furniture.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/Soft and Unrestricted Capital
Expended to date 2011-2012:	\$49,850.38
Vendor(s):	Edupoint Educational Systems
Description of Purchase:	Student information system software (Synergy).
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Indirect Costs
Expended to date 2011-2012:	\$23,681.00
Vendor(s):	Follett Software
Description of Purchase:	Scanners and barcodes for library books.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/M&O
Expended to date 2011-2012:	\$6,754.58
Vendor(s):	Hillyard
Description of Purchase:	Custodian supplies and equipment.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/Unrestricted Capital and M&O
Expended to date 2011-2012:	\$187,606.43
Vendor(s):	Konica Minolta Business Solutions
Description of Purchase:	Maintenance agreement and equipment.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/M&O
Expended to date 2011-2012:	\$40,320.00

Vendor(s):	Milano Music
Description of Purchase:	Musical Instruments, equipment, supplies and repair services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/Soft Capital
Expended to date 2011-2012:	\$1,036.90
Vendor(s):	School Specialty
Description of Purchase:	Classroom supplies/instructional aids for classrooms and office.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/M&O
Expended to date 2011-2012:	\$0.00
Vendor(s):	Troxell Communications, Inc.
Description of Purchase:	Audio/visual equipment, service and installation.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/Soft Capital, Unrestricted Capital and M&O
Expended to date 2011-2012:	\$0.00
Vendor(s):	Universal Athletic Service
Description of Purchase:	Athletic equipment.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/M&O
Expended to date 2011-2012:	\$0.00

Gifts and Donations funds cannot be determined until after they have been received by the District

Vendor(s):	Dave Bang Associates
Description of Purchase:	Purchase and installation of playground equipment and parts.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/Community Schools/Gifts and Donations
Expended to date 2011-2012:	\$74,757.29
Vendor(s):	Micon Construction
Description of Purchase:	Playground equipment, fitness and related equipment. To be used to replace damaged equipment and purchase new when necessary.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/Community Schools/Gifts and Donations
Expended to date 2011-2012:	\$0.00
Vendor(s):	Playpower LT Farmington
Description of Purchase:	Purchase and installation of playground equipment to replace damaged equipment.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/Community Schools/Gifts and Donations
Expended to date 2011-2012:	\$0.00
Vendor(s):	Shade-n-Net of Arizona
Description of Purchase:	Purchase and installation of pre-engineered shade structures for sun and UV protection coverage over playgrounds and eating/break areas.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/Community Schools/Gifts and Donations
Expended to date 2011-2012:	\$65,107.10

2012-2013 proposed budget capacity for Construction Services - \$212,000.00

Vendor(s):	Corgan Associates
Description of Purchase:	Architectural and engineering services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Construction Services
Expended to date 2011-2012:	\$0.00
Vendor(s):	Ace Asphalt
Description of Purchase:	Asphalt paving.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Construction Services
Expended to date 2011-2012:	\$547,174.02
Vendor(s):	Continental Flooring Company
Description of Purchase:	Carpeting and flooring sales and installation.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Construction Services
Expended to date 2011-2012:	\$0.00
Vendor(s):	DH Pace
Description of Purchase:	Locking Systems for Doors and Related Hardware
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Construction Services
Expended to date 2011-2012:	\$10,878.16
Vendor(s):	Michael L. Riddle Painting
Description of Purchase:	Exterior/Interior painting and coating applications.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Construction Services
Expended to date 2011-2012:	\$21,471.48
Vendor(s):	H2 Group
Description of Purchase:	Project management services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Construction Services/Bond, Indirect Costs
Expended to date 2011-2012:	\$159,484.50
Vendor(s):	SDB, Inc.
Description of Purchase:	Job Order Contracts (JOC).
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Construction Services
Expended to date 2011-2012:	\$119,138.85

2012-2013 proposed M&O budget capacity for Business Services - \$63,700.00

Vendor(s):	Assured Document Destruction
Description of Purchase:	Destruction services of confidential documents.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Business Services/M&O
Expended to date 2011-2012:	\$1,530.95

STATE PROCUREMENT OFFICE CONTRACTS

2012-2013 proposed budget for Human Resources - \$126,650.00

Vendor(s):	Phoenix Newspapers (The Arizona Republic)
Description of Purchase:	Legal and classified advertising.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Human Resources/M&O
Expended to date 2011-2012:	\$2,335.25

2012-2013 proposed budget capacity for Management Information Services - \$215,697.27

Vendor(s):	CCS Level 3 Logicalis, Inc. (formerly Network Infrastructure) Troxell Communications
Description of Purchase:	Audio and Visual Products and Services
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/Indirect
Expended to date 2011-2012:	\$102,204.69
Vendor(s):	Black Box Network Services Logicalis (formerly Network Infrastructure)
Description of Purchase:	Cabling communication systems.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	M&O/E-rate
Expended to date 2011-2012:	\$9,410.55
Vendor(s):	Apple Computer Hewlett-Packard Co.
Description of Purchase:	Computer contracts - WSCA.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/Indirect
Expended to date 2011-2012:	\$276,513.77
Vendor(s):	CCS World Wide Technology
Description of Purchase:	Network, equipment and services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	MIS department/M&O
Expended to date 2011-2012:	\$378,945.65
Vendor(s):	SHI International
Description of Purchase:	Software value added reseller.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	MIS department/M&O
Expended to date 2011-2012:	\$174,201.55
Vendor(s):	Interface Technical Training
Description of Purchase:	Technology training and partnering services
Estimated 2012-2013 Expenditures:	to be used on an as-needed basis.
Department/School Funding:	MIS department/M&O
Expended to date 2011-2012:	\$14,069.32

2012-2013 proposed budget capacity for Materials Management - \$38,750.00

Vendor(s):	Vision Business Products
Description of Purchase:	Copier and fax supplies.
Description of Purchase:	Copier and Fax supplies
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center/M&O
Expended to date 2011-2012:	\$79,160.40
Vendor(s):	Arizona Envelope Company
Description of Purchase:	Envelopes printed and stock.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center/M&O
Expended to date 2011-2012:	\$16,500.12
Vendor(s):	AAF International
Description of Purchase:	HVAC filters.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center/M&O
Expended to date 2011-2012:	\$0.00
Vendor(s):	Grainger
Description of Purchase:	Industrial supplies and equipment.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center/M&O
Expended to date 2011-2012:	\$125,389.91
Vendor(s):	Grainger Voss Lighting
Description of Purchase:	Lighting supplies such as lamps, ballasts, light sensors and exit signs.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center/M&O
Expended to date 2011-2012:	\$133,692.79
Vendor(s):	Neopost
Description of Purchase:	Mailing equipment, supplies and maintenance.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center
Expended to date 2011-2012:	\$4,603.28
Vendor(s):	Beyond Technology Vision Business Products
Description of Purchase:	Inkjet and laser printer cartridges.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center, individual schools and departments/M&O
Expended to date 2011-2012:	\$79,160.40
Vendor(s):	Spicer Paper Unisource
Description of Purchase:	Paper: copy, general office and specialty.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center and Printing Services District Service Funds
Expended to date 2011-2012:	\$116,137.80
Vendor(s):	Ferguson Enterprises
Description of Purchase:	Plumbing parts and supplies.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center/M&O
Expended to date 2011-2012:	\$41,916.21

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

Vendors:	
ABA Architects	JJR
Abacus Project Management, Inc.	Johnson Walzer Associates
Adams and Associates Engineers, PLLC	Johnston Engineering Company
ADM Group, Inc.	Kenney Aerial Mapping, Inc.
AECOM	Kimley-Horn and Associates
Alpha Geotechnical & Materials, Inc.	Kleinfelder
AMEC Earth & Environmental, Inc.	KPFF Consulting Engineers
Americas Communications, LLC	Lawrence Engineering
AndersonBaron Landscape Architecture, LL	LEA Architects
Animas Environmental Services, LLC	Lee Engineering, LLC
APMI, Inc.	Lee Harbers Consultant
Applied Pavement Technology, Inc.	Logan Halperin Landscape Architecture
APS Energy Services Company, Inc	Logan Simpson Design Inc.
Archaeological Consulting Services, Ltd.	LSW Engineers Arizona, Inc
Architectural Resource Team Inc.	Matrix Design Group, Inc.
Architekton	McGann & Associates Inc.
Arizona Pinnacle Engineering	MCS Architects
Arquitectura, Ltd.	Michael Baker Jr., Inc.
Arrington Watkins Architects	Michael Wilson Kelly-Architects
Atkins	Morrison-Maierle, Inc.
Atwell LLC	Motley Design Group, LLC
BDA Engineers	MRT Design LLC
Bridgers & Paxton Consulting Services	Natural Channel Design
Brown and Caldwell	NCS Engineers
Burns & McDonnell Engineering Company	Nicklaus Engineering
BWS Architects	Orcutt Winslow
Cardno WRG	Otwell Associates Architects
Carollo Engineers, P.C.	PACE
Caruso Turley Scott	Palmer Engineers, Inc.
Catalyst Architecture, LLC	Peak Engineering
CivTech Inc	Pearson Engineering Associates
Clear Blue Services, LLC	Perlman Architects of Arizona, Inc.
Clear Creek Associates	Peter Basso Associates, Inc
Coe and Van Loo, LLC	Plateau Engineering
Collins Engineers	Premier Engineering Corporation
Conedison Solutions	Professional Service Industries, Inc
Consultant Engineering, Inc.	Quality Testing, LLC
Cooper Aerial Surveys	RBA Architecture
Cordova Environmental Consulting	RBF Consulting
Corgan Associates	Reece Angell Rowe Architects
CR Engineers Inc	ReSEED Advisors
CSHQA	Richard and Bauer Architecture
Darling Environmental and Surveying	RJ Ghan Engineering
David Evans and Associates, Inc.	Robert Polcar Architects, Inc.
David Hunt Architecture	Ryden Architects, Inc.
Del Sol Group	Saguaro Geoservices
Design One, Inc.	SCS Engineers
Designlink Architectural & Planning	Searer, Robbins & Stephens, Inc.
Deutsch Architecture Group	Serbin Studio
Dibble Engineering	Shephard-Wesnitzer
Dick & Fritsche Design Group	Site Consultants
DLR Group	Smithgroup
Dominion Environmental Consultants	Southwest Ground-Water Consultants
DRW Engineering	SouthWest Traffic Engineering, LLC
Durand Hills Mouw Woods, LLC	Speedie & Associates, Inc.
DWL Architects + Planners	SPS Architects

EMC Engineers	Stanley Consultants
EcoPlan Associates	Stormwater Plans
EEC	Strand Associates
Elert & Associates	Stroh Architecture
Emc2 Group Architects Planners, PC	Structural Concepts, Inc.
Energy Environment Economics	Struktur Studio
Energy Systems Design, Inc.	Sun Engineering
Engberg Anderson	Sunrise Engineering
Engineering & Geologic Water & Wastewater	SWA Architects
Engineering Specialties Group	Swayback Partners
Enovity	Swan Architects, Inc.
Entellus, Inc.	T. Barnabas Kane & Associates
Environmental Professional Services	Taylor RyMar Corporation
EPS, Inc.	Terracon Consultants
Errol L. Montgomery & Associates	Tetra Tech, Inc.
FM GROUP INC	The Architecture Company
FM Solutions	The CK Group
Fore Dimensions LLC	The Durrant Group, Inc.
Gannett Fleming, Inc.	The WLB Group
Gensler	Tres Rios Consulting Engineers
Gervasio & Associates	TriMedia Environmental & Engineering Services
GHD, Inc.	Tristar Engineering and Management, Inc.
Gilleland Brubaker Architects	URS Corporation
Golder Associates	Van Boerum & Frank Associates
Gould Evans Associates	Vanir Construction Management
Grenier Engineering, Inc.	Vernadero Group
HDA Architects LLC	Versar
HDR Engineering Inc.	WEST Consultants, Inc.
Holly Street Studio Architects	Western Technologies Inc.
Hoskin Ryan Consultant	Westland Resources, Inc.
Huitt-Zollars, Inc.	WHPacific, Inc.
Hydro Geo Chem, Inc.	Wilcox Professional Services, LLC
Hydrosystems, Inc.	Wilson Engineers, LLC
Innovative Technical Solutions, Inc.	Woodson Engineering & Surveying Inc
J2 Engineering and Environmental Design	WSM Architects
Jacobs Engineering Group	
Je Fuller/Hydrology & Geomorphology, Inc.	
Description of Purchase:	Architect and engineer services.
Estimated 2011-2012 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Capital Projects/M&O, Bond
2009-2010 Expenditure:	\$609,658.22
Vendor(s):	Continental Flooring Wholesale Floors
Description of Purchase:	Floor coverings - commercial.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	M&O
Expended to date 2011-2012:	\$145,559.31
Vendor(s):	Dominion Environmental Consultants EMC2 Native Environmental, LLC Spray Systems Environmental
Description of Purchase:	Statewide environmental assessment/abatement services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Unrestricted Capital/B Bond/Building Renewal/Community Schools/M&O
Expended to date 2011-2012:	\$114,332.94

2012-2013 proposed budget capacity for Transportation Services - \$ 1,971,900.00

Vendor(s):	Michelin North America Goodyear Tire & Rubber (and all authorized dealers listed on SPO List)
Description of Purchase:	Tires and tubes including drive-in services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Transportation/M&O
Expended to date 2011-2012:	New Contract to District
Vendor(s):	Pro Petroleum Supreme Oil Western Refining Wholesale
Description of Purchase:	Bulk fuel.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Transportation/M&O
Expended to date 2011-2012:	\$729,691.54
Vendor(s):	Thermo Fluids
Description of Purchase:	Collection and disposal of various used automotive fluids including filters.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Transportation/M&O
Expended to date 2011-2012:	\$0.00
Vendor(s):	SPRINT
Description of Purchase:	Wireless services (WCSA).
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Transportation/M&O
Expended to date 2011-2012:	\$20,790.02
Vendor(s):	Mission Linen Supply
Description of Purchase:	Uniform rental and laundry services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Transportation/M&O
Expended to date 2011-2012:	\$4,054.96

2012-2013 proposed M&O budget capacity for the District - \$9,909,037.23

Vendor(s):	Sprint Communications Verizon Wireless
Description of Purchase:	Wireless, cellular/PC's/satellite radio telephones/services (WCSA).
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/M&O
Expended to date 2011-2012:	\$118,770.10
Vendor(s):	Cox Communications Century Link (formerly Qwest)
Description of Purchase:	Telecommunications carrier services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	District-wide/M&O
Expended to date 2011-2012:	\$726,845.26
Vendor(s):	Staples
Description of Purchase:	Office supplies and equipment.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments, M&O
Expended to date 2011-2012:	\$72,972.29

Vendor(s):	Kelley Communication Tri Communications
Description of Purchase:	Two way radio equipment.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/Capital and M&O
Expended to date 2011-2012:	\$41,129.36
Vendor(s):	Konica Minolta Business Solutions
Description of Purchase:	Copiers
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/Capital and M&O
Expended to date 2011-2012:	\$139,198.09
Vendor(s):	4imprint Lane Award Mfg. New City Promotions Office Depot/BSD
	Phoenix Embroidery Pima Awards Precision Graphics Brown & Bigelow
Description of Purchase:	Promotional products.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/M&O
Expended to date 2011-2012:	\$7,460.55
Vendor(s):	Kelly Services Staffmark Investment
Description of Purchase:	Temporary staffing services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/M&O
Expended to date 2011-2012:	\$0.00
Vendor(s):	Arizona Furnishings Goodman's Interior
Description of Purchase:	Office furniture.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/Capital and M&O
Expended to date 2011-2012:	\$16,057.84
Vendor(s):	Desert AED
Description of Purchase:	Automatic External Defibrillators.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools and departments/Capital and M&O
Expended to date 2011-2012:	\$0.00

2012-2013 proposed Communication Services budget capacity - \$90,065.00

Vendor(s):	Language Line Services
Description of Purchase:	Foreign language interpreting/translation services.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Communication Department/M&O
Expended to date 2011-2012:	\$4,411.28

ARIZONA DEPARTMENT OF EDUCATION CONTRACTS

2012-2013 proposed Nutrition Services budget capacity - \$9,440,000.00

Vendor(s):	U S Foodservice, Arizona Division
Description of Purchase:	Commercial food distributor.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Nutrition Services
Expended to date 2011-2012:	\$14,007.61

2012-2013 proposed budget capacity for Special Services - \$4,226,113.00

Vendor(s):	Teaching Strategies (and any other vendors as awarded contracts by the Department of Education)
Description of Purchase:	Early childhood assessment.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Special Services and Individual Schools/M&O
Expended to date 2011-2012:	\$11,050.59

Vendor(s):	
4 Success Schools	Gateway Academy
Academic Behavioral Alternatives	Gompers Rehabilitation Center
ACCEL	Hi-Star Center for Children
Aces	Howard S. Grey Education Program
Alternative Unlimited	Lexis Preparatory School
Arizona's Children Association	Life Development Institute
Aurora Day School	Neurologic Music Therapy Services
Blueprint Education	New Foundation
Canyon State Academy	New Way Learning Academy
Chapel Haven West	Southwest Education Center
Children's Ctr for Neurodevelopmental	St. Dominic Savio Academy
Chrysalis Academy	St. Michael's Association for Special Education
Desert Choice Schools	Sierra Academy (formerly Totem Learning Center)
Desert Heights Academy	Upward Foundation
Desert Voices Oral Learning Center	Youth Development Institute
Devereux Arizona	(and any other vendors as awarded contracts by the Department of Education)
Foundation for Blind Children	
Description of Purchase:	Private day school.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Special Services and Individual Schools/M&O
Expended to date 2011-2012:	\$2,381,557.87

Not all grant budgets have been submitted and/or approved. These are recurring items that are submitted each year.

Vendor(s):	NCS Pearson
Description of Purchase:	AZ English Language Proficiency Assessment (AZELLA).
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Title I
Expended to date 2011-2012:	\$538,330.45

Vendor(s):	Chicago Arts Partnerships in Education Childsplay Griffin Center for Inspired Instruction Opening Minds through the Arts Foundation Throughlines, LLC (and any other vendors as awarded contracts by the Department of Education)
Description of Purchase:	Technical assistant providers to provide professional development and technical assistance resources in arts integration practices to participating Title I School-wide schools, estimated at 40-45 individual schools sites.
Estimated 2012-2013 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Title I
Expended to date 2011-2012:	\$31,120.00
Vendor(s):	
2 Excel Learning A 2 Z Educational Consultants A Road 2 Learning A World of Learning A+ Grades Up ABC Phonetic Reading School Academia Freedom Achievement Learning Adelante Educational Services Ahead of the Class All Access K-12 Tutoring Group Back 2 Basic Tutorial Bright Sky Learning Camp Fire USA of Greater Phoenix Catapult Learning Club Z Daekyo America Dr. K's Tutoring Educational Enterprises Elite Community Services Expect Success Tutoring Global Partnership Schools Globutronic Educational Group	Imagine Learning Keep Hope Alive Projects Learn It Systems Learning Ladder Martin Porres Educational Services Mathnasium National Farm Workers Service Center On-Track Tutoring Principal's Office Progressive Learning Results Mentoring Rising Star Educational Services Rocket Learning Stars Learning Center Stilwell's Learning Center SurePrep Syndactics The Way Out Tortuga Tutoring Company Tucson Unified School District (and any other vendors as awarded contracts by the Department of Education)
Description of Purchase:	Supplemental education services.
Estimated 2012-2013 Expenditures:	10% of the Title I budget must be set aside to provide supplemental educational services, to be used on an as-needed basis.
Department/School Funding:	Title I
Expended to date 2011-2012:	\$763,716.38

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 14, 2012 Information
AGENDA ITEM: *District Representative for Procurement Protests for Fiscal Year 2012-2013 1st Reading
INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, R7-2-1147 and R7-2-1181

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

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

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

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *I.E.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: June 14, 2012
 AGENDA ITEM: *Petty Cash Accounts for 2012-2013
 INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services
 PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: USFR VI-C-6,

SUPPORTING DATA

Funding Source: M&O, Community Schools
 Budgeted: Yes

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

The following departments have identified a possible need for petty cash funds:

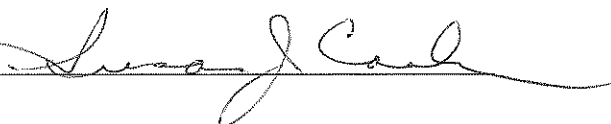
- School Offices: \$25.00 per site (32 schools = \$800.00)
- Academic Support Programs (KidSpace): \$50.00 per site (24 sites = \$1,200.00)
- District Departments: \$100.00 per department - Maintenance, Nutrition Services, Materials Management, Transportation, Superintendent's Office: (5 departments = \$500.00)
- District Departments: \$50.00 per department – Academic Services, Business Services, Communication Services, Academic Support Services, Human Resources, Management Information Systems, Head Start, Print Services and Special Services (9 departments = \$450.00)

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the disbursement of petty cash funds as presented for 2012-2013 in a total amount not to exceed \$2,950.00.

Superintendent



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

Agenda Item *II.F.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: June 14, 2012
 AGENDA ITEM: *Reauthorization of Revolving and Change Funds for 2012-2013
 INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services
 PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-1101, 15-1154

SUPPORTING DATA

Funding Source: Various
 Budgeted: Yes

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

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

The amounts requested for approval this year are:

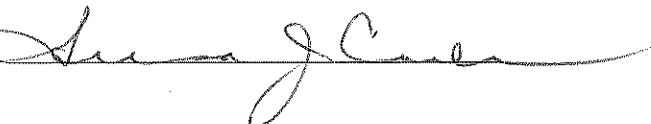
General Revolving Fund	\$10,000.00	
Food Service Change Fund	\$1,400.00	
School Office Change Fund	\$2,200.00	(\$50 per K-5/6 sites for 20 schools) (\$100 per K-7/8 and Middle school sites for 12 schools)

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board authorize a revolving fund for the General Fund in the amount of \$10,000.00, a Food Service Change Fund in the amount of \$1,400.00 and a School Office Change Fund in the amount of \$2,200.00 for the 2012-2013 fiscal year and further designate the Accounting Manager as the custodian of these funds.

Superintendent



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

Agenda Item *II.G.

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:	June 14, 2012		
AGENDA ITEM:	<u>*Reauthorization of Bank Accounts and Signers</u>		
INITIATED BY:	<u>David Velazquez, Director of Finance</u>	SUBMITTED BY:	<u>Cathy Thompson, Director of Business Services</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Cathy Thompson, Director of Business Services</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>ARS 15-1101, 15-341, 15-1126, 15-1122, 15-1223, USFR.VI-H-</u>		

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

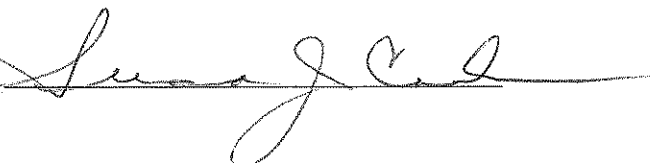
In accordance with the Uniform System of Financial Records VI-C-2, governing boards may authorize establishment of specific bank accounts and they must be used only for their intended purpose. Washington Elementary School District (WESD) maintains the following bank accounts at Marshall and Isley Bank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

District Revolving Fund	ARS 15-1101
Miscellaneous Receipts Clearing Fund (general fund)	ARS 15-341.A.21
Food Service Clearing Account	AG Opinion I60-35
Auxiliary Operations Fund	ARS 15-1126
Student Activities Clearing Account	ARS 15-1122
Payroll Direct Deposit/ ACH Vendor Payments	ARS 15-1221
Employee Flexible Benefit Account	ARS 15-1223
Employee Benefits Trust/ACH	ARS 15-1223
Workmen's Compensation Fund	ARS 15-1223
Payroll Federal Withholding Taxes	USFR page VI-H-8

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.H.

***Reauthorization of Bank Accounts and Signers**

June 14, 2012

Page 2

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

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

Cathy Thompson	Director of Business Services
David Velazquez	Director of Finance
Elizabeth Martinez	Accounting Manager
Karen Erwin-Mikulski	Payroll Manager

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 14, 2012 Information
AGENDA ITEM: *Signatories for Payroll and Expense Warrants for 2012-2013 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; ARS 15-914.01

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

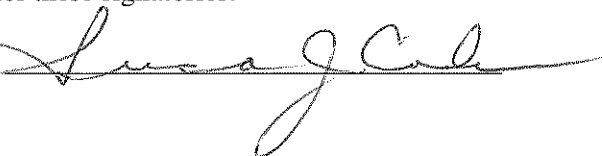
Effective July 1, 1993, the Washington Elementary School District received approval from the State Board of Education to assume financial independence from the Maricopa County Schools Superintendent, including authorization to issue payroll warrants and expense vouchers. Authorized signatories on these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

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

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.I.

RESOLUTION

COMES NOW the Governing Board of School District Number 06 (Washington Elementary) of Maricopa County, Arizona and herewith respectfully represents that on the 14th day of June, 2012, at a Governing Board meeting, upon motion duly made, second it and carried with a vote of _____ "Ayes" and _____ "Nays" this board

RESOLVED THAT:

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

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

WHEREAS, authorized signers are required to be on file with the Maricopa County Treasurer and servicing financial institution;

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

Dated this 14th day of June, 2012

President

Vice President

Member

Member

Member

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 14, 2012 Information
AGENDA ITEM: *Resolution Appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for Wage Garnishments 1st Reading
INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; ARS 12-1602

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

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

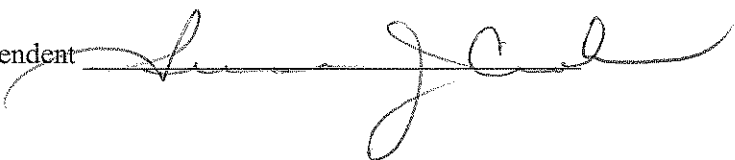
The Maricopa County Superintendent of Schools currently charges \$50.00 for each employee garnishment order received and processed. The fee is a one-time set-up fee to the District because the Maricopa County Superintendent of Schools office responds to the agencies, courts, creditors and debtors in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

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

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

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *II.J.

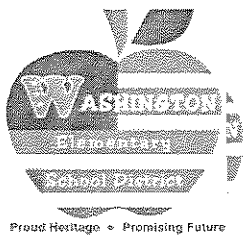
***Resolution Appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for Wage Garnishments**

June 14, 2012

Page 2

- The Maricopa County Superintendent of Schools has a department solely dedicated to processing employee garnishments for school districts. An employer can be held liable, in full or in part, for failing to properly comply with legal garnishment orders. The District has never been held liable for failure to comply with an employee garnishment processed by the Maricopa County Superintendent of Schools. It is a testament to the level of efficiency and professionalism it has maintained when handling the sensitive, private, and confidential matter of employee garnishments.
- Due to the various types of employee garnishments, their complexities, and their potential legal liabilities, appointing the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for all employee garnishments is the most cost-effective method available and it also serves the best interests of the District and its employees.

The attached resolution appoints the Maricopa County Superintendent of Schools as the Chief Disbursing Officer for all garnishment of wages made upon any employee of the District.



Finance Department

David Velazquez, Finance Director
4650 W. Sweetwater Ave.
Glendale, Arizona 85304

TEL: 602-347-3506 • FAX: 602-347-2737 • E-MAIL: David.Velazquez@wesdschools.org

The Washington Elementary School District is committed to achieving excellence for every child, every day, every opportunity.

GOVERNING BOARD WASHINGTON SCHOOL DISTRICT NO.6

MARICOPA COUNTY ARIZONA

RESOLUTION

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

Passed and adopted this 14th Day of June 2012.

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

President

Vice President

Member

Member

Member

Washington Elementary School District # 6 • www.wesdschools.org

Governing Board: Chris Maza, President • Aaron Jahneke, Vice President • Bill Adams, Member • Clorinda Graziano, Member • Tee Lambert, Member
Dr. Susan J. Cook, Superintendent

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 14, 2012 Information
AGENDA ITEM: *Resolution Authorizing the Execution of Warrants Between Board Meetings 1st Reading
INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARD 15-321 (G); DK

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

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

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

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

Attached is the proposed resolution.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board adopt the Resolution authorizing the execution of warrants between Board meetings for the 2012-2013 fiscal year.

Superintendent



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

Agenda Item *II.K.

**RESOLUTION AUTHORIZING THE EXECUTION OF
WARRANTS BETWEEN BOARD MEETINGS**

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

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

NOW, THEREFORE, BE IT RESOLVED, that said statutory procedure be, and herein is, ordered for use in the District during the 2012-2013 fiscal year in accordance with the provisions of A.R.S. §15-321.

This resolution was moved, seconded, and passed at a meeting of the Washington Elementary School District No. 6 Governing Board on June 14, 2012.

ATTEST:

President

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 14, 2012 Information
AGENDA ITEM: *Renewal of Lease with the Roman Catholic Church for Private School Consortium Facilities at Bourgade High School (Modular Building Site and Parking Area) 1st Reading
INITIATED BY: Tanya Ortman, Private School Consortium Coordinator SUBMITTED BY: Natalie McWhorter, Director of Curriculum
PRESENTER AT GOVERNING BOARD MEETING: Natalie McWhorter, Director of Curriculum
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Private School Consortium Title I
Budgeted: Yes

The Private School Consortium was formed to facilitate the provision of Title I services to private schools as required by No Child Left Behind (NCLB). The Washington Elementary School District is currently serving as the fiscal agent for the consortium. The consortium staff is housed at Bourgade High School.

Each year the annual lease renewal with the Roman Catholic Church of the Diocese of Phoenix for space at Bourgade High School for use by the Private School Consortium is brought to the Governing Board. The lease includes a land lease for the Private School Consortium Title I Modular Building Site and Adjacent Gated Parking Area.

Lease Term: July 1, 2012- June 30, 2013

Rent: \$9,450.00 for one classroom - Room 305 and the annex off of Room 305-west

Lease Term: July 1, 2012 - June 30, 2013

Rent: \$600.00 for the modular building site and \$1,800.00 for the parking area for a total of \$2,400.00

The lease has been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the renewal of the lease with the Roman Catholic Church of the Diocese of Phoenix for the modular building site, adjacent gated parking area and classrooms at Bourgade High School as presented and authorize the Superintendent to execute the lease on behalf of the District.

Superintendent 

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

Agenda Item *II.L.

LEASE AGREEMENT

1. Date of Lease; Parties

This lease is made on June _____, 2012, between, Bourgade Roman Catholic High School, a corporation sole, LANDLORD, and Washington School District, TENANT. The parties shall be referred to as LANDLORD and TENANT in the remaining provisions of this lease.

2. Premises Leased

LANDLORD hereby leases to TENANT the following described premises often referred to hereafter as "the leased premises":

1 Classroom - Room 305
Annex off of Room 305- west
Bourgade Catholic High School
4602 North 31st Avenue
Phoenix, Arizona 85017

3. Term of Lease

The term of this lease is for a period of one year, beginning on July 1, 2012 and ending on June 30, 2013.

4. Rent; Time and Manner of Payment of Rent

- \$9,450 due and payable upon execution of this lease agreement

5. Use of Premises

The leased premises must be used and occupied only and solely for the following purpose(s):

- Teacher Workroom
- Monday through Friday during the hours of 7:00 a.m. to 5:00 p.m.

The leased premises may not be used for any other purpose without the prior written consent of LANDLORD. TENANT agrees that he will not carry on, upon the leased premises or any part thereof, or permit to be carried on, any trade or business of an unsafe or unhealthful nature, or which shall constitute a nuisance; or use or permit to be used the leased premises or any part thereof for any illegal or immoral purposes whatsoever or any use contrary to the tenets of the Catholic Church or the Mission Statement of Bourgade Catholic High School.

Bourgade-WSDistrict-Classroom

6. Condition of the Leased Premises

TENANT agrees that he has examined the premises to be leased hereunder, knows the condition of the premises, and has determined that they are in good order and repair. TENANT will take possession of the leased premises in their present condition with the following exception(s):

- TENANT to install telephone equipment
- TENANT to install computer cabling and equipment
- TENANT to make any necessary upgrades to lighting and electrical

7. Tenant's Duty to Repair and Maintain

TENANT shall be responsible for the repair and maintenance of the leased premises as follows:

- Classroom carpeting
- Classroom painting
- Classroom janitorial service
- Classroom electrical and lighting

LANDLORD to provide maintenance beyond the above noted

8. Requirements of Law

TENANT is to comply with all applicable laws, ordinances, rules, regulations, notices and orders of lawful authorities applicable to the cleanliness, use, occupancy, and preservation of the leased premises during the term of this lease and TENANT will pay all fines and penalties imposed upon LANDLORD and/or TENANT by reason of TENANT's failure, neglect, or refusal to comply with such laws, ordinances, rules, regulations, notices or orders. Tenant agrees to participate in school-wide fire drills.

9. Access to Premises

TENANT agrees that LANDLORD shall have the right to enter into and upon the leased premises, or any part thereof, at all reasonable times for the purposes of examining the same, making emergency repairs or alterations, or taking other actions as may be necessary for the safety and protection thereof.

10. Utilities

LANDLORD shall be responsible for utility services to the leased premises as follows:

- Electric
- Heat
- HVAC

Bourgade-WSDistrict-Classroom

11. Space Allocation Reserved by Landlord

Should future campus construction plans deem necessary, LANDLORD reserves the right to move the TENANT to another similar location on the campus with similar carpet and fresh paint, at LANDLORD expense, if Room 305 becomes unusable due to construction changes during the lease period.

12. Personal Property

TENANT agrees not to remove from the leased premises any of LANDLORD's personal property located thereon and agrees that the leased premises shall be kept at all times in neat order and condition by TENANT.

13. Damages by Fire or Other Casualty

If, during the term of this lease, the leased premises or any part thereof shall be slightly damaged by fire or other casualty, the leased premises shall be promptly repaired by LANDLORD and an abatement will be made for the rent corresponding with the time during which and the extent to which the leased premises may have been untenable. But if the building should be so damaged that LANDLORD shall decide to rebuild, the term of this lease shall cease and the rent shall be paid up to the time of the fire or other casualty.

14. Right to Renew

The term of this lease shall be subject to the right of LANDLORD to renew as follows:

- None

15. Alterations by Tenant

TENANT shall not make any alterations, additions, or improvements to the leased premises without the prior written consent of LANDLORD. The kinds of alterations, additions, or improvements referred to are those which are of a more or less permanent nature. If consent of LANDLORD is given, then any or all of such alterations, additions, or improvements may, if LANDLORD wishes, become the property of LANDLORD at the end of the term of this lease. However, if LANDLORD wishes, he may require TENANT to remove any or all of such alterations, additions, or improvements at the end of the term of this lease and require TENANT to restore the leased premises to the condition in which they were when the term of the lease began.

16. Indemnification by Tenant

TENANT agrees that he will indemnify, defend, and save LANDLORD harmless from any and all liability, damage, expense, causes of action, suits, claims, or judgments arising from injury to person (including death) or property which arise out of TENANT'S use or occupancy of the leased premises and which are not the result of the sole negligence or willful misconduct of LANDLORD, his employees or agents.

17. Eminent Domain

If the leased premises or any part thereof is taken by any public authority under the power of eminent domain (condemnation) then this lease shall end on the date when such taking becomes effective. No part of any award arising out of the taking under the power of eminent domain (condemnation) shall belong to TENANT. The whole amount of such award shall belong to LANDLORD.

18. Assignment and Sublease

This lease may not be assigned, nor may the premises be sublet, without the prior written consent of LANDLORD. Any such assignment or sublease does not relieve TENANT of any of its obligations or liability under this lease. Any assignee or subtenant shall be bound by and subject to all the terms of this lease.

19. Notices

All notices to be served upon TENANT by LANDLORD or upon LANDLORD by TENANT shall be in writing and delivered by registered or certified mail to the following addresses:

TENANT: Washington School District #6
4650 W. Sweetwater
Glendale, AZ 85304

LANDLORD: Bourgade Roman Catholic High School
4602 N. 31st Ave
Phoenix, Arizona 85017
Attn: Kathryn Rother
Fax: 602-973-5854

Each party shall immediately notify the other of any change in mailing address.

20. Security

LANDLORD acknowledges that TENANT has deposited with LANDLORD the sum of \$0.00 as security for the performance of TENANT'S obligations under this lease. If at the end of the term of this lease, TENANT has made all payment of rent required and fully complied with all other obligations under the lease, then LANDLORD shall return the security to TENANT together with any interest that may be required by law.

21. Insurance

For the duration of this lease, TENANT, at its expense, shall insure LANDLORD and itself against liability for injury to persons in connection with the leased premises in the amounts of \$1,000,000 for any one person and \$2,000,000 for more than one person in any one occurrence and for damage to property in the amount of \$1,000,000 for any one occurrence. This insurance shall be in a form and through an insurance company satisfactory to LANDLORD. TENANT shall furnish LANDLORD with certificates of such insurance. Such certificates shall contain an unqualified commitment by the insurer to provide LANDLORD with 10 days prior written notice of any lapse, revocation, cancellation, or other modification to said insurance coverage.

22. Taxes

TENANT shall pay any and all taxes applicable to the leased premises as a result of TENANT'S use or occupancy of the leased premises.

23. Default by Tenant

If TENANT shall default in complying with any of the terms, conditions, or obligations of this lease, then LANDLORD may serve a written notice upon TENANT requiring TENANT to cure the default within 10 days. If TENANT fails to cure the default within such 10 day period, then LANDLORD may, at LANDLORD'S option, serve upon TENANT a written notice terminating this lease as of a date not less than 15 days after service of such notice.

24. Waiver by Landlord or Tenant Limited

If either LANDLORD or TENANT waives or fails to enforce any of their rights under this lease, this does not mean that any other rights under this lease are waived. Further, if LANDLORD or TENANT waives or fails to enforce any of their rights under a specific paragraph of this lease, such waiver or failure to enforce such rights is limited to the specific instance in question and is not a waiver of any later breaches of such paragraph.

25. Invalidity or Illegality of Part of Lease

If any part of this lease is invalid or illegal, then only that part shall be waived and have no effect. All other parts of this lease shall remain in full force and effect.

26. Modification or Change of Lease

The only way in which any of the provisions of this lease can be changed or modified is by a written agreement signed by both parties.

27. Persons Bound by Lease

It is the intent of the parties that this lease shall be binding upon LANDLORD and TENANT and upon any parties who may in the future succeed to their interest.

28. Surrender of Premises

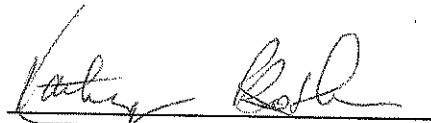
At the expiration of the term of this lease, TENANT will surrender the leased premises in as good a state and condition as they were in when the term began, reasonable use and wear thereof excepted.

29. Captions

The captions of the various paragraphs of this lease are for convenience and reference purposes only. They are of no other effect.

LANDLORD

Bourgade Roman Catholic High School
a corporation sole



Name: Kathryn Rother

Title: Principal

TENANT

Washington School District #6

Name:

Title:

LEASE AGREEMENT

1. Date of Lease; Parties

This lease is made on June _____, 2012 between Bourgade Roman Catholic High School, a corporation sole, LANDLORD, and Washington School District #6, TENANT. The parties shall be referred to as LANDLORD and TENANT in the remaining provisions of this lease.

2. Premises Leased

LANDLORD hereby leases to TENANT the following described premises often referred to hereafter as "the leased premises":

Land Lease for Private School Consortium Title I modular building site and adjacent gated parking area to the north of the modular building.

3. Term of Lease

The term of this lease is for a period of One Year beginning on July 1, 2012 and ending on June 30, 2013.

4. Rent; Time and Manner of Payment of Rent

The total rent for the term of this lease for the modular building is Six Hundred and NO/100 Dollars (\$600.00) payable upon execution of this lease agreement.

The total rent for the term of this lease for the parking area is One Thousand Eight Hundred and NO/100 Dollars (\$1,800.00) payable on execution of this lease agreement.

5. Use of Premises

The leased premises must be used and occupied only and solely for the following purpose(s):

Educational purposes to provide instruction and for such other uses as are normally incident to educational instruction.

The leased premises may not be used for any other purpose without the prior written consent of LANDLORD. TENANT agrees that he will not carry on, upon the leased premises or any part thereof, or permit to be carried on, any trade or business of an unsafe or unhealthful nature, or which shall constitute a nuisance; or use or permit to be

used the leased premises or any part thereof for any illegal or immoral purposes whatsoever or any use contrary to the tenets of the Catholic Church.

6. Condition of the Leased Premises

TENANT agrees that he has examined the premises to be leased hereunder, knows the condition of the premises, and has determined that they are in good order and repair. TENANT will take possession of the leased premises in their present condition with the following exception(s): None

7. Tenant's Duty to Repair and Maintain

TENANT shall be responsible for the repair and maintenance of the leased premises as follows: Washington School District #6 will be responsible at its own expense for all repairs and maintenance required to keep the land and all improvements thereon in a clean, safe condition and in good repair.

8. Requirements of Law

TENANT is to comply with all applicable laws, ordinances, rules, regulations, notices and orders of lawful authorities applicable to the cleanliness, use, occupancy, and preservation of the leased premises during the term of this lease and TENANT will pay all fines and penalties imposed upon LANDLORD and/or TENANT by reason of TENANT's failure, neglect, or refusal to comply with such laws, ordinances, rules, regulations, notices or orders.

9. Access to Premises

TENANT agrees that LANDLORD shall have the right to enter into and upon the leased premises, or any part thereof, at all reasonable times for the purposes of examining the same, making emergency repairs or alterations, or taking other actions as may be necessary for the safety and protection thereof.

10. Utilities

TENANT shall be responsible for utility services to the leased premises as follows:

- Gas
- Water
- Electricity
- Telephone

11. Space Reserved by Landlord

LANDLORD reserves the right to utilize the leased premises as follows:

N/A

12. Personal Property

TENANT agrees not to remove from the leased premises any of LANDLORD's personal property located thereon and agrees that the leased premises shall be kept at all times in neat order and condition by TENANT.

13. Damages by Fire or Other Casualty

If, during the term of this lease, the leased premises or any part thereof shall be slightly damaged by fire or other casualty, this lease shall be cancelled until further notice.

14. Right to Renew

The term of this lease shall be subject to the right of TENANT to renew as follows:

In writing thirty (30) days prior to lease term ending

15. Right to Terminate

TENANT AND LANDLORD agree that this lease can be terminated by either party without cause. Termination notice shall be in writing thirty (30) prior to termination date and forwarded to the notification party listed in Article No. 20.

16. Alterations by Tenant

TENANT shall not make any alterations, additions, or improvements to the leased premises without the prior written consent of LANDLORD. The kinds of alterations, additions, or improvements referred to are those which are of a more or less permanent nature. If consent of LANDLORD is given, then any or all of such alterations, additions, or improvements may, if LANDLORD wishes, become the property of LANDLORD at the end of the term of this lease. However, if LANDLORD wishes, he may require TENANT to remove any or all of such alterations, additions, or improvements at the end of the term of this lease and require TENANT to restore the leased premises to the condition in which they were when the term of the lease began.

17. Indemnification by Tenant

TENANT agrees that it will indemnify, defend, and save LANDLORD harmless from any and all liability, damage, expense, causes of action, suits, claims, or judgments arising from injury to person (including death) or property which arise out of TENANT'S use or occupancy of the leased premises through Washington School District #6.

18. Eminent Domain

If the leased premises or any part thereof is taken by any public authority under the power of eminent domain (condemnation) then this lease shall end on the date when such taking becomes effective. No part of any award arising out of the taking under the power of eminent domain (condemnation) shall belong to TENANT. The whole amount of such award shall belong to LANDLORD.

19. Assignment and Sublease

This lease may not be assigned, nor may the premises be sublet, without the prior written consent of LANDLORD. Any such assignment or sublease does not relieve TENANT of any of its obligations or liability under this lease. Any assignee or subtenant shall be bound by and subject to all the terms of this lease.

20. Notices

All notices to be served upon TENANT by LANDLORD or upon LANDLORD by TENANT shall be in writing and delivered by registered or certified mail to the following addresses:

TENANT: Washington School District #6
4650 W. Sweetwater
Glendale, AZ 85304

LANDLORD: Bourgade Roman Catholic High School
4602 N. 31st Ave
Phoenix, Arizona 85017
Attn: Kathryn Rother
Fax: 602-973-5854

Each party shall immediately notify the other of any change in mailing address.

21. Security

LANDLORD acknowledges that TENANT has deposited with LANDLORD the sum of \$-0- as security for the performance of TENANT'S obligations under this lease. If at the end of the term of this lease, TENANT has made all payment of rent required and fully complied with all other obligations under the lease, then LANDLORD shall return the security to TENANT together with any interest that may be required by law.

22. Insurance

For the duration of this lease, TENANT, at its expense, shall insure LANDLORD and itself against liability for injury to persons in connection with the leased premises in the amounts of \$1,000,000 for any one person and \$2,000,000 for more than one person in any one occurrence and for damage to property in the amount of \$1,000,000 for any one occurrence. This insurance shall be in a form and through an insurance company satisfactory to LANDLORD. TENANT shall furnish LANDLORD with certificates of such insurance naming the Diocese of Phoenix and Bourgade Catholic High School as additional insureds. Such certificates shall contain an unqualified commitment by the insurer to provide LANDLORD with 10 days prior written notice of any lapse, revocation, cancellation, or other modification to said insurance coverage.

23. Taxes

TENANT shall pay any and all taxes applicable to the leased premises as a result of TENANT'S use or occupancy of the leased premises.

24. Default by Tenant

If TENANT shall default in complying with any of the terms, conditions, or obligations of this lease, then LANDLORD may serve a written notice upon TENANT requiring TENANT to cure the default within 10 days. If TENANT fails to cure the default within such 10 day period, then LANDLORD may, at LANDLORD'S option, serve upon TENANT a written notice terminating this lease as of a date not less than 15 days after service of such notice.

25. Waiver by Landlord or Tenant Limited

If either LANDLORD or TENANT waives or fails to enforce any of their rights under this lease, this does not mean that any other rights under this lease are waived. Further, if LANDLORD or TENANT waives or fails to enforce any of their rights under a specific paragraph of this lease, such waiver or failure to enforce such rights is limited to the specific instance in question and is not a waiver of any later breaches of such paragraph.

26. Invalidity or Illegality of Part of Lease

If any part of this lease is invalid or illegal, then only that part shall be waived and have no effect. All other parts of this lease shall remain in full force and effect.

27. Modification or Change of Lease

The only way in which any of the provisions of this lease can be changed or modified is by a written agreement signed by both parties.

28. Persons Bound by Lease

It is the intent of the parties that this lease shall be binding upon LANDLORD and TENANT and upon any parties who may in the future succeed to their interest.

29. Surrender of Premises

At the expiration of the term of this lease, TENANT will surrender the leased premises in as good a state and condition as they were in when the term began, reasonable use and wear thereof excepted.

30. Captions

The captions of the various paragraphs of this lease are for convenience and reference purposes only. They are of no other effect.

TENANT

LANDLORD

Washington School District #6

Bourgade Roman Catholic High School,
a corporation sole

Name:

Title:



Kathryn Rother

Principal

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

X
X

 Action
FROM: Dr. Susan J. Cook, Superintendent

 Discussion
DATE: June 14, 2012

 Information
1st Reading

AGENDA ITEM: To Consider, Discuss, Amend if Desired, and if Deemed Advisable, to Adopt a Resolution Ordering and Calling a Special Capital Outlay Override Election to be Held in and for the District and Declaring the Deadline for Submitting Arguments "For" and "Against" the Election to the Maricopa County School Superintendent as August 10, 2012 at 5:00 p.m.

INITIATED BY: Dr. Susan J. Cook, Superintendent SUBMITTED BY: Dr. Susan J. Cook, Superintendent

PRESENTER AT GOVERNING BOARD MEETING: Sue Snyder, Director of Organizational Development

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, ARS §15-481

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

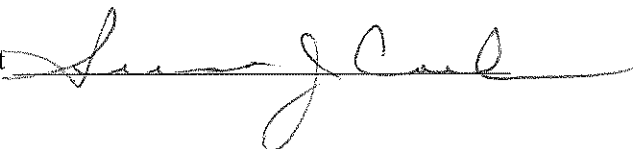
Washington Elementary School District's February 23, 2009 Governing Board Study Session focused on education ballot measures, i.e., bond and override elections, and related tax implications. During that meeting, Superintendent Dr. Susie Cook acknowledged a need and presented a timeline for prospective voter initiatives, including a possible capital override to be held in November 2011. In response, Board members suggested that Dr. Cook's advised ballot measures timeline be followed.

Arizona Revised Statute §15-481 grants public school district governing boards the authority to call for a capital override, a special election in which voter approval is sought for a secondary tax levy to pay for capital needs, including technology requirements, that cannot be met by a district's regular capital budget.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board adopt the Resolution ordering and calling a special capital outlay override election to be held in and for Washington Elementary School District No. 6 of Maricopa County, Arizona, on November 6, 2012, providing for notice of the election, the conduct of the election, the printing of ballots, the canvassing of the election and compliance with the Voting Rights Act. In addition, it is recommended that the Governing Board adopt the informational publications associated with this Agenda item, as well as the non-interactive WESD Web site page on which capital outlay override-related information is posted. It is further recommended that the Governing Board declare the deadline for submitting arguments "for" and "against" the election to the Maricopa County School Superintendent as August 10, 2012 at 5:00 p.m.

Superintendent



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

Agenda Item III.A.

To Consider, Discuss, Amend if Desired, and if Deemed Advisable, to Adopt a Resolution Ordering and Calling a Special Capital Outlay Override Election to be Held in and for the District and Declaring the Deadline for Submitting Arguments "For" and "Against" the Election to the Maricopa County School Superintendent as of August 10, 2012 at 5:00 p.m.

June 14, 2012

Page 2

District administration's impetus for considering a capital override election recommendation was based on the following circumstances:

- Between fiscal years 2007-2008 and 2011-2012, the State withheld nearly \$44 million in capital funding that had been allocated to WESD (*Attachment A*). Although the District had previously developed technology life cycle management and migration plans, resulting budgetary constraints prevented the implementation of such plans.
- The District's most recent computer refresh was in 2006, and some computers are considerably older. WESD's computers will not run new releases of many current software programs, including Windows, Microsoft Office and Read 180, as well as several other educational software titles that are presently in use. Additionally, as resource demands continue to expand, computers' processing speed diminishes significantly. Furthermore, aging technology equipment requires a substantially greater allocation of technology maintenance resources.

Having recognized the necessity of seeking additional technology funding, District administration charged the WESD Technology Committee with conducting a thorough technology needs assessment and suggesting identified technology components that could be included in a capital override election, should one be called by the Governing Board. The committee completed their assigned task during the spring of 2011, whereupon several stakeholder focus and discussion groups were held to elicit feedback regarding a possible capital override. Based on participants' responses (*Attachment B*), WESD administration recommended that a November 2011 capital override election would not be in the District's best interest; however, acknowledging that a future capital override would be both necessary and inevitable, efforts were initiated to educate staff, parents and community members regarding the current role of technology in K-8 education.

During the spring of 2012, the WESD Capital Override Task Force was organized to consider the feasibility of proposing that the Governing Board call for a capital override election in November 2012. This diverse group of stakeholders earnestly followed the District's decision-making model. Members conducted significant research and participated in several lengthy discussions. Only after considerable analysis and personal soul-searching were they able to reach a consensus decision to recommend calling for a WESD capital override election in the amount of \$55 million (rounded to \$7.8 million per year for seven years), to take place in November 2012.

The following attachments are included as part of this Governing Board agenda item:

- *Attachment A – WESD State Capital Funding Five-Year Trend*
- *Attachment B – June 9, 2011 WESD Governing Board Agenda Item Summary: Update Regarding Possible Capital Override Recommendation*
- *Attachment C – Arizona School Finance General Overview*
- *Attachment D – Capital Override Election History*
- *Attachment E – WESD Strategic Action Plan – Technology Plan – 2011-2014*
- *Attachment F – Arizona Department of Education Overview of State Educational Technology Standards*
- *Attachment G – Technology Needs that Could be Met with Funding Generated by a Successful \$55 Million Capital Override Election*
- *Attachment H – What Will Happen: Three Scenarios Regarding a Possible WESD Capital Override Election*
- *Attachment I – Resolution Calling for Election*
- *Attachment J – WESD Capital Override Communication Plan*
- *Attachment K – Estimated Capital Override Technology Implementation Timeline*
- *Attachment L – Conceptual Technology Training Plan*
- *Attachment M – Capital Override Election Frequently Asked Questions*
- *Attachment N – Sample Images of Capital Override School Display Boards*

Capital Override Election Recommendation

I. Identify the issue from the perspective of involved stakeholders.

Issue:

In order to adequately prepare WESD students for success in high school, college and the workplace, they must acquire and master 21st century skills. Critical among 21st century skills are those related to information, media and technology. WESD's current technology infrastructure, however, can no longer support the District's instructional nor its operational needs.

WESD's most recent computer refresh was in 2006, and some District computers are over 10 years old. Current computers will not run new releases of many software programs that are presently in use, including Windows, Microsoft Office, Read 180, as well as several other educational software titles.

WESD sought to proactively address technology's rapid evolution through technology life cycle management and migration plans. Budgetary constraints resulting from the State's withholding of nearly \$44 million in capital funding from WESD during the past five years, however, has prohibited the District from implementing such plans.

If the District is to provide technology to meet both its instructional and operational requirements, another significant funding source must be identified. Arizona Revised Statute §15-481 grants public school district governing boards the authority to call for a capital override, a special election in which voter approval is sought for a secondary tax levy to pay for capital needs, including technology requirements, that cannot be met by a district's regular capital budget. During the past 18 months, WESD has actively explored the feasibility of recommending that a capital override election be called.

Involved Stakeholders:

A broad spectrum of stakeholders has been involved throughout the capital override exploratory process:

- The WESD Technology Committee, comprised of parents, teachers, program coaches, Management Information Systems Department staff, school administrators and District administrators, met seven times during the winter and spring of 2011. The group was charged with identifying technology needs throughout WESD and suggesting technology components to include in a capital override election, if the Governing Board were to call for said election.
- During April and May 2011, several meetings were convened to gauge the level of stakeholder support for a possible capital override. Four focus groups were held, one of which included PTO members (four parents, two teachers, one principal) from Cholla Middle School; the second focus group included parents from various WESD schools; the third group included 12 local Kiwanis meeting attendees; and the fourth was made up of nine neighborhood business owners. Two additional meetings were held with the

Washington District Education Association and the WESD Planning and Steering Council, respectively, during which information was presented and discussed.

- The WESD Capital Override Task Force was organized in February 2012 to consider the viability of having the District hold a capital override election in November 2012. Task force members included parents, community members and District employees.

II. Identify the options or alternatives that address the issue, including an option to maintain the status quo, utilizing the efficient and sufficient use of research and data. For each option, identify advantages and disadvantages.

Research/Data:

Capital Override Task Force members considered the following research/data:

- Overview of school finance in Arizona (*Attachment C*)
- Impact of recent state capital funding deficit history on WESD (*Attachment A*)
- General information about capital overrides, including statutory details, property tax implications, election history in neighboring districts (*Attachment D*)
- WESD's consideration, to date, of proposing a capital override election, including the June 9, 2011 update presented to the WESD Governing Board regarding a possible capital override recommendation (*Attachment B*)
- Current WESD Technology Strategic Action Plan (*Attachment E*)
- Overview of Arizona Educational Technology Standards (*Attachment F*)
- Technology needs identified by the WESD Technology Committee (*Attachment G*)
- Foundation and skills for 21st century education
- Role of technology in education
- Restrictions regarding use of District resources for elections

Options:

Members of WESD's Capital Override Task Force considered five options related to a possible capital override election, and they identified the advantages and disadvantages of each:

- Option A: Maintain the status quo, i.e., do not call for a WESD capital override election.

Advantages	Disadvantages
No additional burden to taxpayers	Hurts kids
Might increase likelihood of passing future M&O override	Ultimately, will hurt WESD. People will find other options → will lose students → loss of ADM → loss of funding → impact on neighborhoods
Saves District the cost of an election	Will be known as district that doesn't keep up or advance
	In long-term, will cripple us
	If wait, will intrude on M&O override

- Option B: Call for a WESD capital override election in the amount of \$21 million (\$3 million per year for seven years), to take place in November 2012.

Advantages	Disadvantages
Would be something	Wouldn't do "anything" - hard to motivate voters
Could be more palatable to voters with regard to dollar amount	What is there to market?
State has no access to this money	New tax

- Option C: Call for a WESD capital override election in the amount of \$35 million (\$5 million per year for seven years), to take place in November 2012.

Advantages	Disadvantages
State has no access to this money	Would require several years to refresh computers
Dollar amount may be more palatable to voters (than larger amount)	At end of 7 years, would be back to current situation
More "bang for the buck" than \$21 million	"Maintaining" is not what WESD does
Puts something in every classroom	More non-working equipment in process of rolling out
Will allow for technology growth	Could take teachers out of comfort zone
Will support instruction for <u>many</u> teachers	New tax
Will facilitate differentiation of instruction	
Might be easier to pass future renewal of capital override	

- Option D: Call for a WESD capital override election in the amount of \$55 million (rounded to \$7.8 million per year for seven years), to take place in November 2012.

Advantages	Disadvantages
Closer to dollar amount that state has shorted us	Can't be sure that infrastructure will support technology by end of 7 years
Doing it for kids in the classroom	
Would allow computer replacement at all schools within two years; impact of override would be evident throughout the District	
Governor's proposal would enable us to direct more money to technology	

- **Option E:** Call for a WESD capital override election in the amount of \$68 million (rounded to \$9.7 million per year for seven years), to take place in November 2012.

Advantages	Disadvantages
Equates to 2 lattes or 1 movie ticket per month	Voters have already approved K-3 and M&O overrides, as well as bond. For \$100,000 house, cost is \$250 per year, not including capital override
State has no access to this money	Some perceive this to be the riskiest option
This would allow kids to get something out of this early on	Foreclosures + elderly + unemployment in community = tough sell
Would refresh equipment 2 times	
"Go for the gold" - if putting forth effort, go for the maximum	
Opportunity might be more attractive to potential campaign donors	

III. Prepare a cost-benefit analysis/cost assessment of each option.

The following table, excerpted from page 22 of WESD's 2009-2012 Local Education Agency Strategic Long Range Technology Plan, identifies the current funding sources used to finance District technology.

Source	Amount	Period Available	Status	Purpose and Restrictions
E-rate	\$1,095,479	Yearly	Minimum funds needed for Internet, LAN/WAN and support agreements. Conditional to acceptance of the application	Currently 79% discount on E-rate applicable items. Meant to fund Internet, Internal connections and maintenance on applicable items.
M & O	\$974,870	Yearly	Dependent upon school and district NCLB goals, plans and projects	As part of their responsibilities, Language Acquisition Mentor/Technology Integration Specialists provide content, technology integration training and support at schools
Soft Capital	\$446,361	Yearly	Dependent upon district curriculum goals, plans and projects	Purchase of computers and other technologies to expand access and replace outdated equipment
Title IID	\$89,000	Yearly	Dependent upon school and district NCLB goals, plans and projects	Professional development training stipends for integrated technology lesson development and training

- **Option A:** Maintain the status quo, i.e., do not call for a WESD capital override election.
Cost Analysis: Funding for technology would be limited to the sources identified in the above table.

- Option B: Call for a WESD capital override election in the amount of \$21 million, to take place in November 2012.
Cost Analysis: In addition to the funding sources identified in the above table, this option could generate technology funding of \$3 million per year for seven years.
- Option C: Call for a WESD capital override election in the amount of \$35 million, to take place in November 2012.
Cost Analysis: In addition to the funding sources identified in the above table, this option could generate technology funding of \$5 million per year for seven years.
- Option D: Call for a WESD capital override election in the amount of \$55 million, to take place in November 2012.
Cost Analysis: In addition to the funding sources identified in the above table, this option could generate technology funding of \$7.8 million per year for seven years. This funding level would be sufficient to meet the technology needs that were identified by WESD's Technology Committee and that are outlined in *Attachment G*.
- Option E: Call for a WESD capital override election in the amount of \$68 million, to take place in November 2012.
Cost Analysis: In addition to the funding sources identified in the above table, this option could generate technology funding of \$9.7 million per year for seven years.

IV. Seeking stakeholder feedback when relevant and/or necessary.

Stakeholder feedback was sought throughout the 18-month exploratory period that preceded this recommendation. Stakeholders, including parents, community members and staff, have been members of the WESD Technology Committee, capital override focus and discussion groups and the Capital Override Task Force.

V. Use conclusion(s) to develop a rationale and prepare recommendation(s) to present to the Governing Board for action.

Conclusions:

WESD's Capital Override Task Force members struggled to develop a recommendation, not because of dissension within the group, but because of members' collective acknowledgement of inherent ethical conflicts. They agreed that District technology needs are significant, and those needs cannot be met given current funding limitations. They agreed that WESD is responsible for providing educational opportunities that prepare "all students to become responsible, successful contributors to our diverse society." They also agreed that WESD's commitment to fiscal responsibility requires that economic conditions within the community be considered before contemplating any initiative that will impact residents' tax liability.

Task force members were asked the following question: “If neither cost nor political/election/campaign implications were issues in the discussion regarding refreshing/expanding technology in WESD, would you support a WESD technology refresh/expansion? Why or why not?” One hundred percent of the members present responded affirmatively, and they provided the following as rationale:

- *It is not adequate for children to learn technology on their own.*
- *Technology is the wave of the future and of the present.*
- *Technology gives children more options and opportunities.*
- *Children will learn better using technology because it is something they want to do.*
- *Having current technology would make us competitive as a district.*
- *Teachers are more effective when they have necessary tools and resources, including technology.*
- *We need to help children become appropriate consumers of technology.*
- *Technology is becoming a necessity.*
- *I don't know how we could do business in the District without technology.*
- *We need to maintain current technology; however, our current technology is actually the technology of 2005 so it requires more maintenance.*

A more comprehensive recap of conclusions is provided as *Attachment H*.

Recommendation:

Members of the WESD Capital Override Task Force reached a consensus decision to recommend Option D, as presented.

Therefore, it is recommended that the Governing Board adopt the Resolution (*Attachment I*) ordering and calling a special capital outlay override election to be held in and for Washington Elementary School District No. 6 of Maricopa County, Arizona, on November 6, 2012; providing for notice of the election, the conduct of the election, the printing of ballots, the canvassing of the election and compliance with the Voting Rights Act. In addition, it is recommended that the Governing Board adopt the informational publications associated with this Agenda item, as well as the non-interactive WESD Web site page on which capital outlay override-related information is posted. It is further recommended that the Governing Board declare the deadline for submitting arguments “for” and “against” the election to the Maricopa County School Superintendent as of August 10, 2012 at 5:00 p.m.

Next Steps:

- If the Governing Board calls for a November 2012 capital override election, the proposed
- District communication plan (*Attachment J*) will be implemented, and external campaign support is expected to be provided by the Invest in Education! political action committee (PAC), chaired by Lookout Mountain parent Sandy Mendez Benson. Other community members have committed to serving on the PAC, including Jackie Sarlo, a Lookout Mountain parent and director of business development and marketing for Snell & Wilmer.
- To ensure readiness for prompt action should the Governing Board call for a November 2012 capital override election and should that election be successful, an estimated capital override

technology implementation timeline (*Attachment K*) and a conceptual technology training plan (*Attachment L*) have been developed.

Additional Attachments:

- *Attachment M*, Capital Override Election - Frequently Asked Questions
- *Attachment N*, Sample Images of Capital Override School Display Boards

Washington Elementary School District
STATE CAPITAL FUNDING (5-year trend)

Funding Source: Building Renewal			
Fiscal Year	Formula Allocation = funds WESD was supposed to have received from the State	Revenue Received = actual funds WESD received from the State	Unfunded Amount = difference between what WESD was supposed to have received and what WESD actually received from the State
2007-08	\$6,034,492	\$1,368,618	(\$4,665,874)
2008-09	\$6,034,492	\$0	(\$6,034,492)
2009-10	\$6,034,492	\$0	(\$6,034,492)
2010-11	\$6,034,492	\$0	(\$6,034,492)
2011-12	\$6,034,492	\$0	(\$6,034,492)
Total Unfunded (\$28,803,842)			
BUILDING RENEWAL funding was intended to maintain and renovate buildings and to upgrade internal systems. The formula allocations indicated for 2008-09 through 2011-2012 are <u>estimates</u> based on the actual 2007-08 allocation; because the AZ Legislature has not funded the Building Renewal program at all since 2007-08, no <u>actual</u> annual allocation calculations have been provided to WESD for 2008-09 through 2011-12.			

Funding Source: Soft Capital			
Fiscal Year	Formula Allocation = funds WESD was supposed to have received from the State	Revenue Received = actual funds WESD received from the State	Unfunded Amount = difference between what WESD was supposed to have received and what WESD actually received from the State
2007-08	\$5,203,234	\$5,203,234	\$0
2008-09	\$5,086,373	\$4,553,443	(\$532,930)
2009-10	\$4,940,977	\$1,343,858	(\$3,597,119)
2010-11	\$4,862,362	\$800,000	(\$4,062,362)
2011-12	\$4,685,211	\$0	(\$4,685,211)
Total Unfunded (\$12,877,622)			
SOFT CAPITAL funding is used primarily to purchase classroom furniture and equipment, as well as textbooks and instructional aids.			

Funding Source: Unrestricted Capital			
Fiscal Year	Formula Allocation = funds WESD was supposed to have received from the State	Revenue Received = actual funds WESD received from the State	Unfunded Amount = difference between what WESD was supposed to have received and what WESD actually received from the State
2007-08	\$5,220,809	\$5,220,809	\$0
2008-09	\$5,103,554	\$5,103,554	\$0
2009-10	\$4,957,666	\$4,957,666	\$0
2010-11	\$4,872,362	\$4,872,362	\$0
2011-12	\$4,701,036	\$2,530,077	(\$2,170,959)
Total Unfunded (\$2,170,959)			
UNRESTRICTED CAPITAL funding is a flexible funding source. Each year, WESD has used a portion to maintain salaries in the Maintenance and Operations (M&O) fund while budgets have been decreasing. The remainder has been used to offset the funding losses in the other capital funds.			

RECAP: UNFUNDED CAPITAL - WESD - FY08-FY12

Funding Source	Unfunded Amount
Building Renewal	(\$28,803,842)
Soft Capital	(\$12,877,622)
Unrestricted Capital	(\$2,170,959)
TOTAL	(\$43,852,423)

As the information above shows, over the past five years, the Washington Elementary School District has NOT received nearly \$44 million of allocated capital funding from the State of Arizona... money that could be used on buildings, buses, textbooks and most of all, technology.

TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: June 9, 2011

AGENDA ITEM: Update Regarding Possible Capital Override Recommendation

INITIATED BY: WESD Technology Committee SUBMITTED BY: Susan J. Cook, Superintendent

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, ARS §15-481

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

During the February 23, 2009 Governing Board Study Session, Superintendent Dr. Susie Cook acknowledged a need and presented a timeline for prospective ballot measures, including a possible capital override in 2011. In response, Board members suggested that Dr. Cook's advised ballot measures timeline be followed.

The authority to call for a capital override, i.e., a special election to request voter approval to exceed a school district's capital outlay revenue limit, is granted to school district governing boards according to Arizona Revised Statute §15-481. Funded through a secondary property tax, a capital override lasts a maximum of seven years. If it is not reapproved by voters, funding is phased out during the final two years of the override.

To date, Washington Elementary School District (WESD) has not requested a capital override; however, several issues prompted the District's recent consideration of such a measure:

- Between fiscal years 2007-2008 and 2011-2012, the State has withheld over \$43 million in capital funding from WESD. Resulting budgetary constraints have prevented implementation of the District's technology life cycle management and migration plans.
- WESD's most recent computer refresh was in 2006, and some District computers are up to 10 years old. WESD's computers will not run new releases of many current software programs, including Windows, Microsoft Office and Read 180, as well as several other educational software titles that are presently in use. Additionally, as a result of expanding resource demands, WESD computers run increasingly more slowly as time elapses.

SUMMARY AND RECOMMENDATION

No action required.

Superintendent _____

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

Update Regarding Possible Capital Override Recommendation

June 9, 2011

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The WESD Technology Committee, comprised of parents, teachers, program coaches, MIS staff, and site- and District-level administrators, met seven times during the spring of 2011. The group was charged with identifying technology needs throughout the District and suggesting technology components for inclusion in a capital override, should one be called by the Governing Board. Committee members divided identified technology needs into three broad categories: student/classroom needs, school safety needs and District needs. Furthermore, they proposed four possible override budget levels ranging from \$2 million to \$5 million per year for seven years.

In order to gauge the level of stakeholder support for a possible capital override, feedback was sought from the following groups:

<u>Date</u>	<u>Constituents</u>	<u>Meeting Format</u>
4/26/2011	WDEA members	Presentation followed by discussion
5/09/2011	Cholla PTO members	Focus group
5/12/2011	Parents from various WESD sites	Focus group
5/17/2011	Planning and Steering Council members	Presentation followed by discussion
5/19/2011	Community Kiwanis members and guests	Focus group
5/25/2011	Local business owners	Focus group

Based on constituents' responses, a list of capital override advantages, disadvantages and challenges was generated:

- Advantages
 - Technology needs are real and immediate.
 - If we ask voters for a capital override and it fails, at least we will have tried to address District technology issues; if we don't ask, we definitely will not succeed.
 - Constituents were struck by the amount of capital funding that has been withheld from WESD; many commented that if the District had received said funding, there would be no need to go to the voters.
 - Constituents appreciate the importance of technology for children, and they acknowledge that it should be kept up to date; they recognize that current WESD computers have reached their shelf life.
 - Parents who attend WESD's Parent University may be a captive audience with whom basic school finance information could be shared.
 - The business community was more supportive of technology than members of other focus groups.
 - Constituents agree that technology is necessary, but they don't want to pay for it.
 - Time may not help us meet the challenges pertaining to an override; those challenges will always exist.
 - A capital override election would be an educational process regardless of its outcome.
 - Uniting resources with other districts, e.g., Phoenix Union, Paradise Valley, etc., could be advantageous.
- Disadvantages
 - Glendale Union High School District is planning a bond election in November 2011.
 - Voters are weary of WESD's recent ballot measures (voter fatigue).
 - Other tax issues, particularly Proposition 100, have caused voter confusion and frustration.
 - Who would campaign for the passage of a capital override? A relatively small group of people are called upon repeatedly to provide support for District ballot measures. Constituents support the idea of technology, but they don't want to help pass a capital override.
 - There is a sense that many constituents regard a capital override as the District's obligation, rather than a group responsibility.
 - Some constituents claim that technology is not being used currently; therefore, why should additional technology be purchased?
 - Teachers need further technology training.
 - Some aspects of technology are regarded as wants rather than needs.

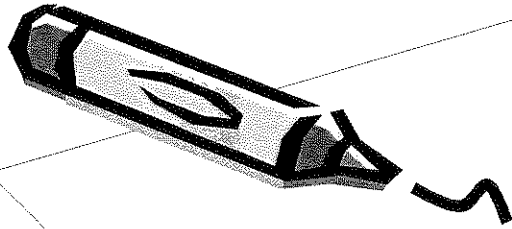
Update Regarding Possible Capital Override Recommendation

June 9, 2011

Page 3

- District staff doesn't know enough to advocate for a capital override.
- The *Invest in Education!* political action committee doesn't want to lose a ballot measure; members don't want to invest time and money if a loss is likely.
- The capital override would be a new tax.
- Challenges
 - Constituents need to be educated; they are likely to be more supportive if they are provided information.
 - Many constituents do not realize that funds from bonds and overrides go directly to schools.
 - Constituents' demands for transparency and oversight must be met.
 - Blocked Internet sites are of concern to some, balanced by the need to protect children from cyber predators.
 - Constituents need to be educated about vocabulary related to school finance, e.g., the meaning of a capital override and the differences among a K-3 override, an M&O override, a bond, and a capital override.
 - Some constituents don't realize that WESD Web site school pages are updated at the school level and more support needs to be provided in order to create more engaging school web pages.
 - Some constituents don't understand issues pertaining to SMART Board installation and the issues associated with asbestos abatement.
 - Constituents present mixed messages about Internet access and use by children.
 - People tend to care about technology as it relates to them, at their particular school, e.g., sound systems. Issues such as class size eclipse technology in terms of importance.
 - Families are not accessing technology; those who can afford technology equipment and access have unfair advantages over those who cannot.
 - Some believe that providing a computer device for each child would constitute "enabling" behavior. If students value technology education, they will go to public libraries to use computers.
 - Technology is a tool, not a replacement for good teaching.
 - Etiquette is lacking among some technology users.
 - Some believe that technology is impeding other skills.
 - Constituents are not clear regarding their technology priorities, e.g., students vs. infrastructure; however, members of the Planning and Steering Council appreciate the importance of infrastructure and suggest that the technology needs identified by the Technology Committee be integrated.
 - Some regard technology purchases as frivolous spending.
 - Electronic textbook costs are currently high, and not all textbooks are available electronically.
 - Teachers tend to not use technology unless it is convenient.
 - There is apathy about technology among some constituents.
 - Some constituents believe that technology itself should not be taught; it should just be used to teach the curriculum.
 - We need to focus on campaign strategies that utilize technology, that reach the broadest audience, and that create corporate partnerships.

After having considered the disadvantages, as well as the many related challenges, of pursuing a capital override, it is the opinion of District administration that a November 2011 capital override election would not be in the District's best interests. Realizing, however, that a future capital override is both necessary and inevitable, plans are being implemented to prepare for that circumstance. Educating District staff, parents and community members about technology and its role in education will be a priority during the 2011-2012 school year. The topic will be discussed during weekly Administrative Leadership Team meetings, and it will be the focus of a monthly Capital Override Committee meeting with Dr. Cook. The identified challenges will be addressed appropriately, and hands-on technology learning opportunities will be encouraged among students, staff, parents and community members throughout the District.



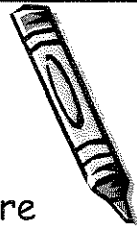
Arizona School Finance

General Overview



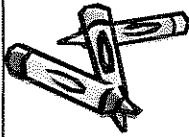
School Finance

- School district budgets are funded according to limits set by the Legislature each year. These limits are based on a per student amount.
 - These budget limits are funded by primary property taxes and state aid.
- Some items can be budgeted outside these limits with voter approval. (*overrides, bonds*)
 - These items are funded by secondary property taxes.



Base Support Level (BSL)

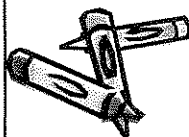
- Equalization formula in place since the early 1970s
- Includes the average daily membership of full-time students enrolled in a district.
- No matter where a child lives in our state, he receives the exact same amount of base funding as every other child.



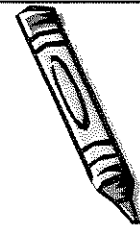
"Weights" Added to the Base

- Added to the base support level are additional funds for more costly types of instruction. These are "weights" for:

Special Education
English Learners
K-3 Students*



*There used to be a weight for Kindergarten to pay for Full-Day Kindergarten. That was eliminated in 2010.



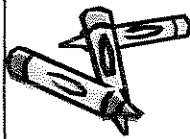
Capital Funding Formulas

- There is a formula to calculate Soft Capital.

Unweighted Student Count X Soft Capital Allocation

- WESD uses Soft Capital funding for items such as textbooks, classroom furniture and equipment, other instructional aids.

*FY2012 allocation is \$4,685,211 -
actually funded is \$0.00*



Capital Funding Formulas

- There is another formula to calculate Capital Outlay Revenue Limit (CORL)

*Unweighted Student Count X Capital Outlay Base X CORL
Growth Factor*

- WESD uses this funding for furniture, equipment, computers, buildings, other items that last a while.



Capital Funding

- Capital funds are typically not allowed to be used for anything but capital items.
- The only exception to this rule is the ability to transfer CORL to M&O during the budget adoption process each year.



Local Extras (outside the limits)

- School districts are allowed to increase their funding through voter approved overrides and bonds.

M&O Overrides = 15% of Revenue Control Limit*

Capital Overrides = 10% of Revenue Control Limit

Bonds

*In 2010, the State passed a law that ended the K-3 Override possibility for future elections, and increased the maximum amount of an M&O Override from 10 to 15%



Revenue Control Limit

- Weighted Student Count is multiplied by the Base Level amount.
- Adjust the Base Level by TEI multiplier (based on teacher experience).

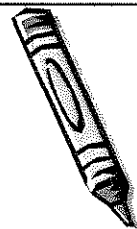
Add:

- Transportation Support Level - based on number of students being transported and number of miles per eligible student.
- These amounts are all added together to determine the Revenue Control Limit for a school district.



How Does the Override Affect the Tax Rate?

- Overrides are funded from the secondary property tax levied to taxpayers.
- All money collected from taxpayers through the secondary tax rate is deposited into district accounts to fund voter approved overrides and debt service (bonds).



How Does the Override Affect the Tax Rate?

- The secondary tax rate has increased over the last two years in WESD because the assessed valuation in the district has decreased.
- The cost to a taxpayer may vary depending on whether the value of their home increased or decreased.
- The Capital Override will be a new levy and will increase the total levy.

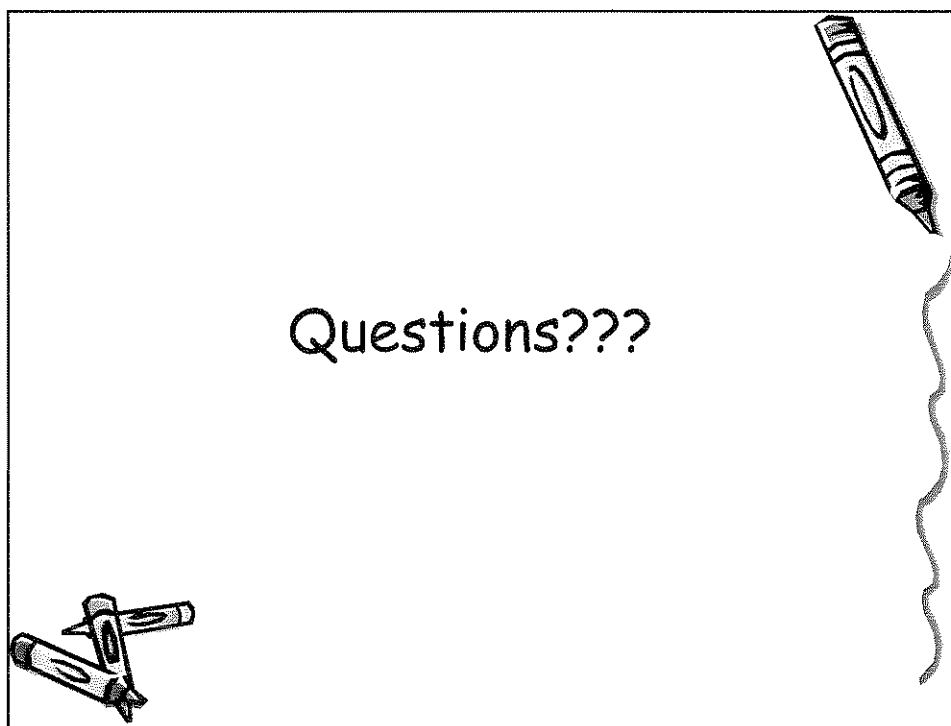
ESTIMATED HOMEOWNER IMPACT OF WESD CAPITAL OVERRIDE -

\$7.8 million per year (approximately \$55,000,000 total)

(This amount is based on February 2012 assessed valuation and estimated revenue control limit amounts)

Listed below are various assessed values of homes and the estimated cost of the Capital Override to the homeowner in the 2013-14 fiscal year.

	2013-14	2013-14	2013-14	2013-14
Home Estimated Assessed Value	100,000	92,020	184,040	276,060
Homeowner Rate	0	0	0	0
Adjusted Assessed Value	10,000	9,202	18,404	27,606
Assessed Value per \$100	100	92	184	276
Secondary Tax Rate for WESD Capital Override	0.6639	0.6639	0.6639	0.6639
Secondary Homeowner Tax Amount for WESD Capital Override	\$ 66.39	\$ 61.09	\$ 122.18	\$ 183.28



CAPITAL OVERRIDE ELECTION HISTORY

		pass %
November 6, 2007		
Agua Fria Union	fail	40.0%
Cave Creek Unified	fail	37.9%
Fountain Hills Unified	pass	61.0%
Gilbert Unified	pass	50.9%
Kayenta Unified	pass	88.8%
Littleton Elementary	fail	43.8%
Pendergast Elementary	fail	39.0%
Roosevelt Elementary	fail	45.4%
Sahuarita Unified	pass	51.3%
Scottsdale Unified	pass	61.0%
Tempe Union	fail	44.4%
November 4, 2008		
Catalina Foothills Unified	pass	51.7%
Coolidge Unified	fail	47.2%
Florence Unified	pass	51.5%
San Carlos Unified	pass	81.0%
Tempe Union	pass	52.2%
November 3, 2009		
Amphitheater Unified	fail	49.0%
Fowler Elementary	fail	37.6%
Madison Elementary	pass	58.6%
Thatcher Unified	fail	43.6%
Tuba City Unified	pass	91.3%
Tucson Unified	fail	38.8%
November 2, 2010		
Kyrene Elementary	fail	49.9%
Laveen Elementary	fail	49.9%
Riverside Elementary	pass	54.8%
Saddle Mountain Unified	fail	40.4%
Santa Cruz Valley Union	fail	41.2%
Tolleson Elementary	fail	49.7%
November 8, 2011		
Creighton Elementary	fail	45.2%
Kyrene Elementary	pass	50.5%
Paradise Valley Unified	pass	50.1%
Phoenix Union	fail	48.9%
Saddle Mountain Unified	fail	41.3%
Tolleson Elementary	fail	37.2%

Summary of Class B Bond and Capital Outlay Override Election Results 1999 - 2011									
Class B Bonds				Capital Outlay Overrides*				Difference Between Bond Yes and Override Yes	
Year	No. of Questions	Percent Approved	Amount Approved	No. of Questions	Percent Approved	Amount Approved	Annual Amount		
1999	8	88%	\$ 179,145,000	4	75%	\$ 10,055,174			9.8%
2000	5	100%	\$ 77,900,000	1	0%	\$ -			21.8%
2001	7	86%	\$ 167,538,000	2	0%	\$ -			3.2%
2002	12	100%	\$ 352,335,000	3	33%	\$ 1,802,000			18.2%
2003	9	89%	\$ 403,010,000	11	55%	\$ 12,736,000			12.4%
2004	17	100%	\$ 753,585,000	5	40%	\$ 5,300,000			19.7%
2005	28	89%	\$ 1,133,955,000	14	79%	\$ 40,175,939			6.6%
2006	27	100%	\$ 1,227,255,000	9	22%	\$ 4,050,000			10.7%
2007	16	81%	\$ 496,610,000	11	45%	\$ 21,351,348			8.1%
2008	12	100%	\$ 356,615,000	4	75%	\$ 9,785,000			12.8%
2009	13	92%	\$ 280,130,000	4	25%	\$ 4,600,000			6.5%
2010	13	77%	\$ 513,080,000	7	29%	\$ 1,100,000			15.7%
2011	14	71%	\$ 733,880,000	6	33%	\$ 12,708,000			10.3%
TOTAL	181	92%	\$ 6,675,038,000	81	47%				10.8%
Even Yrs	86	98%		29	34%				
Odd Yrs	95	86%		52	54%				
Total number of districts that have passed at least one bond or capital override since 1999:									
	107			27					

*Includes only overrides funded by property taxes. Beginning in 2005, amounts include renewals of previously-approved overrides. Rev. 11/30/11

Capital Override Elections

Challenges and Successes of Other School Districts

In even calendar years approximately 34% of capital overrides have been approved by voters.

In odd calendar years approximately 45% of capital overrides have been approved by voters.

In general, over the last five years the percent of capital overrides approved has ranged from 22%-45% - the exception of November 2008 when 75% of the capital override questions were approved by voters.

Several school districts have had overrides in place since 1998 and 1999, yet have experienced failed initiatives recently. Why did they feel voters failed initiatives recently and why did they pass in subsequent years?

- Local economy – cost to taxpayers scrutinized more in an uneasy economy. Some districts moved items from an existing override into bond with a shorter debt payment schedule. This lowered the amount of capital override – then the override passed.
- Assumptions by the district that the community still understood the needs and wanted to continue – should have communicated needs and reasons for a continuing override just as much as if it was a new override. Some districts experienced success the second time after increased communication and education within the community.
- Many failed in 2007 which was the first year for the permanent early voter list – this greatly increased the number of voters that submitted early ballots. Communication and education for voters was not soon enough to reach these voters.

Other districts have identified needs each of the last few years and voters have not supported a capital override. They still have the capital needs, but have decreased the amounts or created a more focused agenda. What communication strategies have been implemented to better inform voters?

- Performed surveys of the community to determine level of knowledge regarding the needs in the District and where people stood in support of override initiatives.
- Created a group (headed by the IT department) to meet with parent groups and inform them about specific needs to be addressed with the override dollars and answer questions related to how it would affect classroom instruction.
- Developed a committee to include parents, community members, administration, and teachers. This committee completely understood the “why” of calling a capital override and helped formulate what needs could be met by a capital override.

In general the following were mentioned as recommended strategies to inform voters of the District needs so they have a complete understanding of why we are asking them to help support our capital plan.

- Don't forget to share information with retirement communities and other community members that may not be connected to the schools directly. They are most often the early voters and would appreciate information early in the process in order to make their decision.
- Community members wrote letters weekly in local publications to try to increase the understanding of needs at their local school.

Washington Elementary School District
Strategic Action Plan
2011–2014
Technology Plan
Updated July 2011

Vision: The Washington Elementary School District is committed to achieving excellence for every child, every day, every opportunity.

Mission: The mission of the Washington Elementary School District is student achievement, preparing all students to become responsible, successful contributors to our diverse society.

Values That Are Relevant to This Plan:

- We value open and honest communication.
- We value the health, safety and welfare of our students, parents, community and staff.
- We value parents as children's first and best teachers.
- We value providing equal educational opportunities for all students to achieve physically, intellectually, emotionally and socially.
- We value teaching and learning that integrate academics, fine arts, health, physical fitness and extracurricular activities in a technologically-enriched environment.
- We value teachers who teach by example, principals who lead by example and support staff who serve by example.
- We value dedicated educators who mentor others to develop successful professional learning communities.
- We value professional development that directly impacts student achievement.
- We value schools that are student-friendly, parent-friendly and community-friendly.
- We value building relationships between each school and the community it serves.
- We value the commitment and contributions of all members of our diverse school community – students, parents, community and staff.
- We value our community, which entrusts us to responsibly manage the fiscal resources of the District.

Washington Elementary School District Strategic Action Plan 2011–2014
Technology Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Average Daily Membership (ADM)				
1.1 WESD ensures accuracy of ADM data.	Audit the process through which ADM is performed. All areas of ADM will follow the same reporting and accountability measures to ensure accurate reporting.	<ul style="list-style-type: none"> Director of Management Information Systems (MIS) ADM Support Staff District-wide 	<ul style="list-style-type: none"> Reduction in reporting errors Successful internal audit trails 	Ongoing
1.2 WESD meets current Student Accountability Information System (SAIS) reporting requirements.	Monitor changes to the SAIS reporting requirements, and adapt to accommodate them.	<ul style="list-style-type: none"> ADM Support Staff District-wide 	<ul style="list-style-type: none"> All required SAIS information is reported, and requirements are met. 	Ongoing
1.3 WESD ADM staff members are effectively supporting the ADM function.	Organize WESD ADM support staff in a manner that maximizes the efficiency of reported data.	<ul style="list-style-type: none"> ADM Staff Supervisors 	<ul style="list-style-type: none"> Staff are optimizing time and providing adequate support to all areas of ADM. Data entry is as efficient and error-free as possible. 	Ongoing
1.4 WESD has developed ADM online applications for accurate and efficient data entry.	Develop supporting online applications and automated student information system population; these applications will help with the data entry process.	<ul style="list-style-type: none"> MIS Programmers Director of MIS 	<ul style="list-style-type: none"> Applications are functioning and operational. Any enhancements requested are processed and implemented expeditiously. 	Ongoing
1.5 WESD has implemented Genesis, the District's new student information system, and ADM support staff members District-wide have been trained.	Install the new student information system, train system users and implement the system District-wide.	<ul style="list-style-type: none"> ADM Support Staff District-wide MIS Staff 	<ul style="list-style-type: none"> The new student information system is in use District-wide. 	Accomplished 2010-2011
2.0 Community/Parent Access				
2.1 WESD maintains current and cultivates new partnerships in adult literacy connections.	Meet with each service provider; provide a vision for partnership.	<ul style="list-style-type: none"> Director of Communication Services Assistant Superintendent for Academic Services 	<ul style="list-style-type: none"> School facility use records Increase in number of partnerships 	Ongoing
2.2 WESD provides	Develop and institute an online parent	<ul style="list-style-type: none"> Director of MIS 	<ul style="list-style-type: none"> Portal is online and operational. 	August 2011-

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appropriate, secure online parent access to student data.	portal to allow access to appropriate student information.			August 2012
2.3 WESD ensures the effective use of technology to promote parental involvement and increase communication with parents.	<ul style="list-style-type: none"> • Provide online school/District calendars of events. • Utilize PhoneMaster system to provide out-dial school-to-home communications and homework hotlines. • Provide an Internet Web site to disseminate information to parents. 	<ul style="list-style-type: none"> • Director of MIS • Director of Communication Services • Assistant Superintendent for Academic Services • Principals 	<ul style="list-style-type: none"> • Records of hits on District Web site • Records at schools/District of out-dials and hotline access 	Ongoing
2.4 WESD, when appropriate, makes facilities available to the community to support life-long learning.	Make District and school computer lab facilities available to the community for life-long learning.	<ul style="list-style-type: none"> • Principals • Enrichment Program and Facility Use Coordinator • Phoenix Parks and Recreation 	<ul style="list-style-type: none"> • Registration records for Academic Support Department programs • 21st Century grant attendance records 	Ongoing
3.0 Fiscal Management				
3.1 WESD applies annually for E-rate funding for technology initiatives.	Apply annually for E-rate to fund Internet, switch support and service contracts, telephone, WAN lines, new equipment, and applicable software, as needed.	• Director of MIS	<ul style="list-style-type: none"> • E-rate is accepted or denied. • Forms 470 and 471 are filed on time. 	Ongoing
3.2 WESD reserves budget and funding to finance new computers annually.	Reserve no less than \$600,000.00 per year to provide new computers for the computer labs.	<ul style="list-style-type: none"> • Director of Business Services • Director of MIS 	<ul style="list-style-type: none"> • New computers are purchased and installed. 	Ongoing, budget permitting
3.3 WESD reserves budget funds to meet annual financial requirements in support of Technology Plan initiatives.	Review the Technology Plan; during the budget planning process, reserve budget money for the next fiscal year.	<ul style="list-style-type: none"> • Director of Business Services • Director of MIS • Director of Curriculum 	<ul style="list-style-type: none"> • Budget money in place to support Technology Plan initiatives 	Ongoing
3.4 WESD reviews network devices, servers and computers annually to ensure they are current.	Conduct an annual assessment of the District's network infrastructure, and present results to the District Technology Committee.	• Director of MIS	<ul style="list-style-type: none"> • Technology Committee minutes • Replacement and upgrading of network equipment 	Ongoing
3.5 The WESD Technology Committee reviews the Technology Plan to	Meet four times annually to ensure that the Technology Plan is being followed.	• District Technology Committee	<ul style="list-style-type: none"> • Technology Committee minutes 	Ongoing

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ensure implementation is proceeding correctly.					
4.0 Infrastructure/Hardware/Software					
4.1 WESD provides students with e-mail access.	<ul style="list-style-type: none"> Establish criteria for product evaluation. Review surrounding districts and Internet products per criteria. 	<ul style="list-style-type: none"> Director of MIS Assistant Superintendent for Academic Services 	<ul style="list-style-type: none"> Student e-mail is provided through gaggle.net, upon a teacher's request. 	December 2011	
4.2 WESD has implemented a teacher resource server for sharing and compiling lesson plan and classroom resources.	Research and implement/purchase/install software to allow teachers to share lesson plans and classroom resources from an online resource.	<ul style="list-style-type: none"> Director of MIS Assistant Superintendent for Academic Services 	<ul style="list-style-type: none"> Teachers posting and retrieving plans by grade and topic from a Web-based server in the District 	Spring 2013	
4.3 WESD maintains a ratio of one computer per three students.	Keep an accurate count of computers and student attendance, and ensure the state of Arizona ratio is met.	<ul style="list-style-type: none"> Director of MIS 	<ul style="list-style-type: none"> Evidence of having monitored equipment retires, purchases and transfers to ensure that accurate inventory records are kept 	Ongoing	
4.4 WESD maintains at least eight data drops and one telephone drop per classroom.	Inspect each new classroom to ensure that it has the appropriate number of data and telephone drops.	<ul style="list-style-type: none"> Director of MIS 	<ul style="list-style-type: none"> Evidence of having conducted two walk-throughs annually to account for newly added classrooms 	Ongoing	
4.5 WESD reviews and evaluates state and federal technology standards twice annually to ensure compliance.	Review No Child Left Behind (NCLB), Arizona Department of Education (ADE), E-rate and any other relevant technology standards.	<ul style="list-style-type: none"> Director of MIS Assistant Superintendent for Academic Services 	<ul style="list-style-type: none"> Comparison of findings to current District technology 	Ongoing	
4.6 WESD continues to provide current computer technology.	Review ages of computers District-wide, and target computers for replacement.	<ul style="list-style-type: none"> Director of Business Services Director of MIS 	<ul style="list-style-type: none"> Rotation schedule for new computers Replacement records for existing computers 	Ongoing, budget permitting	
4.7 WESD reviews technology annually to ensure configurations are correct and classroom needs are met.	Conduct walk-throughs to ensure that technology needs are being addressed throughout the District.	<ul style="list-style-type: none"> Director of MIS 	<ul style="list-style-type: none"> All sites and services are working properly. 	Ongoing	
4.8 WESD procures and installs WAN links for site connectivity and stability.	Compare and select the best carrier to provide at least a 100mg fiber connection to each site.	<ul style="list-style-type: none"> Director of MIS 	<ul style="list-style-type: none"> Each site has a fiber connection in place. Network stability and reliability have increased. 	Accomplished 2010-2011	
4.9 WESD purchases and	Review and purchase fax server	<ul style="list-style-type: none"> Director of 	<ul style="list-style-type: none"> Fax server is operational. 	Accomplished	

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installs fax server software and hardware.	software/hardware.	Business Services • Director of MIS	2010-2011
4.10 WESD upgrades District software, as needed.	Evaluate and document existing software, and update it, as needed. Ensure that a proper policy is in place for further acquisition of software.	<ul style="list-style-type: none"> • Director of MIS • Assistant Superintendent for Academic Services • Software Committee 	<ul style="list-style-type: none"> • Software is up-to-date, and new software purchased is effective and planned.
4.11 WESD provides technology for Master Plan projects.	Review and implement technology needs for all upcoming WESD construction projects.	<ul style="list-style-type: none"> • Director of MIS • Director of Capital Projects and Maintenance 	<ul style="list-style-type: none"> • Technology has been implemented in new and renovated facilities.
4.12 WESD continues to support SMART Board technology.	Purchase and install a SMART Board in each classroom, and train teachers appropriately.	<ul style="list-style-type: none"> • Director of MIS • Director of Business Services • Assistant Superintendent for Academic Services • Software Committee 	<ul style="list-style-type: none"> • Every classroom has a SMART Board.
4.13 WESD ensures effective data transfer to and from Genesis and other application databases.	Work with departments to ensure all required data is being sent to and from Genesis and required databases such as <ul style="list-style-type: none"> • Edulog; • WinSnap; Complete • Munis; Complete • Phonemaster; Complete • Assessment applications. 	<ul style="list-style-type: none"> • Director of MIS • Systems and Programming Supervisor • Department Personnel for Appropriate Applications 	<ul style="list-style-type: none"> • Data is flowing properly to and from Genesis and other application databases, and WESD's related needs are being met.
4.14 WESD has installed and configured remaining Genesis functionality.	Configure, train and put into production the remaining element of Genesis: <ul style="list-style-type: none"> • Grade books; • Report cards; • Parent Portal; • Genesee (SPED); • Transportation plan (developed); • Gifted Application. Complete 	<ul style="list-style-type: none"> • Director of MIS • Technology Trainers • Academic Services Department 	<ul style="list-style-type: none"> • All new features have been implemented and are ready to use.

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5.0 Student Use				
5.1	WESD ensures that all students have educational opportunities to achieve academic success through proven strategies of research-based practices.	Provide time and support for teachers to collaboratively plan the infusion of computer-based and other technologies into academic lessons.	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services 	<ul style="list-style-type: none"> • Program coach logs • Training sign-in sheets • Classroom observations – formal and informal • Lesson plans integrating technology • Teacher use of integrated technology lessons posted on Intranet • Student to computer ratio (currently 4:1) documentation • Extended computer lab hours beyond the school day/year
5.2	WESD meets the Technology Education Standards of the Arizona Academic Standards.	Improve student access to computer-based technologies.	<ul style="list-style-type: none"> • Director of MIS • Principals 	Ongoing
5.3	WESD supports innovative practices that lead to increased student achievement, especially supporting the AZ Reads Initiative.	Continue to monitor the state standards, and revise/update District technology curriculum, as necessary to remain in compliance.	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services 	Ongoing
5.4	WESD provides technological resources that reflect scientifically based research and best practices focused on improving student	Continue offering a variety of professional development delivery models, including coaching, site and District training, and one-on-one mentoring, with a focus on curriculum integration.	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services 	Ongoing
		Provide training on SuccessMaker, Accelerated Reader, READ 180, Dynamic Indicators of Basic Early Literacy Skills (DIBELS), and other District-adopted reading programs.	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Principals • Director of MIS 	<ul style="list-style-type: none"> • Logs of professional development activities at schools and District • Copies of training materials • Student assessment results
		Acquire additional computer equipment, i.e., wireless mobile lab, for easy availability in content area classrooms.	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Director of Business 	<ul style="list-style-type: none"> • Records of purchase orders • Installation logs • Reports to Technology Committee, Governing Board, Regional Facilities Councils, and superintendent

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achievement.		Acquire additional presentation equipment (e.g., LCD projectors, electronic presentation boards).	Services		
			<ul style="list-style-type: none"> • Director of MIS • Assistant Superintendent for Academic Services • Director of MIS • Director of Nutrition Services 	<ul style="list-style-type: none"> • Records of purchase orders • Installation logs • Reports to Technology Committee, Governing Board, Regional Facilities Councils, and superintendent 	
5.5 WESD encourages the development and utilization of innovative strategies for the delivery of specialized or rigorous academic courses and curricula through the use of technology.		<ul style="list-style-type: none"> • Utilize video content from United Streaming via the IDEAL partnership. • Fully implement the math content software that was recently acquired as part of the mathematics adoption. • Support other curriculum-based software, as appropriate. 	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Director of MIS • Principals 	<ul style="list-style-type: none"> • Records of purchase orders • ASSET utilization reports • Intel class rosters • Reports to Technology Committee, Governing Board, Regional Facilities Councils, and superintendent 	Ongoing
5.6 WESD ensures that students with special needs have their needs addressed through technology, when appropriate.		<ul style="list-style-type: none"> • Provide assistive technology (equipment/software) to students with special needs. • Provide training for teachers and students on the use of adaptive technology. 	<ul style="list-style-type: none"> • Director of Special Services • Director of MIS • Assistant Superintendent for Academic Services 	<ul style="list-style-type: none"> • Inventory records • Media Services records • Special Services records of equipment placement • Training records • Class rosters • Training materials 	Ongoing
5.7 WESD encourages innovative practices to support equity.		<ul style="list-style-type: none"> • Provide professional development for teachers that encourages innovative practices to support equity, e.g., "Customized and Differentiated Instruction" class. • Increase access to computers, and replace outdated equipment. • Provide all students equal access to educational technology. 	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Director of MIS 	<ul style="list-style-type: none"> • Training records • Class rosters • Training materials • Inventory records 	Ongoing
5.8 WESD ensures that all students are technologically literate by the end of eighth grade.		<ul style="list-style-type: none"> • Evaluate the technology curriculum to ensure it is in compliance with Arizona standards. • Assess student performance annually through a District-designed technology assessment. 	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Principals 	<ul style="list-style-type: none"> • WESD technology curriculum • WESD student technology assessment results 	Ongoing
5.9 WESD ensures equal technology access for all		<ul style="list-style-type: none"> • Ensure that all students have continued access to individual computers and that 	<ul style="list-style-type: none"> • Assistant Superintendent 	<ul style="list-style-type: none"> • WESD Technology Master Plan 	Ongoing

Updated July 2011

Washington Elementary School District Strategic Action Plan 2011–2014
Technology Plan

students.	student access is in compliance with state standards. <ul style="list-style-type: none"> • Increase access to computers, and replace outdated equipment. 	for Academic Services <ul style="list-style-type: none"> • Principals • Director of MIS 		
5.10 WESD maintains current acceptable use policies.	Review acceptable use policies annually, and revise them, if necessary.	<ul style="list-style-type: none"> • WESD Legal Counsel • Planning and Steering Committee • Assistant Superintendent for Academic Services • District Technology Committee 	<ul style="list-style-type: none"> • Technology Committee minutes • New revisions to acceptable use policies 	Ongoing

Fiscal Resources:

- M&O Funds
- Capital Funds
- Soft Capital Funds
- E-rate Funds

Acknowledgement of Accomplishment (Celebrations):

- Recognition at Governing Board meetings
- Posting of ADE acceptance of WESD Technology Plan
- Technology Committee meetings
- Department and stakeholder meetings
- E-rate funding and acceptance annually

Accomplishments to Date:

- Revised WESD Electronic Information Services (EIS) policies
- Purchased 16-station mobile lab for every school in 2009
- Purchased and installed additional Read 180 computers, mobile lab carts and SMART Boards during 2010-2011
- Contracted with Edupoint Educational Systems, LLC for Genesis student information system (SIS); completed first year of Genesis use in 2010-2011
- Piloted Genesis grade book and report card programs at Maryland School
- Contracted with Edupoint Educational Systems, LLC for Genesee special education SIS module and Revelation Technology SIS module
- Upgraded WAN links
- Installed fax server

Updated July 2011

- Identified need for future capital override

Future Outcomes:

- Implement new technology training methods for staff, such as streaming video, webinars and online classes.
- Research and employ site-based technology implementation specialists.
- Ensure that all students become technologically literate by the end of eighth grade.
- Implement Genesee, the special education SIS module.
- Integrate Genesee with the technology currently used by the Transportation Department.
- Implement the Genesee parent portal.
- Implement the Genesee grade book and report card programs District-wide.
- Update and enhance WESD's Intranet and Internet sites.
- Submit WESD's new technology plan to the Arizona Department of Education by March 2012.

Educational Technology Standard Articulated by Grade Level

Strand 1: Creativity and Innovation

Every student should understand and use all concepts and skills from the previous grade levels. The standard is designed so that new learning builds on preceding skills.

Concept 1: Knowledge and Ideas

Use technology to generate knowledge and new ideas.

Concept 2: Models and Simulations

Use digital models and simulations to examine real-world connections, explore complex systems and issues, and enhance understanding.

Concept 3: Trends and Possibilities

Use technology to forecast trends and possibilities.

Strand 2: Communication and Collaboration

Every student should understand and use all concepts and skills from the previous grade levels. The standard is designed so that new learning builds on preceding skills.

Concept 1: Effective Communication Digital Interactions

Communicate and collaborate with others employing a variety of digital environments and media.

Concept 2: Digital Solutions

Contribute to project teams to produce original works or solve problems.

Concept 3: Global Connections

Create cultural understanding and global awareness by interacting with learners of other cultures.

ATTACHMENT F

Educational Technology Standard Articulated by Grade Level

Strand 3: Research and Information Literacy

Every student should understand and use all concepts and skills from the previous grade levels. The standard is designed so that new learning builds on preceding skills.

Concept 1: Planning

Plan strategies to guide inquiry.

Concept 2: Processing

Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.

Strand 4: Critical Thinking, Problem Solving and Decision Making

Every student should understand and use all concepts and skills from the previous grade levels. The standard is designed so that new learning builds on preceding skills.

Concept 1: Investigation

Identify and define authentic problems and significant questions for investigations.

Concept 2: Exploring Solutions

Plan and manage activities to develop solutions to answer a question or complete a project.

Educational Technology Standard Articulated by Grade Level

Strand 5: Digital Citizenship

Every student should understand and use all concepts and skills from the previous grade levels. The standard is designed so that new learning builds on preceding skills.

Concept 1: Safety and Ethics	Advocate and practice safe, legal, and responsible use of information and technology.
Concept 2: Leadership for Digital Citizenship	Demonstrate leadership for digital citizenship.
Concept 3: Impact of Technology	Develop an understanding of cultural, historical, economic and political impact of technology on individuals and society.

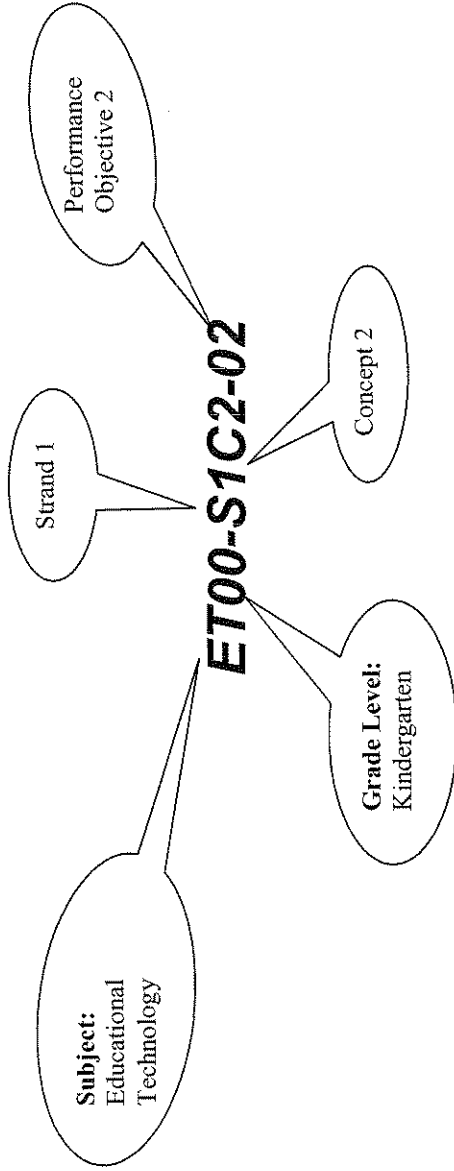
Strand 6: Technology Operations and Concepts

Every student should understand and use all concepts and skills from the previous grade levels. The standard is designed so that new learning builds on preceding skills.

Concept 1: Understanding	Recognize, define, and use technology processes, systems, and applications.
Concept 2: Applications	Select and use applications effectively and productively.
Concept 3: Problem Solving	Define problems and investigate solutions in systems and processes.
Concept 4: Transfer of Knowledge	Transfer current knowledge to learning new technologies.

Educational Technology Standard Articulated by Grade Level

Coding for Articulated Standards



Examples of Educational Technology items:

- ET04-S3C1-03 (Grade 4, Strand 3, Concept 1, PO 3)
- ETHS-S2C2-01 (High School, Strand 2, Concept 2, PO 1)

Connections are provided in the Educational Technology Standard where appropriate in the grade level documents (Resource Guide).
Examples of coding for other subjects are shown below:

Examples of Science items:

- SC01-S1C2-02 (Grade 1, Strand 1, Concept 2, PO 2)
- SCHS-S5C1-01 (High School, Strand 5, Concept 1, PO 1)

Examples of Social Studies items:

- SS01-S1C2-02 (Grade 1, Strand 1, Concept 2, PO 2)
- SSHS-S5C1-01 (High School, Strand 5, Concept 1, PO 1)

WESD Technology Needs that Could be Met with Funding Generated by a Successful \$55 Million Capital Override Election

Prototypical Classroom Technology

- Student wireless computing device assigned to each student in *grades 3 through 8*, for use at school and at home
- For *grades kindergarten through 2*, 6 fixed computers, with appropriately sized furniture
- Classroom computer management software
- Interactive white board
- Document camera
- Projector
- Classroom sound system, including voice augmentation
- Teacher station
- Integrated science laboratory technology

School-Based Technology

- Video production system
- Synchronized time system
- Bell/intercom system, managed through the data network
- Cameras, still and motion
- School sound systems
- Refreshing of all student computers, including those in computer laboratories and libraries

District-Wide Technology

- Updated network infrastructure and supporting resources
- Electronic books
- Electronic readers
- Learning management system/course management system
- Updated assessment tools

Other Technology Needs

- System management software
- Video conferencing system
- Distance learning laboratory
- Upgraded legacy software

WHAT WILL HAPPEN...?

IF WESD <u>DOES NOT</u> CALL FOR A CAPITAL OVERRIDE ELECTION IN NOVEMBER 2012	IF WESD <u>DOES</u> CALL FOR A CAPITAL OVERRIDE ELECTION IN NOVEMBER 2012, AND IT <u>IS</u> SUCCESSFUL	IF WESD <u>DOES</u> CALL FOR A CAPITAL OVERRIDE ELECTION IN NOVEMBER 2012, AND IT <u>IS NOT</u> SUCCESSFUL
Increased frequency and severity of equipment failures	Depending on dollar value of approved override, ability to refresh current technology and possible opportunity to expand/enhance technology	Possible perception by some stakeholders that technology is a low-priority need within the District
Increased equipment maintenance needs and costs; with additional funds budgeted to meet these needs, budget reductions would likely result in other areas	Enhanced resources available to teachers to differentiate/individualize instruction	Possible conclusion by some stakeholders that the District as a whole is not supported by voters
Progressively slower processing times	Possible enhancement of STEM opportunities throughout the District	Frustration, disappointment by stakeholders who supported the capital override campaign
Continued and expanded inability to load software updates; could ultimately result in discontinuing use of instructional software that is currently utilized in many schools; other instructional resources would have to be identified, purchased and implemented	Possible opportunities to provide community access to WESD technology training and resources outside of regular school hours	Possibility of WESD Governing Board calling for another capital override election in November 2013; possible convergence with M&O override election at that time
Overall reduction in District's operational productivity and efficiency, as well as instructional effectiveness and opportunities	Increased technology training/professional development needs for staff, particularly for teachers and instructional support employees	Perception by some stakeholders that WESD wouldn't have called for an election if it weren't necessary; realization that lack of voter support does not diminish need for technology funding
Increasingly greater challenge for teachers to align instruction with state technology standards	Development, communication and implementation of detailed technology-related action plans/timelines, including schedules for procurement, installation, training, etc.	PLUS, ALL OF THE ITEMS LISTED IN COLUMN #1

IF WESD <u>DOES NOT</u> CALL FOR A CAPITAL OVERRIDE ELECTION IN NOVEMBER 2012	IF WESD <u>DOES</u> CALL FOR A CAPITAL OVERRIDE ELECTION IN NOVEMBER 2012, AND IT <u>IS</u> SUCCESSFUL	IF WESD <u>DOES</u> CALL FOR A CAPITAL OVERRIDE ELECTION IN NOVEMBER 2012, AND IT <u>IS NOT</u> SUCCESSFUL
Reduced capability of WESD to adequately provide students with technology skills/concepts they will be expected to apply in high school	Ongoing need to update District policies, regulations and procedures to keep pace with technology enhancements	
Negative perceptions about WESD by (some) members of all stakeholder groups	Likely to be closer scrutiny of District's technological progress and increased demand for technology-related accountability by stakeholders	
Possible reduction in ADM as parents seek more state-of-the-art learning opportunities for their children	Possible reduced support by some voters for future District initiatives, e.g., M&O override renewal	
Possible inability to comply with mandate for common core online assessments		
Possible penalties for inability to meet federal and state online reporting requirements		
Possible negative impact on employee recruitment and retention		
Possible voter perception that District does not need capital funding for technology, i.e., if they needed it, they'd have asked voters for it		
No additional burden to WESD taxpayers		
No need for District to expend funds to cover cost of holding an election in November 2012		

RESOLUTION

RESOLUTION ORDERING AND CALLING A SPECIAL CAPITAL OUTLAY OVERRIDE ELECTION TO BE HELD IN AND FOR WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6 OF MARICOPA COUNTY, ARIZONA, ON NOVEMBER 6, 2012; PROVIDING FOR NOTICE OF THE ELECTION, THE CONDUCT OF THE ELECTION, THE ESTABLISHMENT OF A DEADLINE BY THE COUNTY SCHOOL SUPERINTENDENT TO SUBMIT ARGUMENTS "FOR" OR "AGAINST" THE OVERRIDE AUTHORITY, THE PRINTING OF BALLOTS, THE CANVASSING OF THE ELECTION AND COMPLIANCE WITH THE FEDERAL VOTING RIGHTS ACT.

WHEREAS, Arizona Revised Statutes ("A.R.S.") § 15-481, as amended, provides that if the proposed budget of Washington Elementary School District No. 6 of Maricopa County, Arizona (the "*District*"), will exceed the capital outlay revenue limit for the budget year, the Governing Board of the District (the "*Board*") shall order an override election to be held not less than ninety (90) days from the date of the order for the purpose of presenting the proposed budget to the qualified electors of the District who shall by a majority of those voting either affirm or reject the proposed budget increase; and

WHEREAS, the Governing Board of the District desires to order and call a special election for the purpose of requesting voter approval or disapproval of authority for the District to exceed its capital outlay revenue limit by the lesser of \$7,800,000 or ten percent (10%) of the District's revenue control limit per year for a period of not to exceed seven (7) years. The special election is to be held in and for the District on November 6, 2012 pursuant to the provisions of A.R.S. § 15-481 as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6 OF MARICOPA COUNTY, ARIZONA, THAT:

Section 1. Order of Election. A special capital outlay budget override election is hereby ordered to be held in and for this District on November 6, 2012, in the manner prescribed in A.R.S. § 15-481, and in conjunction with the Statewide general election to be held on such date, to submit to the qualified electors of the District the question shown on the form of official ballot in substantially the form attached to this resolution as *Exhibit A* and incorporated by reference herein. The District Superintendent or Business Services Director is authorized and directed to complete the budget estimates and insert the appropriate dollar amount and tax rate in the ballot and take such actions as are necessary to assist the County School Superintendent (the "*County School Superintendent*") and County Elections Department in performing their duties.

Section 2. Request to County School Superintendent. The Maricopa County School Superintendent is hereby requested to prepare an informational pamphlet and a sample ballot (the "*Informational Pamphlet*") for the District pursuant to A.R.S. § 15-481. The Informational Pamphlet shall be mailed to households within the District in which qualified electors reside, before the date of the election within the time period set forth in the applicable sections of A.R.S.

Section 3. Public Declaration: Submission of Arguments. The Governing Board publicly declares that: Pursuant to A.R.S. § 15-481, the County School Superintendent has established August 10, 2012 as the deadline for submitting arguments "for" or "against" the proposed increase in the budget. The statements must be received by the County School Superintendent on or before 5:00 p.m. on August 10, 2012. As required by statute, the District shall immediately post the August 10, 2012 deadline for submitting arguments in a prominent location on the District's website. A form of the notice requesting arguments "for" or "against", including the deadline for submitting arguments, is attached hereto as Exhibit B. The District Superintendent or Business Services Director is authorized to revise the form of notice hereto as necessary to comply with all applicable laws or any change of date by the County School Superintendent. The District Superintendent or Business Services Director is authorized to cause the publication of a notice requesting the filing with the County School Superintendent of arguments "for" or "against" with respect to the election.

Section 4. Conduct of Election; Contracts. The Board is hereby authorized to request the County School Superintendent and the County Elections Department to have ballots printed in substantially the form of Exhibit A and to deliver them to the election officials to be given to the qualified electors of the District appearing to vote in the special election as provided by law. The Board authorizes all expenditures as may be necessary to order, notice, hold and administer the special election. The District Superintendent or Business Services Director is authorized and directed to enter into a contract with the Maricopa County Recorder to obtain precinct registers for the election and to enter into an agreement with the Maricopa County Elections Department to conduct the election for the District. The Superintendent of the District shall cooperate with the County School Superintendent to insure proper administration of the election.

The President or member of this Board or the Superintendent or Business Services Director of the District and the District staff are hereby authorized to prepare and deliver or cause to be prepared and delivered to the County School Superintendent, on behalf of the District, the information necessary or appropriate to complete the Informational Pamphlet.

Section 5. Notice of Election. The County School Superintendent is requested to cause notices of the special election (the "Notice") to be posted not less than twenty-five (25) days before the election as required by law. The Notice will be in substantially the form attached hereto which is marked Exhibit C and incorporated by reference herein, together with the list of polling places established by the County Elections Department. The Notice is ordered to be given as provided by law.

Section 6. Early Voting. Early voting will be permitted at said election in accordance with the provisions of A.R.S. Title 16, Chapter 4, Article 8.

Section 7. Submission of Ballot. The Superintendent or Business Services Director is hereby directed to cause, at least eighty-five (85) days before the election, the draft ballot to be submitted to the Arizona legislative council for review and approval and shall be guided by said council's ruling.

Section 8. Precincts and Polling Places. For purposes of this election which may be held in conjunction with any county, city or special district election of any overlapping jurisdiction, the Board determines that the County election precincts will serve as the District election precincts, including any consolidation of such precincts as determined by the County Elections Department and the District's Superintendent or designee. The location of each polling place will be

determined by the County Elections Department, which will conduct the election on behalf of the District. The polls will open at 6:00 a.m. and will close at 7:00 p.m.

Section 9. Expenditure. The Board authorizes all expenditures as may be necessary to order, notice, hold and administer the special override election, which expenditures shall be paid from current operating funds.

Section 10. Voting Rights Act. In order to comply with the Voting Rights Act of 1965, as amended, the following proceedings pertaining to this election will be translated into Spanish, to-wit: ballot, notice, request for pro and con statements, Information Pamphlet, all voting materials and all voting instructions. The officers of the District and the County are further authorized and directed to take all action necessary to comply with the Voting Rights Act of 1965, as amended. If necessary, the District will also submit to the United States Attorney General information and procedures pertaining to the November 2008 unification election that included the District.

Section 11. Canvass. The County School Superintendent and the Chairman of the Board of Supervisors of the County are requested to and authorized to canvass the returns of the special override election within thirty (30) days of the election, as required by law.

Section 12. Other Actions. The Superintendent or the Business Services Director are authorized to take all necessary action to facilitate the election.

Section 13. Ratification. All actions of the members of the Governing Board, officers, employees and agents of the District which are in conformity with the purposes and intent of this resolution, whether heretofore or hereafter taken, shall be and are hereby ratified, confirmed, authorized and approved.

PASSED AND ADOPTED on June 14, 2012.

President, Governing Board

Exhibit A – Ballot
Exhibit B – Request for Arguments
Exhibit C – Notice of Election

EXHIBIT A

SAMPLE BALLOT – CAPITAL OUTLAY OVERRIDE

SPECIAL ELECTION

Washington Elementary School District No. 6
Maricopa County, Arizona - November 6, 2012

QUESTION

Shall the Governing Board of Washington Elementary School District No. 6 of Maricopa County, Arizona, adopt a budget which includes an amount that exceeds the capital outlay revenue limit specified by statute in the amount of the lesser of \$7,800,000 dollars or ten percent of the District's revenue control limit per fiscal year for fiscal year 2013-14 and the six fiscal years thereafter?

The amount of the proposed increase of the proposed budget over the alternate budget for fiscal year 2013-14 is estimated to be \$7,800,000.

Any budget increase authorized by this election shall be entirely funded by a levy of taxes upon the taxable property within this school district for the year in which adopted and for six subsequent years, shall not be realized from monies furnished by the state and shall not be subject to the limitation on taxes specified in Article IX, Section 18, Constitution of Arizona. Based on the current assessed valuation used for secondary property tax purposes, to fund the proposed increase in the school district's budget would require an estimated tax rate of \$0.66 per one hundred dollars of assessed valuation used for secondary property tax purposes and is in addition to the school district's tax rate which will be levied to fund the school district's capital outlay revenue limit allowed by law.

The capital improvements that are proposed to be funded through this override election are to exceed the State standards and are in addition to monies provided by the State.

Washington Elementary School District is proposing to increase its budget by not more than the lesser of \$7,800,000 or ten percent (10%) of the District's revenue control limit to fund capital improvements over and above those funded by the State. Under the Students FIRST capital funding system, Washington Elementary School District is entitled to State monies for building renewal, new construction and renovation of school buildings in accordance with State law.

BUDGET INCREASE, YES	<input type="checkbox"/>
BUDGET INCREASE, NO	<input type="checkbox"/>

[At the discretion of the County elections department, the question set forth above may be presented on the actual ballot in summary form, reading substantially as follows:]

A "yes" vote shall authorize the Washington Elementary School District Governing Board to adopt a budget which includes an amount that exceeds the District's capital outlay revenue limit by the lesser of \$7,800,000 or ten percent (10%) of the District's revenue control limit.

A "no" vote shall not authorize the Washington Elementary School District Governing Board to adopt a capital outlay budget which exceeds its capital outlay revenue limit.

EXHIBIT B

REQUEST FOR STATEMENTS "FOR" OR "AGAINST" THE SPECIAL ELECTION WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6

Washington Elementary School District No. 6 of Maricopa County, Arizona (the "District"), will hold a special capital outlay budget override election on Tuesday, November 6, 2012. The District seeks authorization to exceed its capital outlay budget by the lesser of \$7,800,000 or ten percent of the its revenue control limit. The estimated first year tax rate for the proposed capital outlay budget override is \$0.66 per \$100 of secondary assessed valuation. The Maricopa County School Superintendent will be preparing an information pamphlet that will be mailed to households of registered voters within the District. Any persons wishing to submit a statement "for" or "against" the capital outlay budget override question (not to exceed 200 words) may do so by mail or hand delivery of the statement to the Maricopa County School Superintendent's office, 4041 N. Central Avenue, Suite 1100, Phoenix, Arizona 85012; telephone: (602) 506-3978.

To be included in the information pamphlet, such statement must be received in the office of the Maricopa County School Superintendent on or before 5:00 p.m., August 10, 2012. Such statement must be signed and include the name of the school district, the author's name, the name of any entity submitting an argument, address and telephone number. The entity and author's name will be printed in the information pamphlet. The last day to register to vote in order to be eligible to vote in this election is Monday, October 8, 2012. For more information concerning the election, please contact Washington Elementary School District, 4650 W. Sweetwater Avenue, Glendale, Arizona 85304, telephone: (602) 347-2615.

Post on the District's website as soon as a Spanish translation is available.

EXHIBIT C

NOTICE OF SPECIAL ELECTION

TO THE QUALIFIED ELECTORS OF WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6 OF MARICOPA COUNTY, ARIZONA:

A special election will be held in Washington Elementary School District No. 6 of Maricopa County, Arizona, on November 6, 2012, at the following polling places:

<u>Precinct</u>	<u>Polling Place</u>
-----------------	----------------------

The polls will open at 6:00 a.m. and close at 7:00 p.m.

The purpose of the election is to permit the qualified electors of the District to vote on authorizing the District to exceed its capital outlay revenue limit for a period of not to exceed seven (7) years in an amount not to exceed the lesser of \$7,800,000 or ten percent (10%) of the District's revenue control limit per year. To fund the increase in the District's budget would require an estimated tax rate of \$0.66 per \$100 of secondary assessed valuation used for secondary property tax purposes. In future years the amount of the increase will be as provided by law.

Any qualified elector is eligible for early voting. Early voting materials may be obtained by contacting the Maricopa County Elections Department, 111 South Third Avenue, Phoenix, AZ 85003, (602) 506-1511.

For more information about the foregoing, please review A.R.S. §§ 15-481 and 15-482, or contact the Business Services Director, Washington Elementary School District at (602) 347-2615.

WESD Capital Override Communication Plan

Timing: June 15, 2012 - November 6, 2012 (if Governing Board calls for election)

ATTACHMENT J

Methodology	Audience									
	COMMUNITY	PARENTS/CHILDREN	PARTNERS/ POTENTIAL PARTNERS	AFFILIATED GROUPS (Foundation, SOS, PTAs/PTOs, Site Councils, Teacher Organizations)	GOVERNING BOARD	PRINCIPALS/ ADMINISTRATION	STAFF	BUSINESSES	GOVERNMENT ENTITIES	PRESS/MEDIA
WESD NEWS		X				X	X			
SCHOOL NEWSLETTERS		X								
SOCIAL MEDIA	X	X		X		X	X	X		
DIRECTED MEDIA/ PRESS RELEASES										
SCHOOL MARQUEES	X	X		X		X	X	X		
WEB SITE	X	X		X		X	X	X		
OUTDIALS										
UPDATED MESSAGE LINE										
FORMAL TOWN HALLS/FORUMS/ MEETINGS	X	X						X		
RECOGNITION AND THANK YOU EVENTS										
COFFEES/CHATS										
E-MAILS										
VIDEO/CD/DVD (ALSO ONLINE)	X	X		X		X	X	X		
MAILINGS										
OPEN HOUSES		X								
PARENT/TEACHER CONFERENCES		X								
POSTERS		X		X		X	X			
DR. COOK'S E-MAILS TO STAFF						X	X			
SCHOOL-BASED SPECIAL EVENT										
VIEWPOINTS/ LETTERS TO THE EDITOR										
FLYERS/POSTERS FOR LOCAL BUSINESSES	X							X		

Estimated Capital Override Technology Implementation Timeline

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Network Infrastructure	X				X	X	X
District Wide Wireless	X						
Intercom/Bells & Wireless Clocks	X				X	X	X
Document Cameras	X						
Classroom Voice Augmentation	X	X	X	X			
Presentation/Sound Systems	X	X			X	X	X
Projectors/SMARTboards	X	X					
Still/Motion camera per classroom	X						
Student Wireless Computing Devices	X	X	X	X			X
School Staff Computers and Student Labs	X	X	X	X			X

Year 1

Wireless Infrastructure – In order to support the wireless devices the infrastructure must first be put in at every school in the district.

Classroom SmartBoards – Starting the first year we will be continuing the SmartBoard rollout to the remaining classrooms. All classrooms should be complete by the end of year two.

Document Cameras – All remaining classrooms will be given document cameras.

Still/Motion Camera - All classrooms will receive a camera to use for both video and still pictures.

School Stages and Sound Systems - Only failing systems will be replaced during this phase of the override in order to provide as much funding for classroom technology as possible.

Critical School Network Infrastructure – Only failing infrastructure will be replaced during this phase of the override in order to provide as much funding for classroom technology as possible.

Years 1-4

School Computers – Over the first four years all schools will receive new computers to provide a one to one device ratio for students in grades 3-8. Additional computers for Grades K-2 and replacement labs will also be part of this rollout. Teacher and staff computers will be provided as well.

Classroom Voice Augmentation – Over the first four years all schools will receive voice augmentation in each classroom to assist in the learning environment.

Years 5-7

Network Infrastructure – All remaining school network Infrastructure will be replaced over this time period.

Intercom/Bells & Wireless Clocks - All remaining school intercoms will be replaced over this time period.

School Stages and Sound Systems - All remaining school stage and sound systems will be replaced over this time period.

Year 7

School Computers – At the end of the Override all schools will receive new computers to replace the first round of computers/devices provided at the beginning of the override. Teacher and staff computers will be provided as well. This process will take 1-2 years and is intended to provide the district with devices to last 4-5 additional years.

Conceptual Technology Training Plan

Years One Through Four

1. **Wireless device for each student in grade 3-8 classrooms** – classes on site and at DO following historical precedent – optimum classroom usage requires on-site, job embedded coaching, training and support.
2. **Projectors/SMART Boards in remaining classrooms** – classes on site and at DO following historical precedent – optimum classroom usage requires on-site, job embedded coaching, training and support.
3. **Document Cameras in remaining classrooms** – classes on site and at DO following historical precedent – optimum classroom usage requires on-site, job embedded coaching, training and support.
4. **Voice Augmentation Systems in all classrooms** – classes on site and at DO following historical precedent – optimum classroom usage requires on-site, job embedded coaching, training and support.
5. **Classroom Management Software in labs and maybe classrooms** – training by appointment after install with ongoing support.
6. **Still/Motion cameras in all classrooms** - self-paced instructions/classes at DO.
7. **Presentation/Sound System at each school (cafeteria)** – training by appointment after install with ongoing support.

Training Cost: \$250,000.00 for five additional Technology Instructional Coaches (one per school region).

Years Five Through Seven

1. **IP Video Distribution System** – classes on site and at DO following historical precedent – optimum classroom usage requires on-site, job embedded coaching, training and support.

Training Cost: \$250,000.00 for five additional Technology Instructional Coaches (one per school region).

Capital Override Election - Frequently Asked Questions

1. What is a capital override?

A capital override is a special election requesting voter approval for a secondary tax levy to pay for capital needs that cannot be met by a school district's regular capital budget.

Arizona Revised Statute §15-481 grants public school district governing boards the authority to call for a capital override election.

2. What will the capital override be used for?

Funds generated through a capital override election are targeted to meet technology needs throughout Washington Elementary School District, including the following:

Prototypical Classroom Technology

- *Student wireless computing device assigned to each student in grades 3 through 8, for use at school and at home*
- *For grades kindergarten through 2, 6 fixed computers, with appropriately sized furniture*
- *Classroom computer management software*
- *Interactive white board*
- *Document camera*
- *Projector*
- *Classroom sound system, including voice augmentation*
- *Teacher station*
- *Integrated science laboratory technology*

School-Based Technology

- *Video production system*
- *Synchronized time system*
- *Bell/intercom system, managed through the data network*
- *Cameras, still and motion*
- *School sound systems*
- *Refreshing of all student computers, including those in computer laboratories and libraries*

District-Wide Technology

- *Updated network infrastructure and supporting resources*
- *Electronic books*
- *Electronic readers*
- *Learning management system/course management system*
- *Updated assessment tools*

Other Technology Needs

- *System management software*
- *Video conferencing system*
- *Distance learning laboratory*
- *Upgraded legacy software*

3. Why is WESD asking voters to approve the capital override?

Immediately following WESD's most recent computer refresh in 2006, the District sought to proactively address technology's rapid evolution by developing a technology life cycle management and migration plan. In this plan, funds were budgeted each fiscal year to meet ongoing and anticipated technology needs. However, every year the State has withheld

substantial capital funding (see chart below). As a result of the nearly \$44 million capital funding deficit between fiscal years 2008 and 2012, funding has not been available to implement the technology life cycle plan.

Washington Elementary School District
STATE CAPITAL FUNDING (5-year trend)

Funding Source: <u>Building Renewal</u>				Funding Source: <u>Soft Capital</u>				Funding Source: <u>Unrestricted Capital</u>			
Fiscal Year	Formula Allocation = funds WESD was supposed to have received from the State	Revenue Received = actual funds WESD received from the State	Unfunded Amount = difference between what WESD was supposed to have received and what WESD actually received from the State	Fiscal Year	Formula Allocation = funds WESD was supposed to have received from the State	Revenue Received = actual funds WESD received from the State	Unfunded Amount = difference between what WESD was supposed to have received and what WESD actually received from the State	Fiscal Year	Formula Allocation = funds WESD was supposed to have received from the State	Revenue Received = actual funds WESD received from the State	Unfunded Amount = difference between what WESD was supposed to have received and what WESD actually received from the State
07-08	\$8,034,482	\$1,368,818	(\$4,665,874)	07-08	\$5,203,234	\$5,203,234	\$0	07-08	\$5,220,809	\$5,220,809	\$0
08-09	\$8,034,482	\$0	(\$8,034,482)	08-09	\$5,066,373	\$4,553,443	(\$532,930)	08-09	\$5,103,554	\$5,103,554	\$0
09-10	\$8,034,482	\$0	(\$8,034,482)	09-10	\$4,940,077	\$1,343,856	(\$3,597,130)	09-10	\$4,957,686	\$4,957,686	\$0
10-11	\$8,034,482	\$0	(\$8,034,482)	10-11	\$4,862,362	\$800,000	(\$4,062,362)	10-11	\$4,872,362	\$4,872,362	\$0
11-12	\$8,034,482	\$0	(\$8,034,482)	11-12	\$4,685,211	\$0	(\$4,685,211)	11-12	\$4,701,036	\$2,530,077	(\$2,170,959)
Total Unfunded (\$28,803,842)				Total Unfunded (\$12,877,622)				Total Unfunded (\$2,170,959)			
BUILDING RENEWAL funding was intended to maintain and renovate buildings and to upgrade internal systems. The formula allocations indicated for 2008-09 through 2011-12 are estimates based on the actual 2007-08 allocation because the AZ Legislature has not funded the Building Renewal program at all since 2007-08; no actual annual allocation calculations have been provided to WESD for 2008-09 through 2011-12.				SOFT CAPITAL funding is used primarily to purchase classroom furniture and equipment, as well as textbooks and instructional aids.				UNRESTRICTED CAPITAL funding is a flexible funding source. Each year, WESD has used a portion to maintain salaries in the Maintenance and Operations (M&O) fund while budgets have been decreasing. The remainder has been used to offset the funding losses in the other capital funds.			

RECAP: UNFUNDED CAPITAL - WESD - FY08-FY12

Funding Source	Unfunded Amount
Building Renewal	(\$28,803,842)
Soft Capital	(\$12,877,622)
Unrestricted Capital	(\$2,170,959)
TOTAL	(\$43,852,423)

Aging technology devices and infrastructure are causing significant instructional and operational concerns:

- Current computers will not run new releases of many software programs that are presently in use, including Windows, Microsoft Office, Read 180, as well as several other educational software titles.
- Consistently greater resource demands are causing computer processing speeds to diminish exponentially as time elapses.

- *Technology maintenance needs continue to escalate as the District struggles to keep older equipment functioning.*

During the spring of 2011, WESD's Technology Committee identified technology needs throughout the District and suggested technology components to include in a possible capital override, if called for by the WESD Governing Board. Focus groups were then held as a means of gauging stakeholders' level of support for a possible capital override. Based on feedback from parents, community members, local business owners and WESD staff, it was concluded that while a capital override was clearly necessary, a November 2011 ballot initiative would not have been in the District's best interest.

A WESD Capital Override Task Force was convened in February 2012 to revisit the possible recommendation of a capital override election being called to take place this November. The group, which included parent, community, local business and staff representatives, thoroughly analyzed District technology needs and costs relative to the taxpayer impact of a capital override. They reached a consensus decision to recommend that a \$7.8 million per year capital override be called, to be put before voters in November 2012.

4. Why can't funding received from the State of Arizona pay for technology?

If WESD had actually received the capital funding that it had been allocated by the State during the past several years, that funding would have been used to pay for District technology. Unfortunately, without the nearly \$44 million in capital funding that the State withheld from WESD between FY2008 and FY2012 and with the slim likelihood of receiving allocated State capital funds in the foreseeable future, the District must pursue a local funding source to support technology needs. A capital override is that local source.

5. How much of the money requested would go to technology for students?

Student and classroom technology is the focus of the proposed capital override. In order to make that technology functional, however, it will be necessary to upgrade wireless and network infrastructure, such as servers, switches, routers, cabling, etc. Capital override funding is not earmarked for District administrative technology.

6. What schools and what grade levels would receive technology upgrades?

If the Governing Board calls for a capital override election and that election is successful, every school will receive technology upgrades, and the upgrades will be distributed equitably to each school. Every grade level will receive technology upgrades. For grades kindergarten through second, each classroom will receive six fixed computers, along with appropriately sized furniture. In grades third through eighth, each student will be assigned a wireless computing device to be used at school and at home.

7. When would my school see the benefits of a capital override?

If the Governing Board calls for a capital override election and that election is successful, every school will begin to benefit during the first year of the plan implementation. During year one, each classroom will receive a camera to use for both video and still pictures. Also, classrooms that are not currently equipped with a document camera will receive one. Beginning in year one and concluding in year two, classrooms that are lacking an interactive

white board will be equipped with one. Beginning in year one and concluding in year four, computers at all schools will be refreshed; additionally, each K-2 classroom will be equipped with six fixed computers, and each student in grades 3-8 will be assigned a wireless computing device to use while enrolled in a WESD school.

8. Does WESD currently have a capital override?

No. While many other Arizona public school districts have had capital overrides in place for several years, WESD has never before requested to increase the capital budget in this manner.

9. Would this be a new tax? How much would it cost me, the average homeowner?

Yes, this would be an additional levy of taxes since WESD has not previously utilized the option of a capital override. The average home in WESD is valued at \$92,000. The capital override cost for the owner of a home of this value would be approximately \$61.00 per year, with the override lasting for seven years.

10. If the WESD Governing Board calls for a capital override election, when will the election be held?

If the Governing Board calls for a capital override, the election will be held on Tuesday, November 6, 2012.

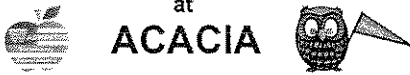
11. If the WESD Governing Board calls for a capital override election and the election is not successful, what will happen?

The following are some of the anticipated consequences should there be a failed WESD capital override election:

- *Increased frequency and severity of technology equipment failures*
- *Increased technology equipment maintenance needs and costs; with additional funds budgeted to meet these needs, budget reductions would likely result in other areas*
- *Progressively slower computer processing times*
- *Continued and expanded inability to load software updates; could ultimately result in discontinuing use of instructional software that is currently utilized in many schools; other instructional resources would have to be identified, purchased and implemented*
- *Overall reduction in District's operational productivity and efficiency, as well as instructional effectiveness and opportunities*
- *Increasingly greater challenge for teachers to align instruction with state technology standards*
- *Reduced capability of WESD to adequately provide students with technology skills/concepts they will be expected to apply in high school*
- *Possible reduction in ADM as parents seek more state-of-the-art learning opportunities for their children*
- *Possible inability to comply with mandate for common core online assessments*
- *Possible penalties for inability to meet federal and state online reporting requirements*
- *Possible negative impact on employee recruitment and retention*

Sample Images of Capital Override School Display Boards

Types of items that would be funded by CAPITAL OVERRIDE dollars



Prototypical Classroom Technology

- Student wireless computing device assigned to each student in *grades 3 through 5*, for use at school and at home
- For *grades kindergarten through 2*, 6 fixed computers, with appropriately sized furniture
- Classroom computer management software
- Interactive white board
- Document camera
- Projector
- Classroom sound system, including voice augmentation
- Teacher station
- Integrated science laboratory technology

School-Based Technology

- Video production system
- Synchronized time system
- Bell/intercom system, managed through the data network
- Cameras, still and motion
- School sound systems
- Refreshing of all student computers, including those in computer laboratories and libraries

WASHINGTON ELEMENTARY SCHOOL DISTRICT



Types of items that would be funded by CAPITAL OVERRIDE dollars



Prototypical Classroom Technology

- Student wireless computing device assigned to each student in *grades 7 and 8*, for use at school and at home
- Classroom computer management software
- Interactive white board
- Document camera
- Projector
- Classroom sound system, including voice augmentation
- Teacher station
- Integrated science laboratory technology

School-Based Technology

- Video production system
- Synchronized time system
- Bell/intercom system, managed through the data network
- Cameras, still and motion
- School sound systems
- Refreshing of all student computers, including those in computer laboratories and libraries

WASHINGTON ELEMENTARY SCHOOL DISTRICT



WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
 1st Reading
DATE: June 14, 2012
AGENDA ITEM: Renewal of Intergovernmental Agreement with the City of Phoenix for the Head Start Program and Approval of the WESD Head Start Program Planning 2012-2013
INITIATED BY: Diana Howsden, Director of Head Start Services SUBMITTED BY: Diana Howsden, Director of Head Start Services
PRESENTER AT GOVERNING BOARD MEETING: Diana Howsden, Director of Head Start Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Head Start
Budgeted: Yes

As the delegate agency for Head Start, the Washington Elementary School District (WESD) maintains an Intergovernmental Agreement (IGA) with the City of Phoenix, which is in effect through June 30, 2012. The new IGA will be in effect from July 1, 2012 through June 30, 2013 and specifies the amount of funding for Head Start as \$2,506,511.00 (the amount represents an increase of \$12,658.00 from the 2011-2012 IGA). The IGA provides the terms and conditions that allow WESD to plan and deliver early childhood program services to 588 children and families at 17 school sites. Attached is a copy of the IGA documents.

In accordance with the Head Start Program Performance Standard, 45 C.F.R. 1304.50 (d) (1) and 1304.50 (d) (1) (iv), the WESD Governing Board has the obligation and responsibility to periodically review and approve procedures for program planning. The WESD Head Start Program Planning 2012-2013 document is the "road map" for annual Head Start program planning.

The approval of the WESD Head Start Program Planning procedures is necessary for the District to remain eligible to receive Head Start funding through the City of Phoenix and is important in the periodic audit/review process. The Head Start Program Performance Standards and Other Regulations, which are rigorously enforced by the City of Phoenix Grantee personnel, require the District's Head Start Policy Committee and the Governing Board to develop and approve procedures for program planning. The WESD Head Program Planning 2012-2013 document is attached.

The IGA and Program Planning documents have been reviewed by District Legal Counsel. Although there are some changes to the agreement from the previous year, none result in any substantive changes to the obligations or performance of the District.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the renewal of the Head Start Intergovernmental Agreement with the City of Phoenix for the Head Start Program and authorize the Superintendent to execute the necessary documents. It is further recommended that the Governing Board approve the WESD Head Start Program Planning 2012-2013 document.

Superintendent 

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

Agenda Item III.B.



City of Phoenix
Human Services Department
INTERGOVERNMENTAL AGREEMENT (IGA)

Contract No. _____

This Intergovernmental Agreement (IGA) is hereby entered into by and between the City of Phoenix, a municipal corporation, acting through its Human Services Department, hereinafter referred to as the "City" AND Washington School District hereinafter referred to as "Contractor".

This document, together with the attached Standard Terms and Conditions, Special Terms and Conditions, Scope of Work, any attachments thereto, and amendments, shall constitute the entire agreement between the parties, and supercedes all other understandings, oral or written.

TERM OF AGREEMENT: 7/1/2012-6/30/2013 Amount: \$2,506,511

**FOR AND ON BEHALF OF
THE CONTRACTOR:**

Signature

Printed Name

Title

Date

**FOR AND ON BEHALF OF THE
CITY OF PHOENIX, a municipal corporation:
David Cavazos, City Manager**

Signature

[Handwritten initials] Deanna Jonovich
Printed Name

Human Services Director
Title

Date

ATTEST:

City Clerk

Date: _____

IGA DETERMINATION - CITY

This IGA, which is an agreement between public agencies, has been reviewed pursuant to A.R.S. §11-952 by the undersigned, who has determined that it is in the proper form and is within the power and authority granted under the laws of the State of Arizona to those parties to the Agreement represented by the City Attorney.

APPROVED AS TO FORM:

[Handwritten signature]

ACTING City Attorney

IGA DETERMINATION - CONTRACTOR

This IGA, which is an agreement between public agencies, has been reviewed pursuant to A.R.S. §11-952 by the undersigned, who has determined that it is in the proper form and is within the power and authority granted under the laws of the State of Arizona to those parties to the Agreement represented by the Public Agency Legal Counsel.

APPROVED AS TO FORM:

Public Agency Legal Counsel

This IGA shall be filed with the County Recorder and shall become effective as set forth in the agreement.

Page 1 of 1, Signature Page



City of Phoenix
Human Services Department

STANDARD TERMS AND CONDITIONS-Intergovernmental Agreement (IGA)

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Human Services Department

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City of Phoenix
Human Services Department

1. DEFINITION OF TERMS

As used in this contract, the terms listed below are defined as follows:

City means the City of Phoenix, Human Services Department who executes the contract.

City Funds means all sources of funds administered under this contract by the City including federal, state, and local.

Contractor means any person or entity who has a contract with the City.

Subcontract means any contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of this contract.

Capital Equipment means all vehicles, furniture, machinery, electronic data processing (EDP) equipment, software, and all other equipment costing \$5,000.00 or more with a useful life of greater than one year. This amount includes all normal and necessary expenses incurred to make the equipment ready for its intended use (e.g. taxes, freight, installation, assembly and testing charges, etc.). Capital equipment does not include real property (e.g. land, buildings, structures, or facilities' improvements).

Subrecipient means a non-Federal entity that expends Federal awards received from a pass-through entity to carry out a Federal program, but does not include an individual who is a beneficiary of such a program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

For-Profit Subrecipient means a non-Federal entity, established as a for-profit corporation, that expends Federal awards received from a pass-through entity to carry out a Federal program, but does not include an individual who is a beneficiary of such a program.

Vendor means a dealer, distributor, merchant, or other seller providing goods or services required for the conduct of a Federal program. These goods or services may be for the Contractor's own use or for the use of beneficiaries of the Federal program.

Vulnerable Adult means an individual who is eighteen years of age or older who is unable to protect himself from abuse, neglect or exploitation by others because of a physical or mental impairment.

2. COMPLIANCE WITH APPLICABLE LAWS

The Contractor shall comply with all applicable laws, ordinances, Executive Orders, rules, regulations, standards, manuals, and codes of the Federal, State, and Local governments whether or not specifically referenced herein. Specifically, the following apply:

2.1 NON-DISCRIMINATION: Contractor is prohibited from discriminating against any applicant, worker, employee, any member of the public, or recipients of benefits because of race, color, religion, sex, national origin, age, or disability nor otherwise commit an unfair employment practice. This includes, but not be limited to, employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.

Contractor further agrees to incorporate the preceding paragraph in all subcontracts, job-consultant agreements, or subleases of this agreement entered into by Contractor.

Specifically, the following non-discrimination laws apply:

Unless exempt under Federal law, Contractor shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination Act of 1975, the Rehabilitation Act of 1973, and State Executive Order No. 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, shall have equal access to employment opportunities.

Contractor shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment of qualified persons because of physical or mental disability.



City of Phoenix
Human Services Department

Contractor shall comply with the requirements of the Fair Labor Standards Act of 1938, as amended.

The Contractor shall comply with Title VI of the Civil Rights Act of 1964, which prohibits the denial of benefits of, or participation in, contract services on the basis of race, color, or national origin. In addition, Contractor shall take reasonable steps to ensure that individuals with limited English proficiency have meaningful access to the health and social services provided and that sufficient effective communication exists between Contractor and such individuals to assure such access.

The Contractor shall comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of disability, in delivering contract services; and with Title II of the Americans with Disabilities Act, and the Arizona Disability Act, which prohibits discrimination on the basis of physical or mental disabilities in the provision of contract programs, services, and activities.

Therefore, the following statement shall be included in all publications, forms, flyers, etc. that is distributed to recipients of contract services:

"Under the Americans with Disabilities Act, it is the policy of *(insert Contractor name here)* to make reasonable accommodations for persons with disabilities to allow them to take part or have access to its programs, services, or activities. Individuals with disabilities, who need accommodation, including auxiliary aids for effective communication such as sign language interpreters or enlarged print materials, are invited to make their needs and preferences known to: *(insert Contractor contact name/phone/TDD No. here)*"

Contractor shall comply with Title IX of the Education Amendments of 1972, 20 USC 1681-1683, 1685 and 1686 which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

- 2.2 SMOKING POLLUTION CONTROL MEASURES:** The Contractor shall be subject to the provisions of City Ordinance No. G-2865, as amended, "the Smoking Pollution Control Ordinance," effective July 1, 1986, A.R.S. § 36-601-01, and the Pro-Children Act of 1994, 20 USC 7183 (which prohibits smoking in any indoor facility or portion of a facility [owned, leased, or contracted for] used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18). These laws regulate smoking in places of employment and enclosed public places located within the City of Phoenix.
- 2.3 DRUG-FREE WORKPLACE:** The Contractor agrees to comply with the Drug-Free Workplace Act of 1988 (P.L. 100-690). This law requires contractors and subcontractors of federal funds to certify they will provide drug-free workplaces. This certification is a precondition to receiving a contract or grant.
- 2.4 LOBBYING:** The Contractor agrees to comply with the "Disclosure of Lobbying Activities" regulations (P.L. 101-121; 31 U.S.C. 1353). This law requires contractors and grantees of federal funds to certify that no federal funds are used for lobbying activities and provides for penalties for failure to provide this certification. This certification is a requirement for contracting.
- 2.5 DEBARMENT:** The Contractor agrees to abide by Executive Order 12549, Debarment and Suspension (34 CFR, Part 85, Section 85.510, Participant Responsibilities), published as Part VII of the May 26, 1988, Federal Register (pages 19159-19211).



City of Phoenix
Human Services Department

- 2.6 LEGAL WORKER:** As required by A.R.S. §41-4401, Contractor agrees to comply with all federal immigration laws and regulations that relate to its employees and/or subcontractors' employees, and their compliance with A.R.S. §23-214, subsection A. Contractor also agrees that any violation of this requirement shall be deemed a material breach of the contract that is subject to penalties up to and including termination of the contract. Contractor acknowledges that City retains the legal right to inspect the papers of its contractor or subcontractor employees that work on the contract to verify such compliance.
- 2.7 FEDERAL IMMIGRATION AND NATIONALITY ACT:** Contractor shall comply with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees during the contract term. Contractor shall maintain Employment Eligibility Verification Forms (I-9) as required by the U.S. Department of Labor. At the City's discretion, the City may request verification of compliance. If the Contractor does not comply with this requirement, the City retains the right to pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. Contractor shall bear all costs necessary to verify compliance.
- 2.8 CRIMES AGAINST CHILDREN:** Contractor shall comply with the requirements related to reporting to a peace officer or child protective services incidents of crimes against children as specified in A.R.S. §13-3620.
- 2.9 POLITICAL ACTIVITY:** Contractor shall comply with the requirements of the Hatch Act which restricts political activity of individuals employed by recipient or sub-recipients whose principal employment is in connection with an activity that is financed in whole or in part by grants made by the Federal agency.
- 2.10 BIOLOGICAL AGENTS & TOXINS:** Contractor shall comply with the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act) which prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.
- 2.11 SEAT BELT USE:** Pursuant to EO 13043 (4/16/1997), Increasing the Use of Seat Belts in the US, Contractors are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned.
- 2.12 NON SUDAN and IRAN:** Pursuant to A.R.S. §§35-391.06 and 35-393.06, Contractor certifies that it does not have a scrutinized business operation, as defined in A.R.S. §§35-391 and 35-393, in either Sudan or Iran.
- 2.13 FINGERPRINTING/BACKGROUND CHECK:** Contractor agrees to comply with A.R.S. § 46-141 (as may be amended), whose provisions are hereby incorporated in their entirety and made part of this contract. For reference, these provisions include, but are not limited to, that contracts entered into for the provision of services to juveniles or vulnerable adults shall provide that, as a condition of employment, personnel who are employed by the Contractor, whether paid or not, and who are required or allowed to provide services directly to juveniles or vulnerable adults, shall have a valid class one or class two fingerprint clearance card issued pursuant to Title 41, Chapter 12, Article 3.1, or shall apply for a class one or class two fingerprint clearance card within seven working days of employment.



City of Phoenix
Human Services Department

In addition, City of Phoenix Administrative Regulation 4.45 requires Contractors and/or its contract workers, if performing work for, or on behalf of the City, shall be required to obtain background checks.

City may allow all or part of the costs of fingerprint/background checks to be included as an allowable cost.

3.0 CONTRACT ADMINISTRATION AND OPERATION

3.1 RELATIONSHIP OF PARTIES/EMPLOYEE DISCLAIMER: The Contractor under this contract is an independent Contractor. Neither party to this contract shall be deemed to be the employee or agent of the other party to the Contract, and the rights and obligations of the parties shall be only those expressly set forth in this contract.

In addition, the Contract is not intended to constitute, create, give rise to, or otherwise recognize a joint venture agreement, partnership, or other formal business association or organization of any kind.

3.2 NOTICES: Notices to the Contractor required by this contract shall be made by the City to the authorized Contractor Representative designated to receive notices. Notices to the City required by this contract shall be made by the Contractor to the authorized City representative designated to receive notices. All notices shall reference the contract number.

3.3 RETENTION, INSPECTION, AUDIT, AND COPYING OF RECORDS: Consistent with Arizona Revised Statutes §35-214, the Contractor shall retain and contractually require each subcontractor to retain all data, books, accounts, reports, files, and other records relating to the performance of the Contract for a period of five years from the date of final payment under this contract, or if subject to Health Insurance Portability & Accountability Act which is six years from the date of final payment.

At any time during the term of this Contract and five years thereafter, the records of the Contractor or any subcontractor shall be subject to inspection, audit, and copying, by the City, and where applicable, the State or Federal government, at reasonable times, or produced at City Offices as designated by the City.

Contractor shall maintain service records in accordance with this contract, meet the following standards, and include at a minimum:

- A. Adequate identification of the service provided and each service recipient's application for contract and subcontract activities;
- B. Personnel records which contain applications for employment, job titles and descriptions, hire and termination dates, a copy of the fingerprint clearance card, wage rates, and effective dates of personnel actions affecting any of these items;
- C. Time and attendance records for individual employees to support all salaries and wages paid;
- D. Records of the source of all receipts and the deposit of all funds received by the Contractor;
- E. Original invoices, statements, sales tickets, billings for services, deposit slips, etc, and a cash disbursement journal and cancelled checks to reflect all disbursements applicable to this contract;
- F. A complete general ledger with accounts for the collection of all costs and/or fees applicable to the contract; and
- G. Copies of lease/rental agreements, mortgages and/or any other agreements which in any way may affect contract expenditures.

Any such records not maintained shall mandate an audit exception in the amount of the inadequately documented expenditures.



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3.4 AUDIT REQUIREMENTS: As part of the contract process, City will determine a sub recipient or vendor relationship and notify Contractor in writing within 30 days of commencement. Depending on this determination, one or more of the following audit requirements will apply:

A. Sub recipient - Federal Funds over \$500,000

In compliance with the Federal Single Audit Act (31 U.S.C. Section 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), Contractors designated as sub recipients, as prescribed by the President's Council on Integrity and Efficiency Position Statement No. 6, expending Federal Funds from all sources totaling \$500,000 or more, must have an annual audit conducted in accordance with the audit and reporting standards as prescribed in OMB (Office of Management and Budget) Circular A-133. The audit must include the Reporting Package as outlined in OMB Circular A-133 which requires the City's contract numbers and award amounts to be included in a separate schedule, if not included on the Schedule of Federal Financial Assistance. Contractor's auditor will certify the audit was conducted in accordance with OMB Circular A-133.

After completion of the audit, Contractor shall submit 2 copies of the Audit Report, Management Letter and Auditor's Opinion within thirty (30) days to the City representative designated to receive notices. Audit shall be completed within a reasonable time after the end of the contractor's fiscal year, but not later than nine months after the contractor's fiscal year in which the contract expires.

B. Sub recipient- Federal Funds under \$500,000

Contractors expending less than \$500,000 in Federal Funds from all sources are exempt from Federal audit requirements of A-133 for that year. However, an annual financial audit, performance audit, evaluations, inspections, or reviews may be required by the City.

C. For-profit Sub recipient

In accordance with OMB Circular A-133, for-profit sub recipients may be subject to applicable compliance requirements established by the City. Methods to ensure compliance for Federal awards made to for-profit sub recipients may include pre-award audits, monitoring during the contract, and post-award audits.

D. Vendor

To insure accountability of the delivery of all goods and services, Contractors designated as vendors, shall ensure that the procurement, receipt, and payment for goods and services comply with laws, regulations, and the terms of the contract.

3.5 EVALUATION AND MONITORING: The City may evaluate and the Contractor shall agree to cooperate in the evaluation of contract services. Evaluation may assess the quality and impact of contract services, either in isolation or in comparison with other similar services, and assess the contractor's progress and/or success in achieving the service requirements and deliverables set forth in this contract. The Contractor agrees that the City may monitor the contractor or subcontractor, in the services delivered, facilities maintained, and fiscal practices. Contractor shall cooperate in such efforts. Contractor shall participate in third party evaluations if the City retains an inspector to monitor the Contract.

3.6 VISITATION AND INSPECTION: Contractor's or subcontractor's facilities, services and individuals served, pertaining to the contract shall be available for visitation, inspection by the City and any other appropriate agent of the City, State, or Federal Government. At the discretion of the City, visitation and inspection may occur at any time during regular business hours, announced or unannounced. If the Department deems it to be an emergency situation, City may at any time visit and inspect the Contractor's or subcontractor's facilities, services and individuals



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served.

3.7 PROFESSIONAL STANDARDS: Contractor shall deliver contract services in a humane and respectful manner, and in accordance with any and all applicable professional accreditation standards. Levels of staff qualifications, applicable licenses, permits, and authority required must be maintained as presented in the contract.

3.8 CONFIDENTIALITY AND DATA SECURITY: Contractor shall observe and abide by all applicable City, State and Federal statutes, rules, and regulations regarding use or disclosure of information including, but not limited to personally identifying information/data, substance abuse, alcohol abuse, mental health, and/or HIV AIDS, concerning applicants for and recipients of contract services. To the extent permitted by law, Contractor shall release information to the City as required by the terms of this contract, by law, or upon request. In addition, Contractor shall acknowledge they are prohibited from releasing information to other independent parties, and from using the information for any purpose other than it was originally intended.

All data, regardless of form, including originals, images and reproductions, prepared by, obtained by, or transmitted to Contractor related to this Agreement is confidential, proprietary information owned by the City. Unless as specifically provided in this Agreement, the Contractor shall not disclose data generated in the performance of the service to any third person without the prior written consent of the City Manager, or his/her designee.

Contractor shall secure and protect personal identifying information, financial account information, or restricted City information, whether electronic format or hard copy, at all times to avoid unauthorized access. At a minimum, Contractor must encrypt and/or password protect electronic files and includes data stored on laptop computers, computerized devices, or removable storage devices. When this data is no longer required, Contractor shall redact or destroy the data through appropriate and secure methods that ensure it cannot be viewed, accessed, or reconstructed.

In the event that the data is believed to have been compromised, Contractor shall notify the Department Director immediately, and is prohibited from notifying the individuals affected by the breach without prior written consent of the City. Contractor shall agree to reimburse City for any costs incurred to investigate potential breaches of the data, and where applicable, the cost of notifying individuals that are affected by the breach. Contractor shall also acknowledge that it will be responsible for any costs the City incurs to defend itself, including attorneys' fees, and for monetary damages or penalties the City is assessed as a result of breaches of information resulting from Contractor's negligence.

Contractor further agrees to incorporate the preceding paragraph in all subcontracts, job-consultant agreements, or subleases of this agreement entered into by Contractor.

It is further agreed that a violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court and may result in immediate termination of this Agreement without notice.

3.9 COMPETITIVE BIDDING: If the purchase of supplies and equipment has been authorized in the contract, Contractor shall procure all such items at the lowest practicable cost and shall purchase all non-expendable items costing \$1,000 or more and having a useful life of more than one year, through a generally accepted and reasonable competitive bidding process. Any procurement in violation of this provision shall be considered a financial audit exception. Contractor shall expend City funds in a manner that would serve the public interest and honor the public trust.

3.10 CAPITAL EQUIPMENT:

A. If the contractor is authorized to purchase capital equipment or receives capital equipment



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from the City, it shall be itemized in the contract for utilization in the delivery of contract services. If capital equipment is purchased as authorized by this contract, the Contractor shall maintain complete and up-to-date inventory records for all capital equipment purchased hereunder. Capital equipment specifically designated to be purchased within this contract, in whole or in part with City funds, shall be reported in accordance with City inventory policies and procedures. The Contractor shall report capital equipment purchased with contract funds to the City within thirty (30) days of purchase and submit the capital equipment inventory form to the person designated by the City to receive notices, and shall perform an annual inventory of all capital equipment purchased with City funds or received from the City.

- B. The City shall retain an equitable interest equal to the purchase price paid, or a fair estimate or appraisal of current market value, whichever is less, in all capital equipment purchased under this contract. The City shall be included as a co-insured on any insurance policy that covers capital equipment purchased under this contract.
- C. The Contractor shall not dispose of any capital equipment purchased under this contract without the prior written consent of the City. Such consent, if given, may include direction as to the means of disposition and the utilization of proceeds, including any necessary adjustments to the contract.
- D. Upon termination of this contract, any capital equipment purchased under this contract shall be disposed of as directed by the City, and if sold, the City shall be compensated in the amount of its equitable interest.
- E. Contractors who are authorized to purchase computer hardware and/or software for use in contract services, or who receive donated hardware or software, must maintain a Computer Policy Manual defining regulations related to computer hardware/software.
- F. Contractor shall maintain all equipment purchased with City funds according to the manufacturer's recommended maintenance schedule unless otherwise permitted in writing by the City.

3.11 REPORTING REQUIREMENTS: Reporting shall adhere to the following schedule: No later than the 15th day following each reporting period during the contract term, the Contractor shall submit programmatic and financial reports in the form set forth *in the contract*. Such reports shall cover contract services and contract expenditures for the preceding reporting period and shall be certified as to their truth and accuracy by the Contractor. Failure to submit accurate and complete reports by the 15th day following the end of a reporting period may result, at the option of the City, in a forfeiture of such payment.

No later than the 45th day following the termination of this Contract, the Contractor shall submit a final program and fiscal report. Failure to submit the final program and fiscal reports within the above time period may result, at the option of the City, in forfeiture of final payment.

Contractor shall submit all reports to the notice name designated by the City and shall reference the assigned contract number.

3.12 SUPPORTING DOCUMENTS AND INFORMATION: In addition to any documents, reports, or information required by any other section of this contract, the Contractor shall furnish the City with any additional documents and information upon reasonable request.

3.13 ACCOUNTING: Contractor's accounting practices shall be in conformance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB) for state and local governmental entities or by the Financial Accounting



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Standards Board (FASB) for non-governmental entities. Contractor shall maintain separate accounts for City funds awarded under this contract.

- 3.14 CLIENT FEES AND PROGRAM INCOME:** Unless mandated by controlling law, the Contractor shall impose no fees or charges of any kind upon recipients for contract services authorized under Contract.

However, if program income is generated and received by the Contractor as a result of contract services, it shall be disposed of with guidance from the City and reported in accordance with applicable policies and procedures.

- 3.15 ACKNOWLEDGMENTS:** All advertisements, publications, and printed materials that are produced by the Contractor and refer to contract services shall acknowledge that such services are funded under contract with the City. Where Federal and/or State funds are involved, Contractor shall acknowledge the specific funding source.

- 3.16 COPYRIGHTS:** Contractor shall not copyright any materials or products developed through contract services without prior written approval by the City. Upon approval, the City shall have a non-exclusive and irrevocable license to reproduce, publish, or otherwise use or authorize the use of any copyrighted material.

- 3.17 ADVERTISING, PUBLISHING AND PROMOTION OF CONTRACT:** Contractor shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the City.

- 3.18 PROPERTY OF THE CITY:** Any materials whatsoever, including but not limited to, reports, computer programs and other deliverables, created under this Contract are the sole property of the City. The Contractor is not entitled to a patent or copyright on those materials and may not transfer same to anyone else. Contractor shall not use or release these materials without the prior written consent of the City.

- 3.19 OWNERSHIP OF INTELLECTUAL PROPERTY:** Any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark, and/or trade secrets created or conceived pursuant to or as a result of this contract and any related subcontract ("Intellectual Property"), shall be work made for hire and the City shall be considered the creator of such Intellectual Property. The department, division, board or commission of the City requesting the issuance of this Contract shall own (for and on behalf of the City) the entire right, title and interest to the Intellectual Property throughout the world. Contractor shall notify the City within thirty (30) days of the creation of any Intellectual Property by it or its subcontractor(s).

Contractor, on behalf of itself and any subcontractor(s), agrees to execute any and all document(s) necessary to assure that ownership of the Intellectual Property vests in the City and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the City. The Intellectual Property shall not be disclosed by contractor or its subcontractor(s) to any entity not the City without the express written authorization of the department, division, board or commission of the City requesting the issuance of this Contract.

4 COSTS AND PAYMENTS

- 4.1 AVAILABILITY OF FUNDS:** Funding may not be available for performance under this Contract beyond the current fiscal year of the City. No legal liability on the part of the City for any payment may arise under this Contract beyond the current fiscal year.



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The City may reduce payments or terminate this contract without further recourse, obligation, or penalty in the event that insufficient funds are appropriated. The City shall have the sole and unfettered discretion in determining the availability of funds.

4.2 ALLOWABLE COSTS: Contractor shall comply with the following Cost Principles, as applicable, to determine the allowability of incurred costs for the purpose of reimbursing costs under contract terms and conditions. Contractor certifies that funds received under this contract will be expended to achieve the purposes of this contract and to meet costs defined as allowable by the federal funding agency or the following federal guidelines.

- OMB Circular A-21 for educational institutions
- OMB Circular A-87 for State, local and Indian Tribal Governments
- OMB Circular A-122 for Non-Profit organizations
- 48 CFR Chapter 1-31.2 for Commercial Organizations

4.3 NON-WAIVER OF LIABILITY: The City, as a public entity supported by tax monies, in execution of its public trust, cannot agree to waive any lawful or legitimate right to recover monies lawfully due it. Therefore, the Contractor agrees that it will not insist upon or demand any statement whereby the City agrees to limit in advance or waive any right the City might have to recover actual lawful damages in any court of law.

4.4 SUBSTANTIAL INTEREST DISCLOSURE:

- A. Contractor shall not make any payments, either directly or indirectly, to any person, partnership, corporation, trust, or any other organization which has a substantial interest in Contractor's organization or with which Contractor (or one of its directors, officers, owners, trust certificate holders or a relative thereof) has a substantial interest, unless contractor has made a full written disclosure of the proposed payments, including amounts, to the City.
- B. Lease agreements, rental agreements, or purchase of real property covered by Paragraph A of this section shall be in writing and accompanied by an independent commercial appraisal of fair market rental, lease, or purchase value, as appropriate.
- C. For the purpose of this Section, "relative" shall have the same meaning as in City's Administrative Regulation 2.91 (2) Definition.

4.5 STANDARDS OF CONDUCT: Contractor is required to maintain standards of conduct for its employees, consultants, members of governing bodies, and any others involved in grant-supported activities. Standards must be consistent with State and local laws, and must include at a minimum expense, conduct related to financial interests, gifts, gratuities and favors, nepotism, political participation, and bribery.

4.6 RIGHT OF OFFSET: Contractor acknowledges the provisions of the Phoenix City Code which require and demand that no payment be made to any contractor while there is an outstanding obligation due the City. City may direct any such obligation be offset against payment due the contractor.

The City also shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the City, or damages assessed by the City concerning the Contractor's non-conforming performance or failure to perform the contract, including expenses, costs and damages described in these Standard Terms and Conditions.

4.7 COST OR PRICING DATA CERTIFICATION: By signing the contract, any contract amendment, or other official form, Contractor certifies, to the best of the Contractor's knowledge and belief, any cost or pricing data submitted is accurate, complete, and current as of the date submitted or



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other mutually agreed upon date. Furthermore, if the City finds that the price was increased because the cost or pricing data furnished by the Contractor was inaccurate, incomplete or not current as of the date of certification, the City will readjust the price to exclude any significant amount. Such adjustment by the City may include overhead, profit or fees. When contract rates are set by law or regulation, the certifying of cost or pricing data does not apply.

4.8 PAYMENTS: Contractor shall submit applicable programmatic and financial reports as required by the contract. The City shall make payment or notify contractor of non payment or reduced payment for non-performance no later than 30 days after complete and accurate invoices are submitted to the City.

If the Contractor is, in any manner, in default in the performance of any obligation under this contract, or if an audit exception is identified, the City may, at its option and in addition to other available remedies, either adjust the amount of payment or withhold payment until satisfactory resolution of the default or exception.

Under no circumstances shall the City authorize payment to the Contractor that exceeds the Reimbursement Ceiling stated in the contract without an amendment to this contract in accordance with the Amendment section of these terms and conditions. Under no circumstances shall the City make payment to the Contractor for services performed prior to or after the term of the contract without timely extension or renewal of the contract.

4.9 PAYMENT RECOUPMENT: The Contractor must reimburse the City upon demand or the City may deduct from future payments the following:

- A. Any amounts received by the Contractor from the City for contract services which have been inaccurately reported or are found to be unsubstantiated.
- B. Any amounts paid by the Contractor to a Subcontractor not authorized in writing by the City.
- C. Any amount or benefit paid directly or indirectly to an individual or organization not in accordance with the information disclosed in a Substantial Interest Disclosure statement.
- D. Any amount paid by the City for services that duplicate services covered by other specific grants and contracts.
- E. Any amounts expended for items or purposes determined unallowable by the City.
- F. Any amounts paid by the City for which the Contractor's books, records, and other documents are not sufficient to clearly substantiate that those amounts were used by the Contractor to perform contract services.
- G. Any amount identified as a financial audit exception.
- H. Any amounts paid or reimbursed in excess of the contract or service reimbursement ceiling;
- I. Any amounts paid to the Contractor which are subsequently determined to be defective pursuant to the "Certification of Cost or Pricing Data" section of these terms and conditions.
- J. Any payments made for services rendered before the contract begin date or after the contract termination date.

4.10 PAYMENTS INDEMNIFICATION: Contractor shall be responsible for issuing payment for services performed by its employees, subcontractors, supplies, or any other third party incurred in the furtherance of the performance or arising out of the contract, and will indemnify and save the City harmless for all claims whatsoever out of the lawful demands of such parties. The Contractor shall, at the City's request, furnish satisfactory evidence that all obligations of the nature hereinabove designated have been paid, discharged or waived.

5 CONTRACT CHANGES

5.1 ASSIGNMENT & DELEGATION: Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Director of the Human Services Department.



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5.2 SUBCONTRACTORS: Contractor shall not enter into any subcontract under this contract without the advance written approval of the City. The subcontract shall incorporate by reference the terms and conditions of this contract. Upon request, the Contractor shall provide copies of subcontracts relating to the delivery of contract services.

5.3 EXTENSION OR RENEWAL OF CONTRACT: Any extension or renewal must be made, by written mutual agreement, prior to the end of the contract term specified in this contract.

5.4 AMENDMENT: Any amendment to this contract shall be in writing and in accordance with policies and procedures promulgated by the City, and agreed to and signed by both parties.

5.5 NON-MATERIAL CHANGES: The Contractor shall give *written* notice to the designated City representative of any of the following non-material changes that affects either programmatic or financial requirements of this contract but a written amendment will not be necessary.

1. Change of address, telephone number, email, fax number;
2. Change of Contractor's authorized signatory or his/her designee;
3. Change in the name and address of the designated representatives to which notices are to be sent;
4. Changes in contract related personnel positions of the Contractor which do not affect staffing ratios or staff qualifications required under this contract.
5. Change in the name of the Contractor where the ownership remains the same.
6. In Cost Reimbursement or Unit Fee contracts, whenever there is less than a 10% increase or decrease in any budget category.

5.6 BUDGET MODIFICATION: For any modifications to the approved Contractor's Operating Budget when there is an increase or decrease in any budget category, Contractor shall complete and submit a Budget Modification Request.

Following review of the budget modification request, City staff will notify Contractor of either approval or denial of the request. For modifications that have a 10% or more increase or decrease in any budget category, City staff will notify Contractor in writing.

6 RISK AND LIABILITY

6.1 INDEMNIFICATION: Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

6.2 Insurance Requirements for Governmental Parties to an IGA:

None.

Insurance Requirements for Any Contractors Used by a Party to the Intergovernmental Agreement:

If any part of this Agreement is contracted or subcontracted, (insert name of other governmental entity) shall require its contractor(s) and subcontractor(s) to name the City of Phoenix as an additional insured to the same extent that (insert name of other governmental entity) is named as an additional insured as required under the contract.



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6.3 FORCE MAJEURE: Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure, a term that means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.

Force Majeure shall not include the following occurrences:

- 6.3.1 Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market;
- 6.3.2 Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and conditions; or
- 6.3.3 Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.
- 6.3.4 If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.
- 6.3.5 Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.

7 CONTRACT TERMINATION

7.1 CITY'S RIGHT TO DISQUALIFY FOR CONFLICT OF INTEREST: The City reserves the right to disqualify any Contractor on the basis of any conflict of interest that is disclosed by any proposal submitted or any other data available to the City. This disqualification is at the sole discretion of the City. Any proposer submitting a proposal or contractor herein, waives both any right to object now or at any future time, before any body or agency, including but not limited to, the City Council of the City, or any court, any objections to the exercise of this right or disqualification by reason of real or apparent conflict of interest as determined by the City.

7.2 COVENANT AGAINST CONTINGENT FEES: The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employers or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right to annul the contract without liability or in its discretion to deduct from the contract a consideration, or otherwise recover the full amount of such commission, brokerage or contingent fee.

7.3 GRATUITIES: The City may, by written notice, terminate this contract, in whole or in part, if the City determines that a gratuity in the form of entertainment, gifts, or otherwise were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the City for the purpose of influencing the outcome of the awarding or amending, or



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the making of any determinations with respect to the performance of such contract; provided that the existence of the facts upon which the City makes such finds shall be an issue and may be reviewed in any competent court. In the event of such termination, the City shall be entitled to pursue the same remedies against the Contractor as the City could pursue in the event of default by the Contractor.

7.4 TERMINATION FOR CONVENIENCE: The City reserves the right, at its sole discretion, to terminate the contract without penalty or recourse, in whole or in part at any time upon 90 days prior written notice.

7.5 TERMINATION FOR DEFAULT: The City reserves the right to terminate the contract, in whole or in part, upon 15 days prior written notice specifying the effective date and the reasons for it, due to the failure of the Contractor to comply with any term and condition of the contract, including compliance with the Scope of Work, budget considerations, submittal of reports or the consistent furnishing of incorrect or incomplete reports or records, or compliance with any federal, state, and/or local laws. City may also terminate the contract for ineffective or improper use of funds provided under this contract.

City may terminate this contract immediately if the City determines that the health, welfare, or safety of service recipients is endangered.

7.6 TERMINATION BY CONTRACTOR: Contractor may terminate the contract, in whole or in part, upon 90 days prior written notice to the City specifying the effective date.

7.7 CANCELLATION FOR CONFLICT OF INTEREST: The Contractor acknowledges that this contract is subject to cancellation pursuant to the provisions of Arizona Revised Statute § 38-511.

7.8 NOTIFICATION TO SUBCONTRACTORS OF TERMINATION: In the event the contract is terminated, with or without cause, or expires, the Contractor, upon receipt of the written notice, shall notify all subcontractors in writing of the effective date of the termination, and minimize all further costs to the City.

7.9 CONTINUATION OF PERFORMANCE THROUGH TERMINATION: Each party shall continue to perform, in accordance with the requirements of the contract, up to the date of termination, as directed by the City. In the event of termination, all contract documents, data, and reports shall become the property of the City and be delivered upon request. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted up to the effective date of the termination. Whenever determined appropriate by the City, Contractor shall assist the City in the transition of services to other contractors or to the City.

7.10 TRANSITION OF ACTIVITIES: If a contract is awarded to a new contractor for similar services currently being performed by the Contractor, the City's authorized representative will coordinate all transition activities. During the transition period, the Contractor shall work closely with the new contractor's personnel and/or City's staff to ensure a thorough transfer of duties and responsibilities. The City reserves the right to determine which service delivery almost completed will remain with the current Contractor of record.

7.11 PREDECESSOR AND SUCCESSOR CONTRACTS: The execution or termination of this contract shall not be considered a waiver by the City of any and all rights it may have for damages suffered through a breach of this or a prior contract with the Contractor.

7.12 SUSPENSION OR DEBARMENT: The City may, by giving written notice to the Contractor, immediately terminate this contract if the City determines that the Contractor has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity,



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including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body.

8 CONTRACTUAL REMEDIES

8.1 (a) CONTINUATION DURING DISPUTES: The parties shall agree as a condition of any contract awarded, that notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the contract entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by an Arizona Court of competent jurisdiction.

(b) APPLICABLE LAW: Any and all disputes arising under any contract awarded hereunder or out of the proposals submitted for this contract, which cannot be administratively resolved, shall be tried according to the laws of the State of Arizona, and the Contractor shall agree that the venue for any such action shall be in the State of Arizona.

(c) DELAY IN EXERCISING CONTRACT REMEDY: Failure or delay by a party to exercise any right, power, or privilege shall not be deemed a waiver thereof. Failure to exercise any right, power, or privilege under this contract shall not operate as a waiver thereof, nor shall a single or partial exercise thereof preclude any other or further exercise of that or any other right, power, or privilege.

8.2 GRIEVANCES BY RECIPIENTS OF SERVICES: Contractor shall maintain a formal system acceptable to and approved by the City for reviewing and adjudicating grievances by recipients of services or subcontractors arising from this contract.

Contractor shall advise all applicants for and recipients of contract services of their right, at any time or for any reason, to present to the Contractor and to the City any grievances arising from the delivery of contract services, including, but not limited to, ineligibility determination, reduction of services, suspension or termination of services, or quality of services. The City may assert its jurisdiction to hear the grievance or refer the matter to the appropriate authority.



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SPECIAL TERMS AND CONDITIONS – Education Division

1. Under Section 3.3 RETENTION OF RECORDS of the Standard Terms & Conditions, ADD the following:
In accordance with 45 CFR 1309.41, if Head Start funds are used for capital improvements, all records pertinent to the acquisition or major renovation of a facility must be retained by the Contractor for a period equal to the period of the contractor's ownership (or occupancy, in the case of leased facilities) of the facility, plus three years.
2. Under Section 3.5 EVALUATION AND MONITORING of the Standard Terms & Conditions, ADD the following:
If Contractor has been determined non-compliant or deficient in programmatic or fiscal practices upon completion of evaluation and monitoring by City or contracted staff, Contractor will be required to submit a plan to cure according to the Head Start Performance Act and Performance Standards. If the plan of the non-compliance or deficiency is not met by the time specified, the City will exercise its rights under the contract up to and including termination of contract.
3. Under Section 3.14, CLIENT FEES AND PROGRAM INCOME of the Standard Terms & Conditions, ADD the following:
For Non-Profit Organizations, if program income is generated, Contractor shall comply with 45 CFR 74.24 that relates to the use of program income.

For School Districts, if program income is generated, Contractor shall comply with 45 CFR 92.25 that relates to the use of program income.
4. Under Section 4.2 ALLOWABLE COSTS of the Standard Terms & Conditions, ADD the following:
Non-profit organizations must comply with the cost principles and Uniform Administrative Requirement codified by 45 CFR Part 74.

School Districts must comply with the cost principles and Uniform Administrative Requirement codified by 45 CFR Part 92.
5. Under Section 4, Costs and Payments of the Standard Terms & Conditions, ADD the following new paragraph:

4.11 Contractor must expend a minimum of 98% of the Reimbursement Ceiling amount during the contract term. Failure to expend a minimum of 98% of the Reimbursement Ceiling during the contract term may result, at the option of the City, in a reduction of the award amount in the following contract period.



City of Phoenix
Human Services Department

6. Under Section 6.2 Insurance of the Standard Terms & Conditions, ADD the following:
Contractor shall meet the insurance requirements for student accident coverage as identified in Federal Code of Requirements CFR 45-1301.11.

ADD THE FOLLOWING PROGRAMMATIC SPECIAL TERMS & CONDITIONS:

1. Contractor shall serve the funded number of children and operate a center-based four or five-day program option as specified in the approved annual Program Approach Form.
2. For any changes in classrooms stated on the Facility Location Chart, Contractor shall request approval in writing 30 days in advance, and City will notify Contractor of either approval or denial of the request.
3. **LICENSURE/EDUCATION/TRAINING REQUIREMENTS:**
 - A. Contractor shall submit a copy of a current Arizona Childcare License, or a provisional license, to the City prior to the opening of a new classroom and for all existing classrooms. This license must be maintained on file at all times during the contract term.
 - B. Contractor shall require paid employees assigned to classrooms to be trained in First Aid and CPR and to maintain a current certificate. Contractor shall require new employees to achieve a certificate within 45 days of commencing employment.
 - C. Contractor shall ensure that all teachers, who deliver Head Start services, will be the Head Start or State of Arizona requirements. Non-profit Contractors will ensure the teachers possess at a minimum, an Associate's Degree in Early Childhood. Head Start teachers that possess a college degree in a field other than early childhood education must complete coursework equivalent to a major relating to early childhood education and have experience teaching pre-school age children. School District Contractors will ensure the teachers possess a Bachelor's Degree in Early Childhood and have an early childhood certification.
4. With reference to the requirements stated in the Scope of Work, Service Requirements, Section 3.12 - Eligibility, Recruitment, Selection, Enrollment and Attendance, if Contractor does not meet enrollment quotas as stated in the contract, City reserves the right to reduce applicable amounts in all budget categories or to reduce funded enrollment.

ADD THE FOLLOWING ADMINISTRATIVE SPECIAL TERMS & CONDITIONS:

1. Term of Agreement:
The term of agreement will commence on July 1, 2012 and end June 30, 2013.
If Contractor continues its Delegate Agency status, City shall initiate a new contract annually beginning July 1.



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Human Services Department

2. ADD the following requirement for Training & Technical Assistance Funding:

In accordance with the attached approved budget, Contractor shall submit separate monthly invoices for costs incurred for training and technical assistance.

3. Data Sharing:

CONTRACTOR, in compliance with local, state, and federal legislation and CITY policies, will prepare and implement policies and procedures to protect private confidential information obtained from the CITY Case Management System (CMS). All CONTRACTOR staff will adhere to these rules and all information will be safeguarded.

The safeguards regarding the use of the CMS information include:

- The public will not have access to this information.
- All unused screen prints will be shredded.
- At no time will a user leave a terminal when confidential information is displayed or when the terminal is unlocked or logged on.
- Disclosure of the data provided is not permitted unless specifically authorized.
- The data shall only be used to assist in valid Head Start activities.
- All data shall be stored in a physically secure facility.
- All data in electronic format shall be stored or processed so that an unauthorized person cannot retrieve the information by means of a computer, remote access, or other means.
- Only authorized staff will be given access.
- Any personnel changes requiring change or removal of access to CMS shall be reported promptly to the CITY.
- The CITY will be notified immediately if a breach is suspected.
- The CONTRACTOR is prohibited from notifying individuals affected by a breach or critical breach of the information without the prior written consent of the CITY.

The CONTRACTOR shall be responsible for updating CMS with current information regarding pre-registrations received by the CONTRACTOR, results of developmental screenings, results of the DECA, and status of children with suspected disabilities.

4. Reporting Requirements

CONTRACTOR shall manage data and generate the following reports:

Financial Reports:

- A correctly completed Monthly Expenditure Report and Funding Request for monthly reimbursement
- Monthly In-kind Report
- Two copies of single Audit Report
- Budget Modifications, as needed, prior to expending the funds
- If applicable, a correctly completed Equipment List for all equipment costing \$1,000 up to \$4,999 and capital equipment costing \$5,000 or more, purchased in whole or in part with City funds, or donated by the City
- Year-To-Date Administrative Expense Report due at end of each quarter



City of Phoenix
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Programmatic Reports/Data:

CONTRACTOR will be responsible for submitting the following information by uploading to the Delegate Sharepoint unless otherwise indicated:

- Head Start Delegate Agency Monthly Reports that identify and report program activities by the 5th
- Instructional Staff Qualifications Form by the 15th
- Childcare Licenses and Deficiency Reports due annually
- Copies of interagency agreements prior to the execution of the agreements
- Annual Program Calendar due July 1
- Service Plan due July 1
- Facility Location Chart by first day of school
- Disability Service Plan due July 1
- Disability agreements with school districts due July 1
- Update Head Start Enterprise System no later than August 1 with class locations and contact information
- Names, addresses, and telephone numbers of Policy Council representatives by October 30 to Administrative Assistant
- Update Head Start Enterprise System no later than November 1 with Policy Committee chair
- Selection Criteria by March 31
- Self Assessment Report and Improvement Plan due no later than June 1
- For compilation of the Program Information Report (PIR) due annually to the Area Supervisor:
 - Staff Qualifications
 - Salary Information
 - Number of Volunteers
 - Class Operation Information
 - Child Care Information

Failure to submit the required documents by the specified dates may result, at the option of the City, in withholding payment until such time as they are received.

For any additional documentation that may be required, the City will make every effort to notify Contractor as soon as administratively feasible and will provide reasonable timeframes for submittal.



City of Phoenix
Human Services Department

3. Notices:

In accordance with Section 3.2 Notices of the Standard Terms & Conditions, Contractor shall submit all notices related to this contract as follows:

To CITY at:

City of Phoenix Human Services Department
Education Division
ATTN: Patricia Nightingale, Deputy Human Services Director
200 W. Washington – 19th Floor
Phoenix, AZ 85003-1611

Phone: 602 262-4042
Fax: 602 495-5690
Email: patricia.nightingale@phoenix.gov

To CONTRACTOR at:

Washington School District
ATTN: Diana Howsden
Head Start Director
8430 N. 39th Ave.
Phoenix, AZ 85051-4778

Phone: 602-347-2206
Fax: 602-347-2215
Email: diana.howsden@wesdschools.org



SECTION 1 – PURPOSE

The Head Start program is a comprehensive child development program that serves children from ages 3 to 5 and their families. It is a child-focused program, with the overall goal of increasing the social competence and school readiness of young children, including children with disabilities, in low-income families. "Social competence" refers to the child's everyday effectiveness in dealing with both his or her present environment and later responsibilities in school and life. Social competence takes into account the interrelatedness of social, emotional, cognitive, and physical development.

Head Start services are also family-centered, following the tenets that children develop in the context of their family and culture and that parents are respected as the primary educators and nurturers of their children. Head Start offers family members opportunities and support for growth and change, believing that people can identify their own strengths, needs, and interests and are capable of finding solutions.

The City is duly authorized to execute and administer contracts under Chapter II, Section 2, Paragraph (I) of the Phoenix City Charter. The District is duly authorized to enter into contracts under Arizona Revised Statute (A.R.S.) §15-342.13 and by approval of its governing board.

SECTION 2 – DEFINITIONS

For the purposes of this section, the following definitions apply:

1. **Delegate agency** means a public or private non-profit organization or agency to which the City has delegated all or part of its responsibility for operating a Head Start program. (CONTRACTOR)
2. **Head Start Program** provides ongoing comprehensive child development services.
3. **Parent Committee**, coordinated by Delegate agencies, is comprised of parents whose children are enrolled in a Head Start classroom.
4. **Policy Committee**, coordinated by Delegate agencies, is comprised of at least 50% parents of Head Start children presently enrolled plus representatives of the community.
5. **Policy Council**, coordinated by the City, is comprised of two parent representatives from each Policy Committee, who participate in key decision-making and oversight for the Head Start Program.
6. **Policy group** means the formal group of parents and community representatives (Policy Committee and Policy Council) required to be established by the Delegate Agency and City to assist in decisions about the planning and operation of the program.
7. **Volunteer** means an unpaid person who is trained to assist in implementing ongoing program activities on a regular basis under the supervision of a staff person in areas such as health, education, transportation, nutrition, and management.

SECTION 3 – SERVICE REQUIREMENTS

CONTRACTOR shall comply with the following programmatic and administrative requirements based on the Head Start Performance Standards and other Regulations as defined in 45 CFR 1301, 1302, 1303, 1304 and Guidance; 1305, 1306 and 1308 and Guidance; 1309, 1310 and 1311 and the Improving Head Start for School Readiness Act of 2007.

In addition, CONTRACTOR shall comply with the Licensure and rule requirements as defined in Title 9, Chapter 5 of the Arizona Department of Health Services Child Care manual.

3.1 Child Health and Developmental Services 1304.20

- A. CONTRACTOR shall ensure through collaboration among families, staff, and health professionals, all child health and developmental concerns are identified and families are linked to continuous care to meet their basic health needs.



The Service Plan shall address the CONTRACTOR'S role in the following:

- Determining child health status
- Developmental, sensory, and behavioral screening
- Extended follow-up and treatment
- Ongoing care
- Involving parents
- Individualization of the program

B. CITY shall:

- Track and maintain child health services
- Provide height, weight, blood pressure, vision, and hearing screenings
- Facilitate medical, dental and mental health follow up services
- Track behavioral/emotional health screening
- Link families to an ongoing source of medical care
- Involve parents in all medical, dental, and mental health care
- Provide the CONTRACTOR with medical, dental, and mental health status reports
- Provide content area support, training, and technical assistance from the Content Area Specialists

3.2 Education and Early Childhood Development 1304.21

A. CONTRACTOR shall provide all children with a safe nurturing, engaging, enjoyable, and secure learning environment, in order to help them gain the awareness, skills, and confidence necessary to succeed in their present environment, and to deal with later responsibilities in school and in life. Each child is treated as an individual in an inclusive community that values, respects, and responds to diversity. The varied experiences provided by the program support the continuum of children's growth and development of each child.

CONTRACTOR shall involve parents in the selection, development, implementation and evaluation of curriculum in the following areas:

- Goals for children's development and learning
- The experiences through which children will achieve these goals
- What staff and parents do to help children achieve these goals
- The materials needed to support the implementation of the curriculum towards achieving stated goals; and
- A curriculum consistent with the Performance Standards and based on sound child development principles

CONTRACTOR shall also ensure that ongoing child assessment (a) is linked to curriculum goals; (b) provides for the collection of information on children's progress; and (c) includes accomplishments in the 11 domains of learning: Physical Development & Health, Social & Emotional Development, Approaches to Learning, Language Development, Literacy Knowledge & Skills, Mathematical Knowledge & Skills, Science Knowledge & Skills, Creative Arts Expression, Logic & Reasoning, Social Studies Knowledge & Skills and English Language Development.

B. CITY shall:

- Provide guidance on developmentally appropriate curriculum
- Provide content area support, training, and technical assistance

3.3 Child Health and Safety 1304.22

A. CONTRACTOR shall support healthy physical development by encouraging practices that prevent illness or injury, and by promoting positive, culturally relevant health behaviors that enhance life-long well being.



The Service Plan shall address the CONTRACTOR'S role in the following:

- Health emergency procedures
- Conditions of short-term exclusion and admittance
- Medication administration
- Special Health Requirements
- Injury prevention
- Hygiene
- First aid kits
- Immunizations
- Medical Information Requests
- Asthma Information Requests

B. CITY shall:

- Provide content area support, training, and technical assistance
- Submit the State's required Immunization Report
- Track and monitor asthma and health care plans

3.4 Nutrition Services 1304.23

- A. CONTRACTOR shall promote child wellness by providing nutrition services that supplement and complement those of the home and community. Head Start's child nutrition services assist families in meeting each child's nutrition needs and in establishing good eating habits that nurture healthy development and promote life-long well-being.

The Service Plan shall address the CONTRACTOR'S role in the following:

- Identification of nutritional needs
- Nutritional services
- Family style meal service
- Family assistance with nutrition
- Food safety and sanitation
- Special Meal Requirements
- Documentation of parental participation in nutrition services
- Nutrition food activities involving parents and appropriate staff in health plans related to nutrition.

B. CITY shall:

- Provide content area support, training, and technical assistance
- Provide nutrition consultations through the referral system and based on children's needs
- Track and monitor special meal modifications and nutrition care plans

3.5 Child Mental Health 1304.24

- A. CONTRACTOR shall build collaborative relationships among children, families, staff, mental health professionals, and the larger community, in order to enhance awareness and understanding of mental wellness and the contribution that mental health information and services can make to the wellness of all children and families.

B. CITY shall:

- Provide a regular schedule of on-site mental health services to support parent and staff efforts to address children's needs
- Provide content area support, training, and technical assistance

3.6 Family Partnership 1304.40

- A. CONTRACTOR shall support parents as they identify and meet their own goals, nurture the development of their children in the context of their family and culture, and advocate for communities that are supportive of children and families of all cultures.



The Service Plan shall address the CONTRACTOR'S role in the following:

- Family goal setting
- Accessing community services and resources
- Parent involvement – general
- Parent involvement in child development and education
- Parent involvement in health, nutrition, and mental health education
- Parent involvement in community advocacy
- Parent involvement in transition activities
- Parent involvement in home visits

B. CITY shall:

- Develop and support family partnership agreements
- Provide information and referral services
- Respond to and follow up on referrals
- Provide emergency and crisis assistance
- Provide parent involvement and education activities that are responsive to the needs of parents, both as individuals and as members of a group

3.7 Community Partnerships 1304.41

A. CONTRACTOR shall foster the development of a continuum of family centered services, and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures.

The Service Plan shall address the CONTRACTOR'S role in the following:

- Community partnerships
- Advisory Committees
- Transition Services

B. CITY shall:

- Develop and support community partnerships
- Provide support, training, and technical assistance

3.8 Program Governance 1304.50

A. CONTRACTOR shall:

- Maintain a governing board and Policy Committee that participates in key decision-making and oversight for the Head Start Program and identify the structure and function of this body.
- Develop and maintain a Policy and Procedures Manual that includes, but not limited to, the following:
 - a) By-laws of Policy Committee
 - b) Roles and responsibilities of all governing body members
 - c) Governance and Management Responsibilities
 - d) Training requirements to become members
 - e) Internal dispute resolution

B. CITY shall:

- Conduct monthly Policy Council meetings
- Provide content area support, training, and technical assistance

3.9 Management Systems and Procedures 1304.51

A. CONTRACTOR shall establish management systems that support continuous improvement and foster commitment to providing the highest level of services to children and families in accordance with legislation, regulations, and policies.



SCOPE OF WORK

The Service Plan will address the CONTRACTOR'S role in the following:

- Program Planning and Community Assessment
- Communications – General
- Communication with families
- Communication with governing bodies and policy groups
- Communication among staff
- Communication with the CITY
- Record-Keeping systems
- Reporting systems
- Program Self-Assessment and monitoring

B. CITY shall:

- Maintain an ongoing monitoring system for each program, function or activity to ensure compliance with applicable Federal regulations and that performance goals are being achieved
- Analyze data contained in written reports, tracking systems, assessment reports, and on-site observations of program practices to address continuous improvement and to inform the contractor's planning process
- Share required information in a timely manner such as: reports, federal policies, guidelines and pertinent communication, program plan, regulations, policies, procedures, and grant applications, among staff, governing body and policy group
- Compile the Program Information Report (PIR) for submittal to the Office of Head Start

3.10 Human Resources Management 1304.52 (See 45CFR 1301.31 for requirements regarding personnel policies)

- A. CONTRACTOR shall recruit and select qualified staff who possess the knowledge, skills, education, and experience needed to provide quality, comprehensive, and culturally sensitive services to children and families in the program. Each staff person who provides direct services to children will have a professional development plan that is updated annually to ensure the highest quality of services are maintained.

CONTRACTOR shall develop and implement a Human Resources Management Guide, which shall be made available to staff, and includes the following at a minimum:

- Organizational Structure
- Classroom Staffing
- Job Descriptions
- Recruitment, Selection, and Termination
- Head Start Director Qualifications
- Teacher Qualifications (Head Start Act 648-A)
- Staff Qualifications – General
- Assurance of Being An Equal Opportunity Employer
- Standards of Conduct
- Performance Appraisals
- Employee Grievance Procedures
- Declaration Exclusions
- Probationary Period
- Child Abuse Reporting Procedures
- Staff and Volunteer Health
- Training and Development for Staff and Volunteers

3.11 Facilities, Materials, Equipment, and Transportation 1304.53

- A. CONTRACTOR shall ensure that facilities, materials, equipment, and transportation services are safe, appropriate, and conducive to learning and reflective of the different ages and stages of development of each child, including children with disabilities, for the conduct of all program activities.

The Service Plan shall address the CONTRACTOR'S role in the following:

- Proper selection and maintenance of facilities and equipment
- Safety and sanitation issues
- Proper organization of space
- Transportation where applicable



3.12 Eligibility, Recruitment, Selection, Enrollment and Attendance 1305

A. CONTRACTOR shall determine the community need and recruitment areas.

CONTRACTOR shall develop and implement a Recruitment Plan to include the following:

- Eligibility – Determine the eligibility of children, ensuring that no more than 10 percent are from families that exceed low-income guidelines. Ensure that at least 10 percent of those served are children with disabilities.
- Recruitment – Define the recruitment area. Recruit those most in need of Head Start services, including previously underserved populations.
- Selection – Select children and families based on enrollment criteria, and maintain a waiting list of 20% of the enrollment.
- Enrollment – Assign children to program options that meet the need of their families, and meet the service requirements for each option. Give Early Head Start children priority whenever possible.
- Maintain the funded enrollment level, fill vacancies as they occur, and analyze enrollment data to inform the planning process.
- Attendance – Analyze the causes of absenteeism, when average daily attendance falls below 85 percent.

B. CITY shall:

- Assist with outreach activities for CONTRACTOR
- Conduct Head Start intakes and determine the eligibility of families

3.13 Services for Children with Disabilities 1308

Notwithstanding any language in the IGA to the contrary, the parties recognize and agree that the School District will continue to count any and all qualifying students as District students for purposes of state education and special education funding and will include those students in its average daily membership.

A. CONTRACTOR shall:

- Comply with all federal laws - Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), Title 504 of the Rehabilitation Act of 1973, state regulations, and Head Start Performance Standards in the provision of services to children with disabilities and their parents.
- Maintain an enrollment of children with disabilities that is at least 10% of its total actual enrollment beginning from the midpoint of the program year to its end.
- Maintain all documentation accordingly, subject to ongoing monitoring for compliance.
- Perform the following tasks and activities related to the disabilities performance standards:
 1. Ensure that children with disabilities and their parents are integrated into all components of the Head Start Program, as outlined in the Service Plan.
 2. Adhere to the following screening and referral timelines:
 - Developmental screenings for all children entering Head Start without a current IEP within 45 calendar days of enrollment.
 - Referrals within five (5) days of the completed developmental screening or re-screen.
 - Evaluation and eligibility determination within 60 days from the date the parent permission to evaluate form is signed.
 3. Outline in its School District policies and procedures, individual and collective responsibilities in the following areas:
 - Head Start participation in the public agency's Child Find plan under Part B of IDEA, including district protocols for out-of-district children.
 - Joint training of staff and parents;



SCOPE OF WORK

- Procedures for referral for evaluations, Individual Education Plan (IEP) meetings and placement decisions. Procedures must include identification and accommodation of health issues for IDEA-eligible children.
- Parent involvement in the IEP process that must include:
 - ❖ Notifying parents of the IEP meeting at least two weeks in advance to ensure that they will have an opportunity to participate;
 - ❖ Notifying Head Start of upcoming IEP and placement meetings at least two weeks in advance to ensure participation of a Head Start representative;
 - ❖ Using other methods to ensure parent participation if neither parent can attend, e.g., individual or conference telephone calls;
 - ❖ Providing parents with a copy of the procedural safeguards in the parent's language of understanding before the IEP meeting date;
 - ❖ Encouraging parents to provide information about their child and their desires for their child's program;
 - ❖ Providing interpreters, if needed; and
 - ❖ Holding the IEP meeting without the parent after repeated, unsuccessful and documented attempts are made to secure their participation, e.g., phone calls/outcomes, copies of correspondence and home visit records.
- Transition;
- Resource sharing; and
- Head Start commitment to provide the number of children receiving services under IEPs to the School District for the December 1 Count.

B. CITY shall:

- Provide content area support, training, and technical assistance
- Provide the Head Start Director and classrooms with a copy of the disabilities services plan
- Follow up with the Delegate Agency Director and the School District regarding the services timelines and consistency of IEP-directed services, respectively, to Head Start children.



City of Phoenix

INFORMATION & CERTIFICATION-Year 47

General Information:

1. Organization's Legal Name:
Washington Elementary School District No. 6
2. Address:
4650 W Sweetwater
Glendale, Arizona 85304
3. Federal Employer Identification No. 86-60000484
4. Name of Organization Head:
Dr. Susan J. Cook
Superintendent
5. Contact for Contract Administration:
Diana Howsden
Phone #: 602-347-2297 Fax #: 602-347-2215
Email Address: diana.howsden@wesdschools.org
6. Name of Fiscal Contact:
Rochelle Lambie
Phone #: 602-347-2608 Fax #: 602-347-2737
Email Address: rochelle.lambie@wesdschools.org
7. What type of organization is your agency?
☐ Non-Profit (501(c)(3))
☒ Government Entity
☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ Other _____
If so, what year was it incorporated as a 501(c)3?
8. If you checked Non-Profit 501(c)(3), which section was your agency qualified under per your Internal Revenue Service Determination Letter?
☐ 509(a)(1)
☐ 509(a)(2)
☐ 509(a)(3)
☐ 509(a)(4)

Certification:

I hereby certify that the information in this submittal is true and correct to the best of my knowledge.

Authorized Signature: Diana Howsden Date: 12/1/11
Printed Name: Diana Howsden
Title: Director of Head Start Services

Budget by Federal Category Head Start Program Year 47 Delegate Agency: WASHINGTON ELEMENTARY SCHOOL DISTRICT 8940051005					4/23/2012
Cost Category	G/L Account #	Account Title	Justification	Proposed Budget	Category

a. SALARIES:

Diana- 957.900.3300.6151.571.ADMN; Support Classified - 957.900.3300.6160.xxx.0000 & Yvonne- 957.900.3300.6160.571.ADMN					
6151/6160/6 167		Salaries - Non City	See Staffing Schedule	1,627,541.25	
Total Salaries:					1,627,541.25

b. FRINGES:

6221	957.900.3300.6221.xxx.0000	F.I.C.A.	See Staffing Schedule	124,506.91	
6260	957.900.3300.6260.xxx.0000	Workers' Compensation	See Staffing Schedule	17,902.95	
6231	957.900.3300.6231.xxx.0000	Arizona State Retirement	See Staffing Schedule	176,425.47	
6210	957.900.3300.6210.xxx.0000	Group Health Insurance	See Staffing Schedule	333,859.05	
Total Fringes:					652,694.38

c. TRAVEL:

e. SUPPLIES: Acct

6612	957.900.3300.6612.xxx.0000	Books, Education	\$25.00 per child x 588	14,700.00	
6612	957.900.3300.6612.xxx.0000	Books, Education	Resource Books/materials: \$200 x 70 (69 staff plus 1 copy for the office)	14,000.00	
6612	957.900.3300.6612.571.0000	Books, Education	Implementation of the CLASS and materials: \$55.50 x 36 classrooms	1,998.00	
6612	957.900.3300.6612.571.ADMN	Office Supplies	\$400per office staff-includes copy supplies/paper, etc x 8 staff	3,200.00	
6612	957.900.3300.6612.xxx.0000	Photographic Supplies	\$400 x 18 teachers	7,200.00	
6613	957.900.3300.6613.571.PRNT	Parent Fund	\$100 per class x 36 classrooms	3,600.00	
6613	957.900.3300.6613.571.0000	Policy Committee Supplies	\$30.30 per month x 11 months	333.37	
6613	957.900.3300.6613.571.0000	Policy Committee Fund	\$400 for Policy Committee Reimbursement	400.00	
6613	957.900.3300.6613.571.0000	Employee morale, health & welfare cost	Volunteer appreciation 300 x \$10	3,000.00	
6613	957.900.3300.6613.571.0000	Employee morale, health & welfare cost	76 Staff/Volunteers x \$30	2,280.00	
6612	957.900.3300.6612.571.0000	Safety Supplies	Field Trip/Safety Teeshirts\$100 x 36 classrooms	3,600.00	
6612	957.900.3300.6612.xxx.0000	Disposable Meal Supplies	\$100 per class x 36 classrooms	3,600.00	
6612	957.900.3300.6612.571.0000	Medical and Dental	Dental hygiene supplies \$59 x 140days	8,260.00	
6612	957.900.3300.6612.571.0000	Medical and Dental	First Aid / Dental Curriculum Supplies \$25 per classroom x 36	900.00	
6613	957.900.3300.6613.571.0000	Other Operating Costs	\$60 per month for bottled water x 10 months x 8 dispensers	4,800.00	
6737	957.900.3300.6737.571.0000	Classroom Technology Equip	\$110 per class x 36 classrooms & flip video cameras for TSG: \$200 x 18	7,560.00	
6731	957.900.3300.6731.571.0000	Classroom/Recreational Supplies	\$200 x 36classrooms	7,200.00	
Total Supplies:					86,631.37

h. OTHER:

6330	957.900.3300.6330.571.0000	Other Profess Purch Svcs	T.B. Skin test for 100 parent volunteers & 10 prosp. new hires x \$25	2,750.00	
6330	957.900.3300.6330.571.0000	Other Profess Purch Svcs	Prospective Employee Health Screening (10) - \$40 per screening	400.00	
6330	957.900.3300.6330.571.0000	Consultants	Continue training on team building with Dr. Bill Michaelis and Ezra Holland or another team building trainer.	9,042.00	
6890	957.900.3300.6890.571.PRNT	Parent Fund	\$100 per class x 36classrooms	3,600.00	
6810	957.900.3300.6810.571.0000	Subscription/Membership Fees	National Head Start Association \$2,050	2,050.00	
6331	957.900.3300.6331.571.0000	Meeting/Training	Arizona Head Start Association Meeting \$50 x 4staff x 4meetings	800.00	
6510	957.900.3300.6510.xxx.0000	Field Trips	18 Field trips (bus cost) x \$200	3,600.00	

Budget by Federal Category					
Head Start Program Year 47					
Delegate Agency: WASHINGTON ELEMENTARY SCHOOL DISTRICT 8940054005					
Cost Category	G/L Account #	Account Title	Justification	Proposed Budget	Category
6890	957.900.3300.6890.571.0000	Field Trips	18 Field trips (admission cost) x \$200	3,600.00	
6330	957.900.3300.6330.571.0000	Student Accident Insurance	\$5.95 x 588 children	3,500.00	
6810	957.900.3300.6810.571.0000	Day Care Licensing	Day Care Licensing for 5 HS @ \$1,950 per site and 2 HS @ \$2,000	13,750.00	
6616	957.900.3300.6616.xxx.0000	Food Experiences	\$20 x 10 months x 36 classrooms	7,200.00	
6616	957.900.3300.6616.571.0000	Meals	Volunteers, Student Teachers, Interns and returned children's meals \$120 per month x 10 months x 36 classrooms	43,200.00	
6616	957.900.3300.6616.571.0000	Staff Meals	4 day: 140days x \$3.15 x 2 staff x 36 classrooms	31,752.00	
6550	957.900.3300.6550.571.0000	Printing	\$400 x 36 rooms	14,400.00	
Total Other:				139,644.00	
Total WESD Year 47				2,506,511.00	

**Head Start YR 47
Staffing Schedule**
WASHINGTON ELEMENTARY SCHOOL DISTRICT

4/23/2012

Position	Employee Last Name	Employee First Name	Position Grade	Hours per Day	FTE	Rate per Hour	Days per Year	Annual Salary	Position Type
Director HS	Howsden	Diana	G	8	1.00	\$ 33.02	260	\$ 68,680.00	Exempt
Program Coordinator	Pilsbury	Michael	C	8	1.00	\$ 27.92	260	\$ 58,075.00	Exempt
Mentor Specialist	Rohrer	Pamela	21	8	1.00	\$ 21.44	227	\$ 38,939.54	Exempt
Mentor Specialist	Olalde	Claudia	21	8	1.00	\$ 21.16	227	\$ 38,425.47	Exempt
Office Manager	Rubalcaba	Yvonne	18	8	1.00	\$ 19.04	260	\$ 39,604.12	Non-exempt
Office Spec. HS	Azlin	Linda	15	7	0.88	\$ 14.13	227	\$ 22,452.41	Non-exempt
Office Tech-HS	Goris	Cindy	14	8	1.00	\$ 14.08	227	\$ 25,568.19	Non-exempt
Office Tech HS	Chavez	Rosa	14	8	1.00	\$ 11.35	227	\$ 20,615.96	Non-exempt
Certified Teacher	Goebel	Debbie	20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	Beckenbauer	Kathryn	20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Certified Teacher	To be determined		20	7.5	1.00	\$ 23.22	208	\$ 36,229.71	Exempt
Support Instructor	Kistner	Megan	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Rulloda	Sydney	15	6.5	0.81	\$ 12.00	208	\$ 16,222.38	Non-exempt
Support Instructor	Clerc	Jessica	15	6.5	0.81	\$ 12.00	208	\$ 16,222.38	Non-exempt
Support Instructor	Lee	Maria	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Creswell-Liotta	Brenda	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Herrera	Marisela	15	6.5	0.81	\$ 12.38	208	\$ 16,741.28	Non-exempt
Support Instructor	Jacobson	Karolyn	15	6.5	0.81	\$ 12.43	208	\$ 16,809.55	Non-exempt
Support Instructor	Toma	Tara	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Hernandez	Blanca	15	6.5	0.81	\$ 12.33	208	\$ 16,673.00	Non-exempt
Support Instructor	Flanigan	Debra	15	6.5	0.81	\$ 12.00	208	\$ 16,222.38	Non-exempt
Support Instructor	Holt	Bobbie	15	6.5	0.81	\$ 12.38	208	\$ 16,741.28	Non-exempt
Support Instructor	Estala	Jessica	15	6.5	0.81	\$ 12.38	208	\$ 16,741.28	Non-exempt
Support Instructor	Howard	Darlene	15	6.5	0.81	\$ 12.69	208	\$ 17,150.93	Non-exempt
Support Instructor	Melendez	Stephanie	15	6.5	0.81	\$ 12.38	208	\$ 16,741.28	Non-exempt
Support Instructor	Ortega	Ada	15	6.5	0.81	\$ 12.43	208	\$ 16,809.55	Non-exempt
Support Instructor	Rajaei-Tehrani	Nooshin	15	6.5	0.81	\$ 12.20	208	\$ 16,495.48	Non-exempt
Support Instructor	Valdez	Eddie	15	6.5	0.81	\$ 16.04	208	\$ 21,684.46	Non-exempt
Support Instructor	Todorova	Evgeniya	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	McCarty	Judy	15	6.5	0.81	\$ 12.56	208	\$ 16,987.07	Non-exempt
Support Instructor	Orellana	Lidia	15	6.5	0.81	\$ 12.20	208	\$ 16,495.48	Non-exempt
Support Instructor	Meza	Maria	15	6.5	0.81	\$ 12.20	208	\$ 16,495.48	Non-exempt
Support Instructor	Gonzalez	Christina	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Feyma	Lisa	15	6.5	0.81	\$ 12.56	208	\$ 16,987.07	Non-exempt
Support Instructor	Satterlund	Vanessa	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Smith	Cindy	15	6.5	0.81	\$ 12.63	208	\$ 17,069.00	Non-exempt
Support Instructor	Hernandez	Patricia	15	6.5	0.81	\$ 12.33	208	\$ 16,673.00	Non-exempt
Support Instructor	Estrada	Norma	15	6.5	0.81	\$ 12.00	208	\$ 16,222.38	Non-exempt

**Head Start YR 47
Staffing Schedule**
WASHINGTON ELEMENTARY SCHOOL DISTRICT

4/23/2012

Position	Employee Last Name	Employee First Name	Position Grade	Hours per Day	FTE	Rate per Hour	Days per Year	Annual Salary	Position Type
Support Instructor	Loaisiga	Maria	15	6.5	0.81	\$ 12.20	208	\$ 16,495.48	Non-exempt
Support Instructor	Valenzuela	Reyna	15	6.5	0.81	\$ 12.69	208	\$ 17,150.93	Non-exempt
Support Instructor	Markus	Elizabeth	15	6.5	0.81	\$ 12.00	208	\$ 16,222.38	Non-exempt
Support Instructor	TBH		15	6.5	0.81	\$ 12.69	208	\$ 17,150.93	Non-exempt
Support Instructor	TBH		15	6.5	0.81	\$ 12.69	208	\$ 17,150.93	Non-exempt
Support Instructor	TBH		15	6.5	0.81	\$ 12.69	208	\$ 17,150.93	Non-exempt
Support Instructor	TBH		15	6.5	0.81	\$ 12.69	208	\$ 17,150.93	Non-exempt
Support Instructor	TBH		15	6.5	0.81	\$ 12.69	208	\$ 17,150.93	Non-exempt
Support Instructor	TBH		15	6.5	0.81	\$ 12.69	208	\$ 17,150.93	Non-exempt
Instructional Asst (Sub)	Morales	Maricruz	11	4	0.50	\$ 9.23	193	\$ 7,126.64	Non-exempt
Instructional Asst (Sub)	Duggins	Jessika	11	4	0.50	\$ 9.23	193	\$ 7,126.64	Non-exempt
Instructional Asst (Sub)	Smoker	Mary	11	4	0.50	\$ 9.87	193	\$ 7,617.86	Non-exempt
Instructional Asst (Sub)	Maya	Consuelo	11	8	1.00	\$ 9.52	193	\$ 14,705.52	Non-exempt
Instructional Asst (Sub)	Jepson	Virginia (Tin	11	4	0.50	\$ 9.23	193	\$ 7,126.64	Non-exempt
Instructional Asst (Sub)	Baldenegro	Leticia	11	4	0.50	\$ 9.23	193	\$ 7,126.64	Non-exempt
Instructional Asst (Sub)	TBH		11	4	0.50	\$ 9.23	193	\$ 7,126.64	Non-exempt

TOTAL SALARIES: 69 \$ 1,627,541.25

FICA	7.65%	\$ 124,506.91
Worker's Compensation	1.10%	\$ 17,902.95
Arizona State Retirement	10.84%	\$ 176,425.47
Health/Dental/Life Insurance	63	\$ 333,859.05
		<u>\$ 652,694.38</u>

TOTAL SALARY AND FRINGE \$ 2,280,235.63

Days: 260/208/227/193
Insurance \$5,299.35
Benefits 19.59%

Grand Total Budget	\$ 2,488,593.00
Total Salary & Fringe	\$ 2,280,235.63
Net Operating Budget	\$ 208,357.37 8.37%

5% insurance increase (\$252.35)
1% salary increase
.01% Worker's Comp increase
.80% Arizona State Retirement increase

Why the Specific amount is being requested?	How will the requested amount be used to comply with HS Performance Standards?	How was the requested amount estimated?	In Kind/ Cash Support (Based on PY45 Actuals)	Performance Standard	OMB Circular A-87
a. Salaries 6151/6160 Wages to hire and retain qualified staff Director 957 900.3300.6151.571.ADMN Head start Program Coordinator & Mentor Specialists 957 900.3300.6151.571.0000 Office Manager 957 900.3300.6160.571.ADMN Support Classified 957 900.3300.6160.xxx.0000	<p>The staffing schedule reflects the number of staff that is required to operate the program in a manner that leads to excellence in operation and best practice. The salaries identified in the staffing schedule include 18 Instructors, 36 Support Instructors, seven (7) Instructional Assistant (sub) positions, a Head Start Director, one (1) HS Program Coordinator, two (2) Mentor Specialists, one (1) Office Specialist, two (2) Office Technicians and one (1) Office Manager. The staffing plan for WESD Head Start is tentative based on Governing Board Approval and may need modified at a later date. It will ensure that appropriate child: staff ratios are maintained at all times of the day and in all locations. WESD actively seeks highly qualified staff that can be supported by current funding levels.</p> <p>Thirty-six (36) WESD classes (18 physical rooms with double sessions) will provide Head Start services for groups of 15-17 children each utilizing the center-based program option. The 36 sections will each have three (3) paid staff, a Certified Teacher and two (2) Support Instructors.</p> <p>Each Certified Teacher will work with one group of 15-17 children in the morning session and another group of 15-17 children in the afternoon session.</p> <p>Each Certified Teacher will maintain child:staff ratios with the assistance of two (2) Support Instructors.</p> <p>The Instructional Assistant (sub) position will be used to ensure classroom coverage and to enable staff to observe other classrooms and attend staff development opportunities during work scheduled hours. Additional support will be provided by volunteers to assist the current teaching staff. Volunteers are used whenever possible to enrich the program and to involve parents in the learning process.</p>	<p>WESD Salary Schedule (See Staffing Schedule)</p> <p>\$1,627,541.25</p>	<p>Cash Support</p> <p>(Based on PY45 Actuals)</p> <p>\$442,142.24</p>	1304.52	#8
Total Salaries In-Kind Total Salary Cost Why the Specific amount is being requested? b. Fringes 6221 F.I.C.A. 957/900.3300.6221xxx.0000 6220/6221 Worker's Compensation	<p>F.I.C.A.</p> <p>Industrial Insurance</p>	<p>How was the requested amount estimated?</p> <p>WESD Salary Schedule (See Staffing Schedule)</p> <p>\$652,694.38</p> <p>7.65% of gross salaries</p> <p>\$124,506.91</p> <p>11% of gross salaries</p>	<p>(Based on PY45 Actuals)</p> <p>\$442,142.24</p> <p>Cash Support</p> <p>(Based on PY45 Actuals)</p> <p>\$98,369.03</p>	1304.52, 1304.21	#8

		needs and interests of children are identified.	PV47 Budget Availability \$25 per child X 588 children equals \$14,700	1304.20, 1304.21 1304.40	#26
Books, Education 957.900.3300.6612.xxx.0000		Supports and enables staff to purchase Resource books and materials based on individual and program needs.	PV47 Budget Availability \$200 per staff X 70 equals \$14,000	1304.20, 1304.21 1304.40	#26
Books, Education 957.900.3300.6612.xxx.0000		Supports and enables staff to purchase materials and supplies to support the implementation of the CLASS Tool.	PV47 Budget Availability CLASS materials \$55.50 x 36 classes = \$1,998	1304.20, 1304.21 1304.40	#26
6612 Office Supplies 957.900.3300.6612.571.ADMN		Supplies & small equipment required for operation of WESD Admin. Office (pencils, pens, staples, etc.) Communication (written) to students, parents & community partnerships.	Based on PV46 budget costs \$401.58 per office staff x 8 staff equals \$3,212.64 PV47 Budget Availability \$400 per office staff x 8 staff equals \$3,200	1304.40, 1304.20 1304.22, 1304.23 1304.51	#26
6612 Photographic Supplies 957.900.3300.6612.xxx.0000		Provide documentation for observations, student portfolios and to display photos throughout the classroom to encourage self-esteem and an opportunity for parents to see child's interaction during the school day.	Based on PV46 budget costs \$160 per class x 30 classrooms equals \$4,800 PV47 Budget Availability \$400 x 18 teachers equals \$7,200	1304.21	#26
6613 Parent Fund 957.900.3300.6613.571.PRNT	Why the Specific amount is being requested?	How will the requested amount be used to comply with HS Performance Standards? Provide consultant & materials for parent workshops, and/or parent field trips.	How was the requested amount estimated? Based on PV46 budget costs \$100 per class x 30 teaching team equals \$3,000 PV47 Budget Availability \$100 per class x 36 sections = \$3,600	Performance Standard 1304.20, 1304.21, 1304.24, 1305, 1308, 1304.22, 1304.40	OMB Circular A-87 #2
6613 Policy Committee Supplies 957.900.3300.6613.571.0000		Provide meeting materials (paper, pens, etc.) for monthly Policy Committee meetings	Based on PV46 budget costs \$30 per month x 11 months equals \$330 PV47 Budget Availability \$30.306363 per month x 11 months equals \$333.37	1304.50	#2
6613 Policy Committee Fund 957.900.3300.6613.571.0000		Provide monies for PC group to participate fully in their group responsibilities (child care, transportation, food, trainers)	Based on PV46 budget costs = \$400 PV47 Budget Availability Equals \$400.00	1304.50	#2
6613 Employee Morale, Health and Welfare 957.900.3300.6613.571.0000		Funds support volunteer appreciation. Funds are used in a variety of ways to support volunteers to let them know that their volunteering is valued	Based on PV46 budget costs 300 volunteers x \$6 equals \$1,800 PV47 Budget Availability 300 volunteers x \$10 equals \$3,000	1304.52(J)(3)	#13
6613 Employee Morale, Health and Welfare 957.900.3300.6613.571.0000		Funds support staff appreciation. Funds are used in a variety of ways to support staff to let them know they are valued.	Based on PV46 budget costs 76 x \$20 equals \$1,520 PV47 Budget Availability	1304.52(J)(3)	#13

6612 Safety Supplies 957,900.3300.6612.571.0000	Funds to purchase Teeshirts for children & staff to wear on classroom field trips in order to identify them as a group.	76 x \$30 equals \$2,280	Based on PY46 budget costs \$90 per classroom X 30 classrooms equals \$2,700 PY47 Budget Availability increase in cost \$100 per classroom X 36 classrooms equals \$3,600	1304.22, 1304.23 1304.20, 1304.53	#26
6612 Disposable Meal Supplies 957,900.3300.6612.xxx.0000	The program provides disposable meal supplies, such as cups, plates, and plastic ware to facilitate the food experience in the classroom.	Based on PY46 budget costs \$100 per class X 30 teaching teams equals \$3,000 PY47 Budget Availability \$100 per class X 36 classrooms equals \$3,600	1304.23 (c)	#26	
6612 Medical and Dental 957,900.3300.6612.xxx.0000	How will the requested amount be used to comply with HS Performance Standards? To ensure that effective dental hygiene practices are being practiced in the classrooms.	How was the requested amount estimated? Based on PY46 budget costs Dental supplies \$54 per day x 164 days equals \$8,856 PY47 Budget Availability \$59 per day x 140 days equals \$8,260	In Kind/ Cash Support	Performance Standard 1304.23(b)(3) and 1304.22(f)(2)	OMB Circular A-87 #26
6612 Medical and Dental 957,900.3300.6612.xxx.0000	Funds are to be used for first aid kits, the restocking of kits and dental curriculum supplies.	Based on PY46 budget costs First Aid Supplies \$14 per first aid kit x 30 classes equals \$420 PY47 Budget Availability \$25 x 36 classes equals \$900	1304.23(b)(3) and 1304.22(f)(2)	#26	
6613 Other Operating Costs 957,900.3300.6613.571.0000	Health and Safety Drinking water needs to be provided at all times for students. Funds provide water in classrooms that do not have drinking facilities.	Based on PY46 budget costs \$60 per month for bottled water x 10 months x 8 dispensers equals \$4,800 PY47 Budget Availability \$60 per month for bottled water x 10 months x 8 dispensers equals \$4,800	1304.21	#26	
6737 Classroom Technology Equipment 957,900.3300.6737.xxx.0000	To enhance technology in classrooms.	Based on PY46 budget costs \$181 per class X 30 classrooms equals \$5,288 PY47 Budget Availability \$110 per class X 36 classrooms equals \$3,960 and \$200 to purchase flip/video cameras to assist with TSG x 18 Teachers = \$3,600 for a total of \$7,960	1304.40	#26	

6737 Classroom Technology Equipment 957.900.3300.6737.xxx.0000	Preschool Teach Smart Learning System at one classroom site.	Based on PY46 budget costs \$9,000 per class X 1 classrooms equals \$9,000 PY47 Budget Availability \$0 per class x 1 classroom equals \$0	1304.4	#26
Why the Specific amount is being requested?	How will the requested amount be used to comply with HS Performance Standards?	How was the requested amount estimated?	In Kind/ Cash Support	Performance Standard 1304.20, 1304.21 1304.40
6731 Classroom/Recreational Supplies 957.900.3300.6731.xxx.0000	Classroom consumable & non consumable supplies purchased to provide new and updated materials.	Based on PY46 budget costs \$200 x 30 classrooms = \$250 x 28 equals \$13,000 PY47 Budget Availability \$200 x 36 classrooms equals \$7,200		OMB Circular A-87 #26
Total Supply In-Kind Total Supply Costs		\$86,631.37	\$0	
h. Other 6330 Other Professional Purchase Services 957.900.3300.6330.571.0000	T.B. Skin tests for parent volunteers & prospective new hires	Based on PY46 budget costs 90 Parent Vol. & 10 Prosp. New Hires x \$25 = \$2,500 PY47 Budget Availability 100 Parent Vol. & 10 Prosp. New Hires x \$25 = \$2,750	(Based on PY45 Actuals) \$106,070.10 \$139,644.00	1304.52(j)(3) #32
6330 Other Professional Purchase Services 957.900.3300.6330.571.0000	Prospective Employee Health Screening	Based on PY45 budget costs 10 Prospective New Hires x \$40 equals \$400 PY47 Budget Availability 10 Prospective New Hires x \$40 equals \$400	1304.22	#32
Consultants 957.900.3300.6330.571.0000	Continue follow up training for staff with national professional trainers.	Based on PY46 Budget costs = \$7000 Based on PY47 Budget Availability = \$9042	1304.52(k)(1)-(3)	#32
6890 Parent Fund 957.900.3300.6890.571.PRNT	Provide monies for classroom Parent Committee group to participate fully in their group responsibilities (child care, transportation, food, and/or trainers)	Based on PY46 budget costs \$100 per class x 30 classrooms = \$3,000 PY47 Budget Availability \$100 per class x 36 classrooms = \$3,600	1304.50	#2
6810 Subscription/Membership Fees 957.900.3300.6810.571.0000	Annual membership fees to the National Head Start Association assists in maintaining the program's ability to stay current in delivering quality services to children and families. Membership to WIFLI allows program to stay current on HS financial management requirements	Based on PY46 budget costs \$2,050 annual membership fee PY46 Budget Availability \$2,050 annual membership fee	1304.21	#28
Why the Specific amount is being requested?	How will the requested amount be used to comply	How was the requested	In Kind/ Performance	OMB

	with HS Performance Standards?	amount estimated?	Cash Support	Standard	Circular A-87 #32
Meeting/Training 957.900.3300.6331.571.0000	Opportunity for office staff to attend training events, conferences and to attend the quarterly AHSA meeting	PY46 Budget Availability AHSA mtg: \$50 per staff x 2 staff x 3 mtgs = \$300 PY47 Budget Availability AHSA mtg: \$50 per staff x 4 staff x 4 mtgs = \$800		1304.52(k)(1)-(3)	
6890/6810 Field Trip/Bus and Admission Fees 957.900.3300.6890.571.0000 957.900.3300.6510.571.0000	Opportunities for each child to be exposed to and to enrich their lives through new experiences in the community. Field trip costs include transportation & admission fees.	Based on PY46 budget costs Transportation costs 30 field trips x \$200 = \$6,000 PY47 Budget Availability Transportation costs 18 field trips x \$200 = \$3,600 Based on PY46 budget costs Admission costs for 30 trips x \$200 = \$6,000 PY47 Budget Availability Admission costs for 18 trips x \$200 = \$3,600		1304.21	#43
6330 Student Accident Insurance 957.900.3300.6330.571.0000	Safety. Liability insurance coverage for enrolled children.	Based on PY46 budget costs Annual premium: 588 children x \$5 = \$2,940 PY47 Budget Availability-increase projection Annual premium: 588 children x \$5.95 = \$3,500		1304.53	#22
6810 Day Care Licensing 957.900.3300.6810.571.0000	Safety. To provide developmentally appropriate indoor and outdoor environments that are safe, clean and spacious. Expenses for cost of obtaining/maintaining licenses for sites.	Based on PY46 budget costs 3 Head Start Sites x \$2,000=\$6,000 11 Shared Head Start sites x \$1,950 = \$21,450 PY47 Budget Availability 5 HS sites @ \$1,950 and 2 HS sites @ \$2,000 equals \$13,750		1304.22, 1304.23 1304.20, 1304.53	#26
6616 Food Experiences 957.900.3300.6616.xxx.0000	Classroom nutritional activities enhances the child's understanding of nutrition, as well as support literacy, math, social and self-help skills.	Based on PY46 budget costs \$20 x 10 months x 30 classrooms = \$6,000 PY47 Budget Availability \$20 x 10 months x 36 classrooms = \$7,200		1304.23	#26
6616 Meals 957.900.3300.6616.571.0000	Provide and implement a nutrition program that meets the nutritional needs and feeding requirements of each child including those with special dietary needs and children with disabilities. Provide meals for staff to meet performance standards.	Based on PY46 budget costs \$110 per month x 10 month x 30 classrooms = \$33,000 Based on PY47 Availability \$110 per month x 10 month x 36 classrooms = \$43,200 Staff meals 4 day program: 140days x \$3.15 x 2staff x 36 rooms= \$31,752		1304.23	#26
6550 Printing 957.900.3300.6550.571.0000	monies to cover printing costs and materials for the classrooms to will limit use of school campus printing materials	Based on PY46 Budget Costs \$267 x 30 classes equals \$8,010 Based on PY47 Budget Availability \$400 x 36 classes = \$14,400		1304.40, 1304.20 1304.22, 1304.23 1304.51	#26
Totals Space/Other In-Kind Total Other Costs		\$139,644.00	\$106,070.10		
Donations/In-Kind			\$6,636.27		

Total In-Kind Based on PY44 Actuals		
Total Costs	\$2,506,511.00	\$653,218.00
Original Approved PY47 Budget	\$2,488,593.00	
PY47 Budget with COLA (\$17,918)	\$2,056,511.00	

In-Kind Budget Head Start Program Year: 47 Agency: Washington Elementary School District					
			4/23/2012		
Category	Account Title	Justification	Program Budget Totals	Administrative Budget Totals	Annual In-Kind Budget

Salaries

Direct Hrs	Parent Volunteers	Based on YR 45 actuals plus a 16% expected increase	274,494.15	0.00	\$ 274,494.15
Direct & Admin Svcs Hrs	Custodial	Based on YR 45 actuals	15,539.40	1,676.06	\$ 17,215.46
Direct Hrs	Library	Based on YR 45 actuals	27,880.91	0.00	\$ 27,880.91
Direct Hrs	Search to Serve	Based on YR 45 actuals	74,668.00	0.00	\$ 74,668.00
Admin Svcs	Personnel Management Svcs	Based on YR 45 actuals	0.00	9,836.40	\$ 9,836.40
Admin Svcs	Purchasing Svcs	Based on YR 45 actuals	0.00	31,845.00	\$ 31,845.00
Admin Svcs	Director of Curriculum	Based on YR 45 actuals	0.00	1,918.80	\$ 1,918.80
Admin Svcs	Finance Specialist Svcs	Based on YR 45 actuals	0.00	4,283.52	\$ 4,283.52

Total Gross Salaries

\$ 392,582.46	\$ 49,559.78	\$ 442,142.24
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Fringe Costs

Direct Hrs	Parent Volunteers	Based on YR 45 actual salaries x 18.51%	48,434.58	0.00	\$ 48,434.58
Direct & Admin Svcs Hrs	Custodial	Based on YR 45 actual salaries x 18.51%	2,876.34	310.24	\$ 3,186.58
Direct Hrs	Library	Based on YR 45 actual salaries x 18.51%	5,160.76	0.00	\$ 5,160.76
Direct Hrs	Search to Serve	Based on YR 45 actual salaries x 18.51%	13,821.05	0.00	\$ 13,821.05

In-Kind Budget Head Start Program Year 47 Agency: Washington Elementary School District					
					4/23/2012
Category	Account Title	Justification	Program Budget Totals	Administrative Budget Totals	Annual In-Kind Budget

Direct Hrs	Health/Life/Dental Costs	Based on YR 45 actual Ins Costs	12,407.91	290.00	\$ 12,697.91
Admin Svcs	Personnel Management Svcs	Based on YR 45 actual salaries x 18.51%	0.00	1,820.72	\$ 1,820.72
Admin Svcs	Purchasing Svcs	Based on YR 45 actual salaries x 18.51%	0.00	5,894.51	\$ 5,894.51
Admin Svcs	Director of Curriculum	Based on YR 45 actual salaries x 18.51%	0.00	355.17	\$ 355.17
Admin Svcs	Finance Specialist Svcs	Based on YR 45 actual salaries x 18.51%	0.00	792.88	\$ 792.88
Admin Svcs	Health/Life/Dental Costs	Based on YR 44 actual Ins Costs		6,204.88	\$ 6,204.88

Total Direct Fringe Costs

\$ 82,700.64	\$ 15,668.40	\$ 98,369.03
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Total Personnel Services

475,283.10	65,228.18	540,511.27
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In-Kind Budget Head Start Program Year 47 Agency: Washington Elementary School District					
					4/23/2012
Category	Account Title	Justification	Program Budget Totals	Administrative Budget Totals	Annual In-Kind Budget

Space/Other Costs

Other Admin	Office - Space & Land Use	Based on YR 45 actuals	0.00	3,415.80	\$ 3,415.80
Other Direct	Classroom - Space & Land Use	Based on YR 45 actuals	28,024.42	0.00	\$ 28,024.42
Other Direct	Playground Space (164 sq ft per school @ \$5.00/sp ft)	Based on YR 45 actuals	11,480.04	0.00	\$ 11,480.04
Other Admin	Internet Connection	Based on YR 45 actuals	62.40	0.00	\$ 62.40
Other Direct & Admin	Phones	Based on YR 45 actuals	6,772.08	0.00	\$ 6,772.08
Other Direct & Admin	Custodial Supplies	Based on YR 45 actuals	2,148.96	224.88	\$ 2,373.84
Other Direct	Library Supplies	Based on YR 45 actuals	79.53	0.00	\$ 79.53
Other Direct & Admin	Utilities (except phone)	Based on YR 45 actuals	35,696.52	3,077.04	\$ 38,773.56
Other Direct	Library (other resources)	Based on YR 45 actuals	216.59	0.00	\$ 216.59
Other Direct & Admin	Custodial (other resources)	Based on YR 45 actuals	43.56	132.70	\$ 176.26
Other Direct & Admin	Copiers	Based on YR 45 actuals	2,661.02	4,474.56	\$ 7,135.58
Other Direct	Instructional Staff Food Costs	Based on YR 45 actuals	7,560.00	0.00	\$ 7,560.00

Total Space/Other Direct Costs	\$ 94,745.12	\$ 11,324.98	\$ 106,070.10
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Donations	6,636.27	\$ 6,636.27
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Total Other Costs	\$ 101,381.39	\$ 11,324.98	\$ 112,706.37
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Grand Total	\$ 576,664.49	\$ 76,553.00	\$ 653,218.00
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In-Kind Budget						4/23/2012
Head Start Program Year 47						
Agency: Washington Elementary School District						
Category	Account Title	Justification	Program Budget	Administrative	Annual In-Kind	Justification - Additional Information
			Totals	Budget Totals	Budget	

Salaries

Direct Hrs	Parent Volunteers	Based on YR 45 actuals plus a 16% expected increase	274,494.15	0.00	\$ 274,494.15	YR45 actual volunteer hours (19,192) x YR45 hourly rate (\$11.88)
Direct & Admin Svcs Hrs	Custodial	Based on YR 45 actuals	15,539.40	1,676.06	\$ 17,215.46	(YR45 actual custodial salaries per site) x (YR42 actual Head Start site square footage / YR42 actual site square footage)
Direct Hrs	Library	Based on YR 45 actuals	27,880.91	0.00	\$ 27,880.91	(YR45 actual library salaries per site) x (YR45 actual Head Start site enrollment / YR45 actual site enrollment)
Direct Hrs	Search to Serve	Based on YR 45 actuals	74,668.00	0.00	\$ 74,668.00	(YR45 actual districtwide search to serve salaries) x (YR45 actual Head Start search to serve student count / YR45 actual districtwide search to serve student count)
Admin Svcs	Personnel Management Svcs	Based on YR 45 actuals	0.00	9,836.40	\$ 9,836.40	(YR45 actual Personnel Mgmt salaries) x (YR45 actual Head Start positions count / YR45 actual districtwide positions count)
Admin Svcs	Purchasing Svcs	Based on YR 45 actuals	0.00	31,845.00	\$ 31,845.00	(YR45 actual Purchasing positions salaries) x (YR45 actual Head Start purchase order count / YR45 actual districtwide purchase order count)
Admin Svcs	Director of Curriculum	Based on YR 45 actuals	0.00	1,918.80	\$ 1,918.80	(YR45 Director of Curriculum's actual salary) x (YR45 actual hours spent on Head Start / YR45 annual full time employee hours of 2,080)
Admin Svcs	Finance Specialist Svcs	Based on YR 45 actuals	0.00	4,283.52	\$ 4,283.52	(YR45 Finance Specialist's actual salary) x (YR45 actual hours spent on Head Start / YR45 annual full time employee hours of 2,080)

Total Gross Salaries \$ 392,582.46 \$ 49,559.78 \$ 442,142.24

Fringe Costs

Direct Hrs	Parent Volunteers	Based on YR 45 actual salaries x 18.51%	48,434.58	0.00	\$ 48,434.58	Based on YR45 In-kind Gross Salaries for Parent Volunteers x YR45 District benefits rate (17.65%)
Direct & Admin Svcs Hrs	Custodial	Based on YR 45 actual salaries x 18.51%	2,876.34	310.24	\$ 3,186.58	Based on YR45 In-kind Gross Salaries for Custodial x YR45 District benefits rate (17.85%)
Direct Hrs	Library	Based on YR 45 actual salaries x 18.51%	5,160.76	0.00	\$ 5,160.76	Based on YR45 In-kind Gross Salaries for Library x YR45 District benefits rate (17.85%)
Direct Hrs	Search to Serve	Based on YR 45 actual salaries x 18.51%	13,821.05	0.00	\$ 13,821.05	Based on YR45 In-kind Gross Salaries for Search to Serve x YR45 District benefits rate (17.85%)
Direct Hrs	Health/Life/Dental Costs	Based on YR 45 actual Ins Costs	12,407.91	290.00	\$ 12,697.91	Based on YR45 actual In-kind Health, Life and Dental Ins. costs for Custodial, Library and Search to Serve Staff.

Admin Svcs	Personnel Management Svcs	Based on YR 45 actual salaries x 18.51%	0.00	1,820.72	\$ 1,820.72	Based on YR45 Inkind Gross Salaries for Personnel Mgmt x YR45 District benefits rate (17.85%) + actual YR45 health, life and dental insurance cost for these positions.
Admin Svcs	Purchasing Svcs	Based on YR 45 actual salaries x 18.51%	0.00	5,894.51	\$ 5,894.51	Based on YR45 Inkind Gross Salaries for Purchasing Svcs x YR45 District benefits rate (17.85%) + actual YR45 health, life and dental insurance cost for these positions.
Admin Svcs	Director of Curriculum	Based on YR 45 actual salaries x 18.51%	0.00	355.17	\$ 355.17	Based on YR45 Inkind Gross Salaries for Director of Curriculum x YR45 District benefits rate (17.85%) + actual YR45 health, life and dental insurance cost for this position.
Admin Svcs	Finance Specialist Svcs	Based on YR 45 actual salaries x 18.51%	0.00	792.88	\$ 792.88	Based on YR45 Inkind Gross Salaries for Finance Specialist Svcs x YR45 District benefits rate (17.85%) + actual YR45 health, life and dental insurance cost for this position.
Admin Svcs	Health/Life/Dental Costs	Based on YR 44 actual Ins Costs		6,204.88	\$ 6,204.88	

Total Direct Fringe Costs

\$ 82,700.64 \$ 15,668.40 \$ 98,369.03

Total Personnel Services

475,283.10 65,228.18 540,511.27

Space/Other Costs

Other Admin	Office - Space & Land Use	Based on YR 45 actuals	0.00	3,415.80	\$ 3,415.80	Administrative Office Space & Land Use cost allocation based on percent of Headstart office space out of total available space at the Manzanita location. This percentage is applied to the original building acquisition cost amortized at 2% (50 year useful life). The Land Use is applied to the original cost of the land using the same usage ratio as the office space.
Other Direct	Classroom - Space & Land Use					Classroom Space & Land Use cost allocation based on percent of Headstart classroom space utilized out of total available space at the various district locations. Each location's percentage of Headstart classroom space vs. total available classroom space is applied to each site's original building acquisition cost, which is amortized at 2% (50 year useful life). Land Use is applied to the original cost of the land using the same ratio as the classroom space. These individual site allocations are combined to provide the total Classroom space amount provided to the left.
Other Direct	Playground Space (164 sq ft per school @ \$5.00/sp ft)					Playground Space cost allocation based on \$5.00 per square foot of playground space utilized for Headstart. Each site is estimated at approximately 164 square feet which calculates to the total provided at the left.

Other Admin	Internet Connection	Based on YR 45 actuals	62.40	0.00	\$ 62.40	The Headstart program utilizes 37 computers in the classrooms and 6 computers in the Admin. Office which for YR45 were calculated at a cost of \$10.40 each per year. The per computer amount was determined by dividing the total number of computers used by Head Start by the total number of computers utilized in the district and applying that ratio to the total annual cost for internet connection districtwide.
Other Direct & Admin	Phones	Based on YR 45 actuals	6,772.08	0.00	\$ 6,772.08	The Headstart program utilizes 15 phones in the classrooms and 9 phones in the Admin. Office which for YR45 were calculated at a cost of \$282.17 each per year. The per computer amount was determined by dividing the total number of phones used by Head Start by the total number of phones utilized in the district and applying that ratio to the total annual cost for telecommunications districtwide.
Other Direct & Admin	Custodial Supplies	Based on YR 45 actuals	2,148.96	224.88	\$ 2,373.84	The Custodial Supply cost allocation is based on percent of Headstart classroom space utilized out of total available space at the various district locations. Each location's percentage of Headstart classroom space vs. total available classroom space is applied to each site's total custodial supply cost. These individual site allocations are combined to provide the total Custodial Supply amount provided to the left.
Other Direct	Library Supplies	Based on YR 45 actuals	79.53	0.00	\$ 79.53	The Library Supply cost allocation is based on the percent of Headstart student enrollment vs. total enrollment at each site. This percentage is then applied to the YR45 total library supply cost for each site. The individual site allocations are combined to provide the total Library Supply amount provided to the left.
Other Direct & Admin	Utilities (except phone)	Based on YR 45 actuals	35,696.52	3,077.04	\$ 38,773.56	The Utilities cost allocation is based on percent of Headstart classroom space utilized out of total available space at the various district locations. Each location's percentage of Headstart space vs. total available space is applied to each site's YR45 total utility costs. The individual site cost allocations are combined to provide the total Utility amount provided to the left.
Other Direct	Library (other resources)	Based on YR 45 actuals	216.59	0.00	\$ 216.59	The Library Other Resource cost allocation is based on the percent of Headstart student enrollment vs. total enrollment at each site. This percentage is then applied to the YR45 total library other resource cost for each site. The individual site allocations are combined to provide the total Library Other Resource amount provided to the left.
Other Direct & Admin	Custodial (other resources)	Based on YR 45 actuals	43.56	132.70	\$ 176.26	The Custodial Other Resources cost allocation is based on percent of Headstart classroom space utilized out of total available space at the various district locations. Each location's percentage of Headstart classroom space vs. total available classroom space is applied to each site's YR45 total custodial other resources cost. These individual site allocations are combined to provide the total Custodial Other Resources amount provided to the left.

Other Direct & Admin	Copiers	Based on YR 45 actuals	2,661.02	4,474.56	7,135.58	The Copier cost allocation is based on the percent of Headstart student enrollment vs. total enrollment at each site. This percentage is then applied to the YR45 total copier costs for each site and then amortized by 6.667% to reflect a useful life estimated at 15 years. The individual site allocations are combined to provide the total Copier amount provided to the left.
Other Direct	Instructional Staff Food Costs	Based on YR 45 actuals	7,560.00	0.00	7,560.00	(FY45 cost for meals @ \$1.50 lunchx (36 staff members) x (140 instructional days)

Total Space/Other Direct Costs

\$ 94,745.12 \$ 11,324.98 \$ 106,070.10

John C. Lincoln

Other Direct	John C Lincoln - Staff Training Rooms	Based on YR 44 actuals	0.00	0.00	-	Staff training room usage at John C Lincoln is valued at \$504.00 per use. In Year 42 this resource was not utilized due to construction at the location and parking issues. We anticipate to use this facility once in YR43.
Other Direct	John C. Lincoln - TV/VCR Usage	Based on YR 44 actuals	0.00	0.00	-	TV/VCR usage as related to staff training room usage valued at \$208.00 per use. In year 42 this resource was not utilized due to construction at the location and parking issues. We anticipate to use this facility once in YR43.

Total J.C. Lincoln

\$ - \$ - \$ -

Donations

6,636.27 \$ 6,636.27

Total Other Costs

\$ 101,381.39 \$ 11,324.98 \$ 112,706.37

Grand Total

\$ 576,664.49 \$ 76,553.00 \$ 653,218.00

26.06%

Head Start Program Year "47"
Projection of Breakout of Costs for Development and Administration
(DELEGATE AGENCY ADMINISTRATIVE COSTS)
WASHINGTON SCHOOL DISTRICT

4/23/2012

Personnel:

<u>Salaries</u>	<u>% Admin.</u>	<u>Salary</u>	52,768.46
Agency Director-Administrator	48.00%	32,966.40	
Office Manager	50.00%	19,802.06	
<u>Fringes</u>	<u>% Admin.</u>	<u>Fringes</u>	15,530.71
FICA @ 7.65%	3.24%	4,036.79	
Worker's Compensation @ 1.10%	3.24%	580.45	
AZ State Retirement @ 10.84%	3.24%	5,720.10	
Health/Life/Dental/Insurance @ \$5,299.35	1.56%	5,193.36	

Program Costs

<u>Travel</u>	<u>% Admin.</u>	<u>Travel</u>	0.00
<u>Supplies</u>	<u>% Admin.</u>	<u>Supplies</u>	3,200.00
Office Supplies	100.00%	3,200.00	
<u>Other</u>	<u>% Admin.</u>	<u>Other</u>	0.00

Agency In-Kind

<u>Total Personnel</u>	<u>% Admin.</u>	<u>In-Kind</u>	<u>76,553.00</u>
Custodial Services	9.74%	1,676.06	
Personnel Management Svcs	100.00%	9,836.40	
Purchasing Svcs	100.00%	31,845.00	
Director of Curriculum	100.00%	1,918.80	
Finance Specialist Svcs	100.00%	4,283.52	
<u>Total Personnel-Fringe</u>	<u>% Admin.</u>	<u>In-Kind</u>	
Custodial Services	9.74%	310.24	
Health/Life/Dental Costs - Custodial	2.28%	290.00	
Personnel Management Svcs	100.00%	1,820.72	
Purchasing Svcs	100.00%	5,894.51	
Director of Curriculum	100.00%	355.17	
Finance Specialist Svcs	100.00%	792.88	
Health/Life/Dental Costs - Custodial	100.00%	6,204.88	
<u>Space/Other Costs</u>	<u>% Admin.</u>	<u>In-Kind</u>	
Office -Space & Land Use	100.00%	3,415.80	
Classroom - Space & Land Use	0.00%	0.00	
Playground Space	0.00%	0.00	
Internet Connection	0.00%	0.00	
Phones	0.00%	0.00	
Custodial Supplies	9.47%	224.88	
Library Supplies	0.00%	0.00	
Utilities (except phone)	7.94%	3,077.04	
Library (other resources)	0.00%	0.00	
Custodial (other resources)	75.29%	132.70	
Copiers	62.71%	4,474.56	
Instructional Staff Food Costs	0.00%	0.00	

Total Agency Administrative and Development Cost Contributions

148,052.00

Adjusted Federal Budget YR 46	2,506,511
Non-Federal (Minimum 25% of Fed.)	<u>653,218</u>
	3,159,729
Agency Administrative %	4.69%

Percentage Cost Allocation

Year 47

Personnel Costs

Job Title	Cost	# of Staff	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Head Start Administrator-Director	68,680.00	1	48.00%	38.00%	2.00%	2.00%	6.00%	2.00%	2.00%	0.00%	0.00%	100.00%
Program Coordinator-Pilsbury	58,075.00	1	0.00%	65.00%	5.00%	5.00%	20.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Mentor Specialist-Rohrer	38,939.54	1	0.00%	65.00%	5.00%	5.00%	20.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Mentor Specialist-Olalde	38,425.47	1	0.00%	65.00%	5.00%	5.00%	20.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Office Tech-Chavez	20,615.96	1	0.00%	10.00%	20.00%	20.00%	35.00%	10.00%	5.00%	0.00%	0.00%	100.00%
Office Manager-Rubalcaba	39,604.12	1	50.00%	28.00%	2.00%	2.00%	16.00%	2.00%	0.00%	0.00%	0.00%	100.00%
Office Specialist-Azlin	22,452.41	1	0.00%	10.00%	20.00%	20.00%	35.00%	10.00%	5.00%	0.00%	0.00%	100.00%
Office Tech-Goris	25,568.19	1	0.00%	10.00%	20.00%	20.00%	35.00%	10.00%	5.00%	0.00%	0.00%	100.00%
Certified Teacher Part Year	652,134.76	18	0.00%	60.00%	5.00%	5.00%	25.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Support Instructor Part Year	605,089.22	36	0.00%	60.00%	5.00%	5.00%	25.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Program Aides Part Year	57,956.59	7	0.00%	60.00%	5.00%	5.00%	25.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Salary Savings	0.00		0.00%	60.00%	5.00%	5.00%	25.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Total Personnel Costs	1,627,541.25	69	98.00%	531.00%	99.00%	99.00%	287.00%	69.00%	17.00%	0.00%	0.00%	

WESD - In-kind Match

Parent Volunteers	274,494.15		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Custodial Services	17,215.46		9.74%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	90.26%	0.00%	100.00%
Library	27,880.91		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Search to Serve	74,668.00		0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
Personnel Management Svcs	9,836.40		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Purchasing Svcs	31,845.00		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Director of Curriculum	1,918.80		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Finance Specialist Svcs	4,283.52		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Total In-Kind Personnel Costs	442,142.24		409.74%	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%	90.26%	0.00%	

Fringe Costs

Fringe Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
FICA Withholding	124,506.91		3.24%	54.76%	6.00%	6.00%	25.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Worker's Compensation	17,902.95		3.24%	54.76%	6.00%	6.00%	25.00%	5.00%	0.00%	0.00%	0.00%	100.00%
AZ State Retirement	176,425.47		3.24%	54.76%	6.00%	6.00%	25.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Health/Dental/Life Insurance (53)	333,859.05		1.56%	54.00%	6.70%	8.44%	24.50%	4.80%	0.00%	0.00%	0.00%	100.00%
Benefit Savings			1.21%	56.03%	6.70%	6.76%	24.50%	4.80%	0.00%	0.00%	0.00%	100.00%
Total Fringe Costs	652,694.38		12.49%	274.30%	31.40%	33.20%	124.00%	24.60%	0.00%	0.00%	0.00%	

WESD - In-kind

Parent Volunteers	48,434.58		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Custodial Svcs	3,186.58		9.74%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	90.26%	0.00%	100.00%
Library	5,160.76		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Search to Serve	13,821.05		0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
Health/Life/Dental Costs	12,697.91		2.28%	54.00%	6.70%	7.72%	24.50%	4.80%	0.00%	0.00%	0.00%	100.00%
Personnel Management Svcs	1,820.72		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Purchasing Svcs	5,894.51		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%

Director of Curriculum	355.17		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Finance Specialist Svcs	792.88		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Health/Life/Dental Costs	6,204.88		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Total In-Kind Fringe Costs	98,369.03		512.02%	154.00%	6.70%	7.72%	124.50%	104.80%	0.00%	90.26%	0.00%	0.00%	

Travel

Travel Item	Cost	Allocation	Admin.	Educn	Health	Nutrition	Disabilities	Trans.	Occupancy	Other	Non HS Funds
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Supplies

Supplies Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Books, Education	14,700.00		0.00%	75.00%	10.00%	10.00%	0.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Books, Education	14,000.00		0.00%	75.00%	10.00%	10.00%	0.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Books, Education	1,998.00		0.00%	75.00%	10.00%	10.00%	0.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Office Supplies	3,200.00		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Photographic Supplies	7,200.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Parent Fund	3,600.00		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Policy Committee Supplies	333.37		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Policy Committee Fund	400.00		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Employee morale, health and welfare	3,000.00		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
Employee morale, health and welfare	2,280.00		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
Safety Supplies	3,600.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Disposable Meal Supplies	3,600.00		0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Medical and Dental	8,260.00		0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Medical and Dental	900.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Other Operating Costs	4,800.00		0.00%	0.00%	33.00%	33.00%	0.00%	0.00%	0.00%	0.00%	34.00%	100.00%
Classroom Technology Equip	7,560.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Classroom/Recreational Supplies	7,200.00		0.00%	75.00%	10.00%	10.00%	0.00%	5.00%	0.00%	0.00%	0.00%	100.00%
Total Supplies	86,631.37		100.00%	700.00%	173.00%	173.00%	300.00%	20.00%	0.00%	0.00%	234.00%	

Other

Other Item	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD											
Other Profess Purch Svcs	2,750.00	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Other Profess Purch Svcs	400.00	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Consultants	9,042.00	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Parent Fund	3,600.00	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Subscription/Membership Fees	2,050.00	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Meeting/Training	800.00	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Field Trips	3,600.00	0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%
Field Trips Admission	3,600.00	0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	0.00%	100.00%
Student Accident Insurance	3,500.00	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
Day Care Licensing	13,750.00	0.00%	60.00%	20.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Food Experiences	7,200.00	0.00%	50.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Meals	43,200.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
Staff Meals	31,752.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
Printing	14,400.00	0.00%	75.00%	10.00%	10.00%	0.00%	5.00%	0.00%	0.00%	0.00%	100.00%

Total Other	139,644.00	0.00%	935.00%	36.00%	80.00%	100.00%	5.00%	50.00%	100.00%	100.00%
WESD - Inkind										
Office Space	3,415.80	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Classroom Space	28,024.42	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Playground Space	11,480.04	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Internet Connection	62.40	0.00%	92.79%	0.00%	0.00%	7.21%	0.00%	0.00%	0.00%	100.00%
Phones	6,772.08	0.00%	92.79%	0.00%	0.00%	7.21%	0.00%	0.00%	0.00%	100.00%
Custodial Supplies	2,373.84	9.47%	90.53%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Library Supplies	79.53	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Utilities (except phone)	38,773.56	7.94%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	92.06%	100.00%
Library (other resources)	216.59	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Custodial (other resources)	176.26	75.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	24.71%	100.00%
Copiers	7,135.58	62.71%	-21.66%	10.00%	10.00%	28.95%	10.00%	0.00%	0.00%	100.00%
Instructional Staff Food Costs	7,560.00	0.00%	33.34%	33.33%	33.33%	0.00%	0.00%	0.00%	0.00%	100.00%
Total In-Kind Other	106,070.10	255.40%	687.79%	43.33%	43.33%	43.37%	10.00%	0.00%	116.78%	0.00%
John C Lincoln In-kind										
Staff Training Rooms	0.00	0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	100.00%
TV/VCR Usage	0.00	0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	100.00%
Total In-Kind JC Lincoln	0.00	0.00%	150.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%
WESD - Inkind										
Donations	6,636.27	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Total Inkind Donations	6,636.27	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Federal Share	2,506,511.00									
Total Inkind Match	653,218.00									
Total Service Cost	3,159,729.00									

Distribution of CostsPersonnel Costs

Job Title	Cost	# of Staff	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Head Start Director-Howden	68,680.00	1	32,966.40	26,098.40	1,373.60	1,373.60	4,120.80	1,373.60	1,373.60	0.00	0.00	0.00
Program Coordinator-Pilsbury	58,075.00	1	0.00	37,748.75	2,903.75	2,903.75	11,615.00	2,903.75	0.00	0.00	0.00	0.00
Mentor Specialist-Rohrer	38,939.54	1	0.00	25,310.70	1,946.98	1,946.98	7,787.91	1,946.98	0.00	0.00	0.00	0.00
Mentor Specialist-Okalde	38,425.47	1	0.00	24,976.55	1,921.27	1,921.27	7,685.09	1,921.27	0.00	0.00	0.00	0.00
Office Tech-Chavez	20,615.96	1	0.00	2,061.60	4,123.19	4,123.19	7,215.59	2,061.60	1,030.80	0.00	0.00	0.00
Office Manager-Rubalcaba	39,604.12	1	19,802.06	11,089.15	792.08	792.08	6,336.66	792.08	0.00	0.00	0.00	0.00
Office Specialist-Azlin	22,452.41	1	0.00	2,245.24	4,490.48	4,490.48	7,858.34	2,245.24	1,122.62	0.00	0.00	0.00
Office Tech-Gons	25,568.19	1	0.00	2,556.82	5,113.64	5,113.64	8,948.87	2,556.82	1,278.41	0.00	0.00	0.00
Certified Teacher Part Year	652,134.76	18	0.00	391,280.85	32,606.74	32,606.74	163,033.69	32,606.74	0.00	0.00	0.00	0.00
Support Instructor Part Year	605,089.22	36	0.00	363,053.53	30,254.46	30,254.46	151,272.31	30,254.46	0.00	0.00	0.00	0.00
Program Aides Part Year	57,956.59	7	0.00	34,773.95	2,897.83	2,897.83	14,489.15	2,897.83	0.00	0.00	0.00	0.00
Salary Savings	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Costs	1,627,541.25	69	52,768.46	921,195.55	88,424.02	88,424.02	390,363.40	81,560.37	4,805.43	0.00	0.00	0.00

WESD - In-Kind Match

Parent Volunteers	274,494.15		0.00	0.00	0.00	0.00	274,494.15	0.00	0.00	0.00	0.00	0.00
Custodial Services	17,215.46		1,676.06	0.00	0.00	0.00	0.00	0.00	0.00	15,539.40	0.00	0.00
Library	27,880.91		0.00	27,880.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Search to Serve	74,668.00		0.00	0.00	0.00	0.00	0.00	74,668.00	0.00	0.00	0.00	0.00
Personnel Management Svcs	9,836.40		9,836.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchasing Svcs	31,845.00		31,845.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Director of Curriculum	1,918.80		1,918.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Finance Specialist Svcs	4,283.52		4,283.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total In-Kind Personnel Costs	442,142.24		49,559.78	27,880.91	0.00	0.00	274,494.15	74,668.00	0.00	15,539.40	0.00	0.00

Fringe Costs

Fringe Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
FICA Withholding	124,506.91		4,036.79	68,177.22	7,470.41	7,470.41	31,126.73	6,225.35	0.00	0.00	0.00	0.00
Worker's Compensation	17,902.95		580.45	9,803.26	1,074.18	1,074.18	4,475.74	895.15	0.00	0.00	0.00	0.00
AZ State Retirement	176,425.47		5,720.10	96,606.67	10,585.53	10,585.53	44,106.37	8,821.27	0.00	0.00	0.00	0.00
Health/Dental/Life Insurance (53)	333,859.05		5,193.36	180,283.89	22,368.56	28,192.54	81,795.47	16,023.23	0.00	0.00	0.00	0.00
Benefit Savings	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fringe Costs	652,694.38		15,530.71	354,871.04	41,498.68	47,322.66	161,504.30	31,967.00	0.00	0.00	0.00	0.00

WESD - In-Kind

Parent Volunteers	48,434.58		0.00	0.00	0.00	0.00	48,434.58	0.00	0.00	0.00	0.00	0.00
Custodial, Library & Search to Serve	3,186.58		310.24	0.00	0.00	0.00	0.00	0.00	0.00	2,876.34	0.00	0.00
Library	5,160.76		0.00	5,160.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Search to Serve	13,821.05		0.00	0.00	0.00	0.00	0.00	13,821.05	0.00	0.00	0.00	0.00
Health/Life/Dental Costs	12,697.91		290.00	6,856.87	850.76	979.79	3,110.99	609.50	0.00	0.00	0.00	0.00
Personnel Management Svcs	1,820.72		1,820.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchasing Svcs	5,894.51		5,894.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Director of Curriculum	355.17		355.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Finance Specialist Svcs	792.88		792.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Health/Life/Dental Costs	6,204.88		6,204.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total In-Kind Fringe Costs	98,369.03		15,668.40	12,017.63	850.76	979.79	51,545.57	14,430.55	0.00	2,876.34	0.00	0.00

Travel

Travel Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
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Supplies

Supplies Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Books, Education	14,700.00		0.00	11,025.00	1,470.00	1,470.00	0.00	735.00	0.00	0.00	0.00	14,700.00
Books, Education	14,000.00		0.00	10,500.00	1,400.00	1,400.00	0.00	700.00	0.00	0.00	0.00	14,000.00
Books, Education	1,998.00		0.00	1,498.50	199.80	199.80	0.00	99.90	0.00	0.00	0.00	1,998.00
Office Supplies	3,200.00		3,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,200.00
Photographic Supplies	7,200.00		0.00	7,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,200.00
Parent Fund	3,600.00		0.00	0.00	0.00	0.00	3,600.00	0.00	0.00	0.00	0.00	3,600.00
Policy Committee Supplies	333.37		0.00	0.00	0.00	0.00	333.37	0.00	0.00	0.00	0.00	333.37
Policy Committee Fund	400.00		0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	400.00
Employee morale, health and welfare cost	3,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Employee morale, health and welfare cost	2,280.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,280.00	2,280.00
Safety Supplies	3,600.00		0.00	3,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00
Disposable Meal Supplies	3,600.00		0.00	0.00	0.00	3,600.00	0.00	0.00	0.00	0.00	0.00	3,600.00
Medical and Dental	8,260.00		0.00	0.00	8,260.00	0.00	0.00	0.00	0.00	0.00	0.00	8,260.00
Medical and Dental	900.00		0.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
Other Operating Costs	4,800.00		0.00	0.00	1,584.00	1,584.00	0.00	0.00	0.00	0.00	1,632.00	4,800.00
Classroom Technology Equip	7,560.00		0.00	7,560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,560.00
Classroom/Recreational Supplies	7,200.00		0.00	5,400.00	720.00	720.00	0.00	360.00	0.00	0.00	0.00	7,200.00
Total Supplies	86,631.37		3,200.00	47,683.50	13,633.80	8,973.80	4,333.37	1,894.90	0.00	0.00	6,912.00	86,631.37

Other

Other Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Other Profess Purch Svcs	2,750.00		0.00	2,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,750.00
Other Profess Purch Svcs	400.00		0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
Consultants	9,042.00		0.00	9,042.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,042.00
Parent Fund	3,600.00		0.00	0.00	0.00	0.00	3,600.00	0.00	0.00	0.00	0.00	3,600.00
Subscription/Membership Fees	2,050.00		0.00	2,050.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,050.00
Meeting Training	800.00		0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
Field Trips	3,600.00		0.00	2,700.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00	3,600.00
Field Trips Admission	3,600.00		0.00	2,700.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00	3,600.00
Student Accident Insurance	3,500.00		0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
Day Care Licensing	13,750.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,750.00	0.00	13,750.00
Food Experiences	7,200.00		0.00	4,320.00	1,440.00	1,440.00	0.00	0.00	0.00	0.00	0.00	7,200.00
Meals	43,200.00		0.00	21,600.00	0.00	21,600.00	0.00	0.00	0.00	0.00	0.00	43,200.00
Staff Meals	31,752.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,752.00	31,752.00
Printing	14,400.00		0.00	10,800.00	1,440.00	1,440.00	0.00	720.00	0.00	0.00	0.00	14,400.00
Total Other	139,644.00		0.00	60,662.00	2,880.00	24,480.00	3,600.00	720.00	1,800.00	13,750.00	31,752.00	139,644.00

WESD - In-Kind

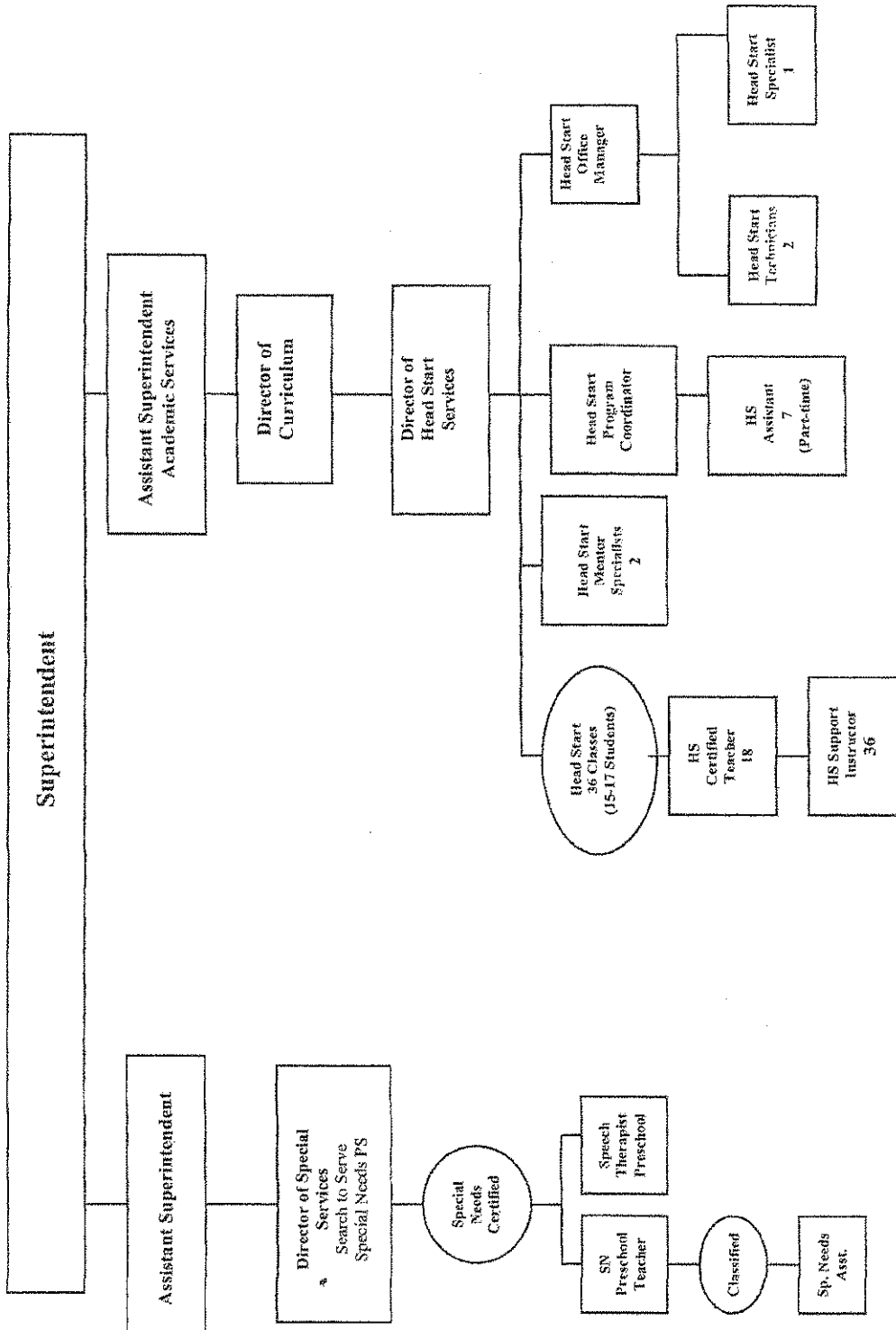
Office Space	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
Office Space	3,415.80		3,415.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,415.80
Classroom Space	28,024.42		0.00	28,024.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,024.42
Playground Space	11,480.04		0.00	11,480.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,480.04
Transportation	62.40		0.00	57.90	0.00	0.00	4.50	0.00	0.00	0.00	0.00	62.40
Phones	6,772.08		0.00	6,283.81	0.00	0.00	488.27	0.00	0.00	0.00	0.00	6,772.08
Custodial Supplies	2,373.84		224.88	2,148.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,373.84
Library Supplies	79.53		0.00	79.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.53
Utilities (except phone)	38,773.56		3,077.04	0.00	0.00	0.00	0.00	0.00	0.00	35,696.52	0.00	38,773.56
Library (other resources)	216.59		0.00	216.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	216.59
Custodial (other resources)	176.26		132.70	0.00	0.00	0.00	0.00	0.00	0.00	43.56	0.00	176.26
Copiers	7,135.58		4,474.56	(1,543.40)	713.56	713.56	2,065.75	713.56	0.00	0.00	0.00	7,135.58
Instructional Staff Food Costs	7,560.00		0.00	2,520.50	2,519.75	2,519.75	0.00	0.00	0.00	0.00	0.00	7,560.00
Total In-Kind Other	106,070.10		11,324.98	49,266.35	3,233.31	3,233.31	2,558.52	713.56	0.00	35,740.08	0.00	106,070.10

John C Lincoln In-kind												
Staff Training Rooms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TV/VCR Usage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total In-Kind JC Lincoln	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WESD - In-kind												
Donations	6,636.27	6,636.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,636.27
Total In-Kind Donations	6,636.27	6,636.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,636.27

Total Federal Share	2,506,511.00	71,499.17	1,384,412.09	146,436.50	169,200.48	559,801.07	116,142.27	6,605.43	13,750.00	38,664.00	0.00	2,506,511.00
Total In-kind Match	653,218.00	76,553.16	95,801.16	4,084.07	4,213.10	328,598.23	89,812.11	0.00	54,155.82	0.00	0.00	653,218.00
Total Service Cost	3,159,729.00	148,052.00	1,480,213.25	150,520.56	173,413.58	888,399.30	205,954.38	6,605.43	67,905.82	38,664.00	0.00	3,159,729.00
Percent of Total		4.69%	46.85%	4.76%	5.49%	28.12%	6.52%	0.21%	2.15%	1.22%	0.00%	100.00%

Head Start Services Organizational Chart 2012-2013



**FACILITY LOCATION CHART / PROGRAM OPTION
FOR
HEAD START DELEGATE AGENCIES AND INDIVIDUAL CLASSROOMS**

DIRECTOR'S NAME	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
Diana Howsden	(602) 347-2297	(602) 347-2215	diana.howsden@wesdschools.org
OTHER KEY STAFF	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
Michael Pilsbury, Coordinator	(602) 347-2212	(602) 347-2215	michael.pilsbury@wesdschools.org
Yvonne Rubalcaba, Office Manager	(602) 347-2284	(602) 347-2215	yvonne.rubalcaba@wesdschools.org
Claudia Olalde, Mentor Specialist	(602) 347-2219	(602) 347-2215	claudia.olalde@wesdschools.org
Pam Rohrer, Mentor Specialist	(602) 347-2221	(602) 347-2215	pam.rohrer@wesdschools.org

NAME OF SITE / ADDRESS	CLASSROOM	DOUBLESSESSION	HOURS	# OF CHILDREN	PROGRAM OPTION
Acacia 3021 W Evans Phoenix, AZ 85053-5799	Room #117	AM & PM	7:30-11:00 & 11:30-3:00	15 15	Center Based
Arroyo 4535 W Cholla Glendale, AZ 85304-3599	Room #B3-A	AM & PM	7:30-11:00 & 11:30-3:00	17 17	Center Based
Alta Vista 8710 N 31 st Ave Phoenix, AZ 85051-3998		AM & PM	7:30-11:00 & 11:30-3:00	17 17	Center Based
Desert View 8621 N 3 rd Street Phoenix, AZ 85020-3185	Room #501	AM & PM	7:30-11:00 & 11:30-3:00	16 16	Center Based
John Jacobs 14421 N 23 rd Avenue Phoenix, AZ 85053	Room #38	AM & PM	7:30-11:00 & 11:30-3:00	17 17	Center Based
Manzanita 8430 N 39 th Ave Phoenix, AZ 85051-4799	Room #901	AM & PM	7:30-11:00 & 11:30-3:00	17 17	Center Based
Maryland 6503 N 21 st Ave Phoenix, AZ 85015-1555	Room #44	AM & PM	7:30-11:00 & 11:30-3:00	15 15	Center Based
Moon Mountain 13425 N 19 th Ave Phoenix, AZ 85029-1698	Room #E115	AM & PM	7:30-11:00 & 11:30-3:00	17 17	Center Based

Mountain View 801 W Peoria Phoenix, AZ 85029-5301	Room #C154	AM & PM	7:30-11:00 & 11:30-3:00	17	Center Based
	Room #C156	AM & PM	7:30-11:00 & 11:30-3:00	17	
Ocotillo 3225 W. Ocotillo Phoenix, AZ 85017-1055	Room #E-118	AM & PM	7:30-11:00 & 11:30-3:00	16	Center Based
				16	
Richard E Miller 2021 W Alice Phoenix, AZ 85021-4299	Portable	AM & PM	7:30-11:00 & 11:30-3:00	15	Center Based
				15	
Sahuaro 12835 N 33 rd Ave Phoenix, AZ 85029-2209	Room #805	AM & PM	7:30-11:00 & 11:30-3:00	17	Center Based
				17	
Shaw Butte 12202 N 21 st Ave Phoenix, AZ 85029-5599	Room #A-1	AM & PM	7:30-11:00 & 11:30-3:00	17	Center Based
				17	
Sunset 4626 W Mt. View Road Glendale, AZ 85302-2609	Room #514	AM & PM	7:30-11:00 & 11:30-3:00	17	Center Based
				17	
Sunnyslope 245 E Mt. View Rd. Phoenix, AZ 85020	Room #301	AM & PM	7:30-11:00 & 11:30-3:00	15	Center Based
				15	
Tumbleweed 4001 W, Laurel Lane Phoenix, AZ 85029	Room #38	AM & PM	7:30-11:00 & 11:30-3:00	15	Center Based
				15	
Washington 8033 N 27 th Ave Phoenix, AZ 85051-6399	Room #A-103	AM & PM	7:30-11:00 & 11:30-3:00	17	Center Based
				17	

GRANT APPLICATION REPORT

Agency Washington Elementary School District No. 6

Program Approach Form

I. Funded Enrollment		
1. Funded enrollment by program option:		Number of Pregnant Women:
Center-based enrollment	588	
Home-based enrollment		
Combination option enrollment		
Family child care enrollment		
Other option enrollment		
Total Enrollment	588	0

II. Program Schedule			
1. Program schedule number	1	2	3
2. Program option identification	CB		
3. Funded enrollment	588		
Complete #4-9 for center-based, family child care, combination, and other options			
4a. Number of classes/groups/family child care settings	36		
4b. Double session	18		
5. Number of hours of classes/groups/FCC settings per child, per day	3.5		
6. Number of days of classes/groups/FCC settings per child, per week	4		
7. Number of days classes/groups/FCC settings per child, per year	140		
8. Number of home visits per child, per year	2		
9. Number of hours per home visit	1		
Complete #10-13 for home-based options			
10. Number of home visits per child, per year			
11. Number of hours per home visit			
12. Number of hours per home-based socialization experience			
13. Number of home-based socialization experiences per child per year			

Washington Elementary School District Head Start Program Planning 2012 – 2013

July

- Start of new program/fiscal year
- Review, revise, if needed, and submit for printing Preschool/Head Start Parent Handbook and Staff Handbook
- Mail enrollment notification letters to families
- Develop Staff Training Plan
- Complete PIR (Program Information Report) Information
- **Submit to Grantee:**
 - Administrative Cost Report
 - Submit PIR Information
 - Current Parent Handbook
 - Disabilities Services Summary for Program Year 2011 - 12
 - Summary of program Transition Activities

August

- Conduct Staff orientation
- Distribute Year 47 Staff Calendar
- Conduct annual Staff training of Dept. of Health Services Child Care Licensure Regulations, Head Start Performance Standards, WESD Head Start program Service Plans and WESD District Policies
- Conduct classroom Family Orientations
- Conduct development screenings
- First day of class
- Conduct classroom Family Training Survey
- Develop Family Training Plan
- Develop Disabilities Training Plan
- Election of classroom Policy Committee Representatives
- **Policy Committee Meeting** (last meeting for previous year Policy & Community reps): (August 28, 2012)
 - PC approval of:
 - June Policy Committee Minutes
 - Hiring and termination recommendations (as needed)
 - Conduct Policy Committee orientation
 - PC review:
 - Proposed Policy Committee meeting dates for Sept. 2012 – Aug. 2013
 - Policy Committee By-laws
 - Parent Reimbursement Plan and Procedures
 - Program Holiday & Celebration Plan and Procedures
 - WESD Head Start Program Planning Procedures Calendar 2012 – 2013
 - Shared Governance Procedures
 - Dispute and Impasse Procedures
 - Program Budget and Expenditures
- **Submit to Grantee:**
 - PIR Information
 - Monthly expenditure report and funding request, invoices, disabilities tally updates, and budget modifications, as needed
 - Final Fiscal Report
 - Staff Training Plan
 - Status report for individual staff status towards attainment of Associates or Bachelor's degrees
 - Policy Committee and Governing Board Orientation schedule

**Washington Elementary School District Head Start
Program Planning 2012 – 2013**

September

- Assessment of program bilingual language needs
- **Policy Committee Meeting:** (September 20, 2012)
 - PC election Policy Committee Officers and Policy Council Representatives
 - PC approval of:
 - August Policy Committee Minutes
 - Policy Committee meeting dates for Sept. 2012 – Aug. 2013
 - Policy Committee By-laws, if amended
 - Parent Reimbursement Plan and Procedures
 - Program Holiday & Celebration Plan and Procedures
 - Hiring and termination recommendations (as needed)
 - PC review:
 - Program philosophy
 - Program long and short range goals and objectives
 - Program monthly reports
- **Head Start Communication Committee Meeting:** (September 18, 2012)
 - CC review of:
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates, and budget modifications, as needed
 - Quarterly Administrative Costs Report
 - Names and information of newly elected Policy Council Representatives

October

- Data Collection Outcome Measures-Time One
- Conduct Home visits
- **Policy Committee Meeting:** (October 23, 2012)
 - PC approval of:
 - Program philosophy
 - Program long and short range goals and objectives
 - Hiring and termination recommendations (as needed)
 - PC review of:
 - Program monthly reports
- **Head Start Communication Committee Meeting:** (October 2, 2012)
 - CC review of:
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates, and budget modifications, as needed
 - Administrative Cost Report

November

- **Governing Board Presentation:**
 - GB approval of:

Washington Elementary School District Head Start Program Planning 2012 – 2013

Program philosophy
Program long and short range goals and objectives
Hiring and termination of Head Start personnel (as needed)

- **Policy Committee Meeting:** (November 13, 2012)
 - PC review of:
 - IGA (Program Refunding Application, Service Plans and Program Option, PY 48)
 - Program monthly reports
 - PC approval of:
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Head Start Refunding Grant/Contract Renewal documents for Program Year 48
 - Community Assessment Updates
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

December

- Conduct Parent Satisfaction Survey
- Meet with Grantee to review Refunding Application Packet
- **Policy Committee Meeting:** (December 11, 2012)
 - PC review of:
 - Self Assessment process
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Head Start Communication Committee Meeting:** (December 4, 2012)
 - CC review of:
 - Program monthly reports
 - Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
 - Quarterly Administrative Costs Report

January

- **Governing Board Presentation:**
 - Conduct Governing Board orientation
 - Review of Child Outcomes Measures
 - Review and approval of Self Assessment process
- Data Collection Outcomes Measures – Time Two
- Analyze Parent Satisfaction Survey results
- **Policy Committee Meeting:** (January 22, 2013)
 - PC approve of:
 - Self Assessment process
 - PC review of:
 - Child Outcomes Measures
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
 - PC Self Assessment training

**Washington Elementary School District Head Start
Program Planning 2012 – 2013**

- **Head Start Communication Committee Meeting:** (if needed)
 - CC review of:
 - Self Assessment process/training
 - Review Parent Satisfaction Survey results
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
 - Final submittal of any revised programmatic and fiscal renewal documents of PY 48

February

- Conduct Self Assessment/parents, PC, GB, Communication Committee and staff
- Conduct home visits
- Identify Budget Savings
- **Policy Committee Meeting:** (February 26, 2013)
 - PC review of:
 - Eligibility, Recruitment, Selection, Enrollment and Attendance Criteria Plan and Procedures (ERSEA Plan)
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Head Start Communication Committee Meeting:** (February 5, 2013)
 - CC review of:
 - Parent Satisfaction Survey results
 - Eligibility, Recruitment, Selection, Enrollment and Attendance Criteria Plan and Procedures (ERSEA Plan)
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

March

- Analyze Self Assessment Results
- Design Program Improvement Plan from Self Assessment results
- Begin new program year recruitment
- **Policy Committee Meeting:** (March 25, 2013)
 - PC approval of:
 - Eligibility, Recruitment, Selection, Enrollment and Attendance Plan (ERSEA Plan)
 - PC review of:
 - Self-Assessment Results/Program Improvement Plans (as applicable)
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

Washington Elementary School District Head Start Program Planning 2012 – 2013

Quarterly Administrative Costs Report
Two copies of Single Audit Report

April

- Conduct staff evaluations
- Recruitment and intake process commences
- Develop schedule for submission of Head Start student applications from COP Caseworkers
- **Policy Committee Meeting:** (April 15, 2013)
 - PC review of:
 - Program Improvement Plan
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

May

- Submit Staff Performance Review to WESD Human Resources
- Conduct Staff Training Needs Assessment
- Conduct Parent Satisfaction Survey
- Data Collection Outcomes Measures – Time Three
- Prepare Head Start calendar (aligned to WESD calendar)
- Parent and Staff Recognition Event (based on availability of funds)
- **Policy Committee Meeting:** (May 13, 2013)
 - PC review of:
 - Program Refunding Application, Service Plans and Program Option-PY 48 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2012 -2013
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Head Start Communication Committee Meeting:** (May 6, 2013)
 - CC review of:
 - Program Refunding Application, Service Plans and Program Option-PY 48 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2013 - 2014
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
 - Copy of Self-Assessment and Program Improvement Plan

June

- Analyze Staff Training Needs Assessment
- Analyze Parent Satisfaction Survey
- Conduct independent Audit
- Finalize Preschool/Head Start calendar (aligned to WESD calendar)
- **Governing Board Head Start Presentation:**
 - GB review of:
 - Parent Satisfaction Survey

Washington Elementary School District Head Start Program Planning 2012 – 2013

Child Outcomes Measurers Report

-GB approval of:

Program Refunding Application, Service Plans and Program Option-PY 48 (IGA)

WESD Head Start Program Planning Procedures Calendar 2013 - 2014

Hiring and termination of Head Start personnel (as needed)

- **Policy Committee Meeting:** (June 3, 2013)

-Identify Program Goals and Needs

-PC approval of:

Program Refunding Application, Service Plans and Program Option-PY 48 (IGA)

WESD Head Start Program Planning Procedures Calendar 2013 – 2014

-PC review of:

Parent Satisfaction Survey

Child Outcomes Measurers Report

Program monthly reports

Hiring and termination recommendations (as needed)

- **Submit to Grantee:**

Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

Quarterly Administrative Costs Report

Final revised/current Methodology/Program Area Plan

Outcomes Measures Analysis for Year 2012 - 2013

Copies of Single Audit Report

Policy Committee/Governing Board approved Annual Planning Calendar

Meetings

Monthly:

- Policy Committee Meeting (except July)
- Parent Classroom Meeting (except June/July)
- Policy Council Meeting
- Governing Board hiring and termination of Head Start personnel (as needed)
- Director Meeting with Grantee
- CORE Meeting (Caseworker(s), Area Supervisor, Head Start Director and/or designee(s) and Program Assistant(s))

Bi-Monthly:

- Staff Meetings
- Head Start Director with Director of Curriculum

Approved by the WESD Head Start Policy Committee on: 5/15/12

Approved by WESD Governing Board on: _____

Submitted by: Rebecca Ortega
Policy Committee Chairperson

Update 5/12 (Plan and Policies, Parent Policy, Governance) Scheduled dates are subject to change.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent X Discussion
 DATE: June 14, 2012 Information
 AGENDA ITEM: First Reading of Proposed Amended Policies JC – School Attendance Areas and JFB – Open Enrollment X 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

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

In order to provide clear direction in handling situations that occur involving District resident students and nonresident transfer students who are admitted to District schools under the Open Enrollment law and District Policy, the following Policy amendments are recommended:

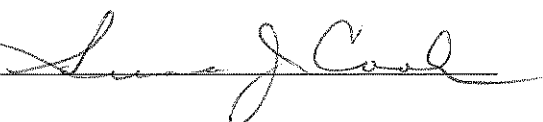
Policy JC – School Attendance Areas

Policy JC provides that students attend school in the attendance areas where the respective students reside except in certain situations. The proposed amendments to this Policy clarify the reasons for the exceptions to the established policy:

- A student who transfers to another District school pursuant to the open enrollment Policy;
- A student who is homeless (under McKinney-Vento) and desires to continue attending the school of origin;
- A student who requires a special placement based on an Individualized Education Program (IEP);
- The Superintendent assigns or reassigns a student to another school for any of the following reasons:
 - The assignment is in the best interest of the student because of the potential impact of the disciplinary or criminal history of the student.
 - The student refuses to comply with rules, pursue the required course of study, or submit to proper authority.
 - The assignment is an alternative to a long-term suspension or expulsion.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Policies JC – School Attendance Areas and JFB – Open Enrollment.

Superintendent 

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

Agenda Item III.C.

Policy JFB – Open Enrollment

Policy JFB – Open Enrollment describes the open enrollment program of the District as required pursuant to A.R.S. §15-816 *et seq.* The proposed amendments to this Policy are summarized as follows:

- The Policy is restructured in order to clarify the Admission Criteria.
- A new section, entitled Conditions of Admission, is included to clarify and prescribe the following conditions to which open enrolled students must comply:
 - Admission is for one year only. Students desiring to continue for the following school year must reapply.
 - Students must agree to comply with all school rules and regulations, including standards for academic effort, conduct, and attendance. For situations where students fail to comply with the rules and regulations, a procedure is provided for the purpose of determining whether the reassignment to another District school is appropriate. (The authority to reassign is addressed in the amendments to Policy JC.) An informal hearing is provided with the Assistant Superintendent for Administrative Services, with an appeal option to the Superintendent.
 - The failure to accurately disclose all information required in the open enrollment application may result in the revocation of admission.

SCHOOL ATTENDANCE AREAS

(In District)

The attendance areas of the District will be established by the Board. Students will attend school in the attendance areas in which their respective residences are located. Exceptions to this policy may be made for **the following reasons:** ~~open enrollment, special placements based on Individualized Educational Programs, disciplinary actions, available curricula and in the case of homeless students, continued attendance in their school of origin.~~

- **A student transfers to another District school pursuant to the District's open enrollment Policy;**
- **A student is homeless (as defined under McKinney-Vento) and wishes to continue attending his or her school of origin;**
- **A student requires a special placement based on an Individualized Education Program;**
- **The Superintendent or designee assigns or reassigns a student to another school for any of the following reasons:**
 - **The assignment is in the best interest of the student or the District. When evaluating the interests of the District, the Superintendent or designee may consider the student's disciplinary and criminal history and what effect the student's presence may have on other students.**
 - **The student refuses to comply with rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators, or the Governing Board.**
 - **The assignment is an alternative to a long-term suspension or expulsion.**

Adopted: ~~date of manual adoption~~

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

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act
of 2001

CROSS REF.: **JFB – Open Enrollment**
 JFABD – Admission of Homeless Students
 IHB – Special Instructional Programs

OPEN ENROLLMENT

The District has an open enrollment program as set forth in A.R.S. 15-816 *et seq.* The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, and 15-825.

Definitions

Resident transfer pupil means a resident pupil who is enrolled in or seeking enrollment in a school that is within the school district – but outside the attendance area – of the pupil's residence.

Nonresident pupil means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

Enrollment Options

District resident pupils may enroll in another school district or in another school within the District. Resident transfer pupils and nonresident pupils may enroll in schools within the District, subject to the procedures that follow.

Information and Application

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before May 15 of each year to be considered for enrollment during the following school year.

Late Application

In the event applications are received after May 15 or there is excess capacity remaining for which no applications were submitted by May 15, at the discretion

of the Superintendent or school principal applications for enrollment shall be considered based upon the following:

- Consideration on the basis of the order of the completed applications submitted after May 15.
- Determination of capacity as defined in this Policy.
- Enrollment preferences, provided hereafter, do not apply.
- Admission standards are met.
- Applications for the current year must be submitted by the end of the third (3rd) quarter or grading period.

Capacity Admission Criteria

The Superintendent or designee shall determine if nonresident students and resident transfer students will be admitted without tuition, in accordance with the following criteria ~~The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils and advise the Governing Board regularly. The estimate of excess capacity shall be made in accordance with the following criteria:~~

- The school in which the student seeks to enroll has the capacity to serve the student without adversely impacting educational opportunities for resident students attending their resident school. **The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils and advise the Governing Board regularly.** Factors to be considered in making this determination include, but are not limited to, the following:
 - Physical capacity of the school building and classrooms.
 - Availability of staff personnel (i.e., administrators, teachers, other certificated employees, related service providers).
 - Capacity **of grade levels, core and elective courses, and** in the relevant special programs.
 - Availability of other resources.

- The estimate of existing capacity shall also take into considerations:
 - District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.
 - The enrollment of eligible children of employees. (In order to encourage qualified employees to join the staff, children of employees will be enrolled without payment or tuition.)
 - Children requesting transfers from underperforming or schools needing improvement as determined by the Arizona Department of Education pursuant to the No Child Left Behind Act.
- **The student's prior status in the educational and juvenile court systems, including:**
 - **Whether the student has been expelled by another school or is in the process of being expelled by another school.**
 - **Whether the student is in compliance with any conditions imposed by a juvenile court.**

Failure to disclose the above on the District's open-enrollment application may result in revocation of the student's acceptance for open enrollment.

- **The student's admission does not violate the provisions of a court order or agreement of desegregation in the student's resident district.**

Enrollment Priorities

If it has been determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

- Who have properly completed and submitted applications; *and*
- Who meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

- Enrollment preference shall be given to resident pupils who are enrolled in a school that is within the school district – but outside the attendance area – of the pupil’s residence.
- Enrollment preference shall be given to resident pupils who are seeking enrollment in a school that is within the school district – but outside the attendance area – of the pupil’s residence.
- Enrollment preference shall be given to nonresident pupils that are enrolled in a school that is within the school district and are applying for “continuing enrollment” (as hereafter defined) in the school.
- Enrollment preference shall be given to siblings of resident transfer pupils who were enrolled in the school the previous year and who would be enrolled concurrently with such pupils in kindergarten.
- Enrollment preference shall be given to siblings of nonresident pupils who were enrolled in the school the previous year and who would be enrolled concurrently with such pupils in kindergarten
- Enrollment preference shall be given to resident transfer pupils who were not enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils in kindergarten.
- Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils in kindergarten.

If capacity is not sufficient to enroll pupils in any of the above categories, they shall be selected through a random selection process adopted by regulation of the Superintendent.

Conditions of Admission Standards

The admission of a resident or nonresident transfer student is subject to the following conditions:

- Admission is for one year only. Enrolled resident and nonresident transfer students must reapply for admission each year for the following school year. (See Enrollment Criteria for Continuing Students.)
- The student must agree to comply with all school rules and regulations, including standards for academic effort, conduct, and attendance. By signing the District's open enrollment application form, the student and parent agree to comply with all Policies and Regulations of the District and all school rules, including standards for academic effort, conduct, and attendance.

Failure to comply with all Policies and Regulations of the District and school rules may result in the student's reassignment to another school in the District. Before any reassignment, the following procedures will be observed:

- The principal will consult with the Assistant Superintendent for Administrative Services to schedule an informal hearing with the student, parent, and any other appropriate person(s) for the purpose of determining whether reassignment is appropriate.
- At the hearing, the Assistant Superintendent for Administrative Services will verbally inform the student/parent of the alleged conduct that is considered a violation of the rules/regulations, and the student/parent will be given an opportunity to respond.
- After the informal hearing is completed, the Assistant Superintendent for Administrative Services will decide whether reassignment is appropriate.
- The decision of the Assistant Superintendent for Administrative Services is subject to review by the Superintendent upon request of the student/parent.
- An approved reassignment will be effective when the student is administratively withdrawn from the school.
- The parent and student must accurately disclose all information required in the open enrollment application. Admission may be revoked upon finding that the student or parent withheld or misrepresented information on or related to the application.

~~A pupil who has been expelled by any school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court may not be admitted. A pupil must be in compliance with all school regulations regarding conduct, academic progress, and attendance. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.~~

~~A school shall not admit a pupil if the admission of the pupil would violate the provisions of a court order of desegregation or agreement by a school or district with the United States Department of Education Office for Civil Rights directed toward remediating alleged or proven racial discrimination.~~

Transportation

Transportation will be the responsibility of the parent unless the transportation is required by the Individuals With Disabilities In Education Act, McKinney Vento Act or No Child Left Behind Act.

Notification

The District shall notify the emancipated pupil, parent, or legal guardian in writing as promptly as possible whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected.

As provided by A.R.S. 15-816.07, the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident student when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards.

Enrollment Criteria for Continuing Students

Students enrolled under the open enrollment policy must submit an enrollment application form each year in order to be considered for "continuing enrollment" (defined as previously accepted without a break in attendance). The District will give enrollment priority to continuing open enrollment students and their siblings, as long as the enrollment of such students may be accomplished in accordance with the District's admission criteria. In addition to the capacity considerations previously described, the following criteria shall be used to evaluate continued open enrollment eligibility and may result in the denial of open enrollment for subsequent years:

- The student, or his or her parent or guardian, has engaged in misconduct by providing false or misleading information to the District or to any District employee, including information requested or required on any open enrollment application;
- The student is currently under long-term suspension or expulsion or has been involved in a series of five (5) or more short-term suspensions during the current school year;
- The student withdrew from school to avoid possible long-term suspension or expulsion;
- The student has a record of excessive absences, truancy and or tardy arrival to school (for purpose of this Policy excessive absences shall be defined as ten (10) or more unexcused absences and/or for tardy arrival, ten (10) or more tardies in any school year);
- The student is not in compliance with any condition of disciplinary action imposed by this District or with any condition imposed by a juvenile court pursuant to A.R.S. §8-301 *et. seq.*; or
- The student has been adjudicated delinquent or convicted of a crime.

Building principals will notify parents if their student will be denied admittance for the following school year. The letter of notification will include reasons for denial and the data upon which the decision was based.

Budgetary Impact of Open Enrollment

Application of this policy and corresponding administrative regulations is intended to accommodate open enrollment students within District staffing allocations. It is not intended to permit over enrollment which requires additional expenditures for staffing.

Adopted: June 9, 2011

LEGAL REF.: A.R.S. 15-764
15-797
15-816 *et seq.*
15-823

15-824

15-825

15-922

CROSS REF.: EEAA – Walkers and Riders
 IIB – Class Size
 JF – Student Admissions
 JFAA – Admission of Resident Students
 JFAB – Admission of Nonresident Students
 JG – Assignment of Students to Classes and Grade Levels

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u> X </u>	Action
		<u> X </u>	Discussion
FROM:	Dr. Susan J. Cook, Superintendent	<u> </u>	Information
		<u> </u>	1st Reading
DATE:	June 14, 2012		
AGENDA ITEM:	<u>Funding Levels for the Casualty Trust and Workers Compensation Trust for 2012-2013</u>		
INITIATED BY:	<u>David Velazquez, Director of Finance</u>	SUBMITTED BY:	<u>Cathy Thompson, Director of Business Services</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Cathy Thompson, Director of Business Services</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BBA</u>		

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

At the May 15, 2012 Casualty Trust Board meeting, the Trust Board voted to recommend to the Governing Board a funding level of \$925,000.00 for fiscal year 2012-2013 for the Casualty Trust. This is a reduction of \$25,000.00 from the 2011-2012 fiscal year funding level. The Casualty Trust is funded from the District M&O budget.

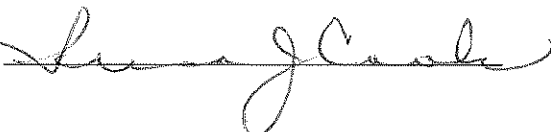
At the May 15, 2012 Workers Compensation Trust Board meeting, the Trust Board also voted to recommend to the Governing Board a funding level of \$1,150,000.00 for fiscal year 2012-2013 for the Workers Compensation Trust. This represents a decrease of \$25,000.00 from the 2011-2012 funding contribution level. The Workers Compensation Trust is funded by an employee benefit percentage taken each payroll from all funds that pay salaries.

The recommended funding amounts for the Casualty and Workers Compensation Trust Funds have been verified by William Schulz from Willis of Arizona, Inc., consultant for the Trust.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the funding levels of \$925,000.00 for the Casualty Trust and \$1,150,000.00 for the Workers Compensation Trust.

Superintendent



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

Agenda Item III.D.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
 1st Reading
DATE: June 14, 2012
AGENDA ITEM: Pre-Kindergarten Scholarship Provider Agreement between the Valley of the Sun United Way and Washington Elementary School District
INITIATED BY: Natalie McWhorter, Director of Curriculum SUBMITTED BY: Natalie McWhorter, Director of Curriculum
PRESENTER AT GOVERNING BOARD MEETING: Natalie McWhorter, Director of Curriculum
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: First Things First
Budgeted: Yes

On April 9, 2012, Washington Elementary School District submitted a proposal to First Things First North Region to provide scholarships for the provision of high quality, preschool programming for four year olds who may not otherwise have access to early care and education prior to their kindergarten entry.

On May 4, 2012, the Arizona Department of Early Childhood Education section in collaboration with Valley of the Sun United Way (VSUW) and First Things First (FTF) for the North Phoenix Region awarded the Washington Elementary School District a Pre-Kindergarten Scholarship Grant in the amount of \$225,000.00 for the fiscal year 2012-2013.

The Valley of the Sun United Way will be the Fiscal Agent for the financial portion of First Things First Pre-Kindergarten program. The "Agreement" or "Contract" specifies the responsibilities and procedures to receive the reimbursement related to First Things First's Pre-Kindergarten Scholarship Program.

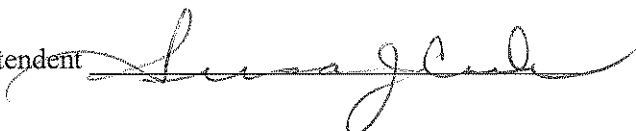
At this time, it is anticipated that preschool programs for 75 students will be added at Sunburst and Shaw Butte schools.

The Agreement has been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Pre-Kindergarten Scholarship Provider Agreement between Valley of the Sun United Way and Washington Elementary School District for the fiscal year 2012-2013.

Superintendent



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

Agenda Item III.E.

**PRE-KINDERGARTEN SCHOLARSHIP
PROVIDER AGREEMENT
Between
Valley of the Sun United Way and
Washington Elementary School District ("Provider")**

This Contractor Agreement ("Agreement" or "Contract") is by and between Valley of the Sun United Way ("VSUW"), a non-profit corporation, located at 1515 East Osborn Road, Phoenix, Arizona 85014 and

Washington Elementary School District ("Provider")
located at 4650 West Sweetwater Avenue Glendale, Arizona 85304.

AGREEMENTS

I. PURPOSE OF AGREEMENT

The purpose of this Agreement is to specify the Provider's responsibilities and procedures to receive reimbursement related to First Things First's Pre-Kindergarten Scholarship Program ("Program"). The Pre-Kindergarten Scholarship Program is administered by Valley of the Sun United Way in collaboration with the Arizona Department of Education.

II. TERM OF AGREEMENT, TERMINATION AND AMENDMENTS

This Agreement shall become effective as of the later of July 1, 2012, or the date when all required documentation has been received by VSUW (i.e., signed Agreement, W-9, ACH form if applicable, certificate of liability insurance listing VSUW as an additional insured, and Program budget); and shall terminate on the earlier of the date that total Program funds have been expended and June 30, 2013. Allocations are determined by the Arizona Department of Education and provided to Valley of the Sun United Way. If deemed necessary, changes to your allocations will come directly from the Arizona Department of Education and may affect the terms of this agreement.

III. CERTIFICATION OF PROVIDER ELIGIBILITY

Provider certifies that its Pre-Kindergarten site:

1. Is located within the Region funding the grant; exceptions may be made when two (or more) FTF Regional Council(s) agree that one of the Regional Councils will pay for Pre-Kindergarten Scholarships in the other Region;
2. Complies with requirements of the appropriate certifying, licensing or regulatory authority (State, Federal, Tribal or Military) and remain in good standing;
3. Will provide high quality, early care and education in a center or classroom based setting as outlined in the High Quality Program Guidelines: Birth through Kindergarten; and
4. Will participate in Quality First, either Full Participation or Rating Only and achieve a star rating of 3-5 stars by April 1, 2013.

IV. ACCOUNTABILITY AND COMPLIANCE

Provider will adhere to the following accountability measures related to implementation of the Program:

1. Provider shall use its best judgment to verify the validity of information it receives from families.
2. Documentation – Provider shall maintain documentation of family eligibility, actual customary rates, child screening referrals and follow-up, and progress reports for all children in the Program.
3. Reporting -- Provider will submit monthly reports as described in Section VIII. Reporting Requirements below.
4. Program Coordination and Issue Resolution -- Provider will be responsible for handling all questions and issues which arise from its parents.
5. Appeals process – VSUW will develop an appeals and resolution process for Providers who have complaints or grievances.

V. FUNDING REQUIREMENTS

1. Reimbursements – VSUW shall pay Provider the allocation amount as determined by the Arizona Department of Education, provided that:
 - a. VSUW receives notification from the Arizona Department of Education that Provider is entitled to receive payment, and
 - b. Funding remains in Provider's Regional Partnership Council.
2. Payment – Provider may not be reimbursed for more than its customary rate at any time. The scholarship amount alone or in combination with a parent copayment cannot exceed the Provider's customary rate. Provider must accept the scholarship and parent contribution as payment in full. Provider is required to document its actual, customary rate, and any parent payments.

VI. FISCAL RESPONSIBILITY

For any funds received under this Agreement for which expenditure is disallowed by an audit exception by First Things First, the State of Arizona, Federal government, VSUW, or Provider's own auditors, Provider shall reimburse said funds directly to VSUW within 30 days of notice. Provider shall pay VSUW any monies owed resulting from unfilled scholarship slots or as a result of closure of the Provider's business. Provider agrees to allow VSUW to perform on-site reviews and audits of its records and documentation associated with the Program.

VII. FUNDS MANAGEMENT

Provider shall maintain records of all contracts, papers, correspondence, proofs of payment, ledgers, books, accounts, and other information relating to the payments made to Provider in connection with this Agreement for a period of two (2) years subsequent to the termination of this Agreement. VSUW or its designees may inspect, examine and review and make copies of such records at reasonable times during normal business hours.

VIII. REPORTING REQUIREMENTS

1. Regular reports by Provider shall include:
 - a. Programmatic Reports – Provider shall provide monthly program activity reports to VSUW within five (5) days of the last day of the month in which services are provided. The report shall contain such information as deemed necessary by VSUW. Provider shall submit monthly in a format determined by First Things First and VSUW.
2. Late reports will result in payments being delayed until the following month.

3. Failure of Provider to provide timely and accurate reports may result in termination of the Agreement.

IX. ASSIGNMENT AND DELEGATION

Provider may not assign any rights hereunder without the express, prior written consent of both parties.

X. AMENDMENTS

VSUW may amend this Agreement with written notice to Provider. Provider expressly and explicitly understands and agrees that no other method of communication, including any other document, correspondence, act, or oral communication by or from any person, shall be used or construed as an amendment or modification or supplementation to this Agreement.

XI. AGREEMENT RENEWAL

This Agreement shall not bind nor purport to bind VSUW for any contractual commitment in excess of the original Agreement period.

XII. RIGHT TO ASSURANCE

If VSUW in good faith has reason to believe that Provider does not intend to or is unable to perform or continue performing under this Agreement, VSUW may demand in writing that Provider give a written assurance of intent to perform. Failure by Provider to provide written assurance within the number of days specified in the demand may, at VSUW's option, be the basis for terminating this Agreement under the terms of this Agreement or other rights and remedies available by law.

XIII. CANCELLATION FOR CONFLICT OF INTEREST

VSUW or Provider may, by written notice cancel this Agreement without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the State or its subdivisions (unit of local government) is an employee or agent of any other party in any capacity or a consultant to any other party to the Agreement with respect to the subject matter of the Agreement. Such cancellation shall be effective immediately upon receipt of written notice from VSUW or Provider, unless the notice specifies a later time.

XIV. AVAILABILITY OF FUNDS

Every payment obligation of VSUW under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligations from First Things First. If the funds are not allocated and available for the continuance of this Agreement, VSUW may terminate this Agreement at the end of the period for which funds are available. No liability shall accrue to VSUW in the event this provision is exercised, and VSUW shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph, including purchases and/or contracts entered into by Provider in the execution of this Agreement.

XV. FORCE MAJEURE

If either party hereto is delayed or prevented from the performance of any act required in this Agreement due to acts of God, strikes, lockouts, labor disputes, civil disorder, or other causes without

fault and beyond the control of the party obligated, performance of or payment for such act will be excused for the period of the delay.

XVI. GOVERNING LAW

Subcontractor warrants that the Programs and Subcontractor's operation of the Programs shall comply with all applicable government laws and regulations.

XVII. ENTIRE AGREEMENT

This Agreement and its Attachments/Exhibits constitute the entire Agreement between the parties hereto pertaining to the subject matter hereof and may not be changed or added to except by a writing signed by all parties hereto in conformity with Section X Amendments of this Agreement; provided, however, that VSUW shall have the right to immediately amend this Agreement so that it complies with any new legislation, laws, ordinances, or rules affecting this Agreement. All prior and contemporaneous agreements, representations, and understandings of the parties, oral, written, pertaining to the subject matter hereof, are hereby superseded or merged herein.

XVIII. LICENSING

Provider, unless otherwise exempted by law, shall obtain and maintain all licenses, permits and authority necessary to perform those acts it is obligated to perform under this Agreement.

XIX. SECTARIAN REQUESTS

Funds disbursed pursuant to this Agreement may not be expended for any sectarian purpose or activity, including sectarian worship or instruction in violation of the United States or Arizona Constitutions.

XX. SEVERABILITY

The provisions of this Agreement are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Agreement.

XXI. ADVERTISING AND PROMOTION OF AGREEMENT

1. Provider shall not advertise or publish information for commercial benefit concerning this Agreement without the written approval of VSUW and First Things First.
2. Provider must coordinate closely with VSUW regarding public communications and awareness of the scholarships. First Things First and VSUW will establish all public messaging guidelines for this strategy.

XXII. RISK AND LIABILITY

1. Indemnification. (Not Public Agency) The parties to this Contract agree that VSUW shall be indemnified and held harmless by Provider for the vicarious liability of VSUW as a result of entering into this Contract. Additionally, Provider indemnifies and holds harmless VSUW for any damages from sexual abuse and/or professional liability resulting from the Provider's negligence. However, the parties further agree that VSUW shall be responsible for its own negligence. Each party to this Contract is responsible for its own negligence.
2. Indemnification Language for Public Agencies Only. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') from and against any and

all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its' officers, officials, agents, employees, or volunteers.

3. Insurance Requirements. Provider shall procure and maintain until all of its obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Provider, his agents, representatives, or employees. The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. VSUW in no way warrants that the minimum limits contained herein are sufficient to protect Provider from liabilities that might arise out of the performance of the work under this Contract by Provider, its agents, representatives, or employees, and Provider is free to purchase additional insurance.
4. Minimum Scope and Limits of Insurance for Center-Based Providers: If Provider is a center-based provider, Provider shall provide coverage with limits of liability not less than those stated below:
 - a. Commercial General Liability – Occurrence Form
 - i. Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.
 - ii. The policy shall be endorsed to include coverage for sexual abuse and molestation.
 - iii. The policy shall be endorsed to include the following additional insured language:
"VSUW shall be named as an additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor."
 - iv. The policy shall contain a waiver of subrogation against VSUW for losses arising from work performed by or on behalf of Provider.
 - b. Additional Insurance Requirements: The policies shall include, or be endorsed to include, the following provisions:
 - i. VSUW shall be listed as an additional insured. Wherever additional insured status is required, such additional insured shall be covered to the full limits of liability purchased by Provider, even if those limits of liability are in excess of those required by this Contract.
 - ii. Provider's insurance coverage shall be primary insurance with respect to all other available sources.
 - iii. Coverage provided by Provider shall not be limited to the liability assumed under the indemnification provisions of this Contract.
 - c. Notice of Cancellation: Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to VSUW. Such notice shall be sent directly to VSUW, Attention Katherine Cecala, 1515 E. Osborn Road, Phoenix, AZ 85014, and shall be sent by certified mail, return receipt requested.
 - d. Acceptability of Insurers: Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. VSUW in no way warrants that the above-required minimum insurer rating is sufficient to protect Provider from potential insurer insolvency.
 - e. Verification of Coverage: Provider shall furnish VSUW with certificates of insurance (ACORD form or equivalent approved by VSUW) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

5. All required certificates and endorsements are to be received and approved by VSUW before funds are distributed. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
6. All certificates required by this Contract shall be sent directly to VSUW, Katherine Cecala, 1515 E. Osborn Road, Phoenix, AZ 85014. VSUW and the project description shall be noted on the certificate of insurance. VSUW reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.
7. Approval: Any modification or variation from the *insurance requirements* in this Contract shall be made by the VSUW Chief Operating Officer, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
8. Exceptions: In the event Provider is a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If Provider is a State of Arizona agency, board, commission, or university, none of the above shall apply.

XXIII. CONFIDENTIALITY OF RECORD

Provider shall establish and maintain procedures and controls that are acceptable to VSUW for the purpose of assuring that no information contained in its records or obtained from the State of Arizona under this Agreement shall be used by or disclosed by it, its agents, officers, or employees, except as required, to efficiently perform duties under the Agreement. Provider also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Provider as needed for performance of duties under this Agreement, unless otherwise agreed to in writing.

XXIV. TERMINATION

1. VSUW reserves the right to terminate the Agreement in whole or in part without cause, provided ten (10) days' written notice is given to Provider. VSUW may terminate this Agreement due to the failure of Provider to comply with any term or condition of the Agreement, to acquire and maintain all required insurance policies, bonds, licenses and permits or to make satisfactory progress in performing the Agreement. VSUW staff shall provide written notice of the termination for cause and the reasons for it to Provider.
2. VSUW may, upon termination of this Agreement, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Agreement. Provider shall be liable to VSUW for any excess costs incurred by VSUW in procuring materials or services in substitution for those due from Provider.

XXV. CONTINUATION OF PERFORMANCE THROUGH TERMINATION

Provider shall continue to perform, in accordance with the requirements of the Agreement, up to the date of termination, as directed in the termination notice.

XXVI. COUNTERPARTS

This Agreement may be executed in any number of counterparts, copies, or duplicate originals. Each such counterpart, copy, or duplicate original shall be deemed an original, and collectively they shall constitute one agreement.

XXVII. AUTHORITY TO EXECUTE THIS AGREEMENT

Each individual executing this Agreement on behalf of Provider represents and warrants that he or she is duly authorized to execute this Agreement.

XXVIII. NOTICES

Any and all notices, requests, demands or communications by either party to this Agreement, pursuant to or in connection with this Agreement shall be in writing and shall be delivered in person or shall be sent by the United States Postal Service, certified mail, return receipt requested, to the respective parties at the following addresses:

Valley of the Sun United Way
Attention: Scholarships
1515 E. Osborn Rd.
Phoenix, Arizona 85014

VSUW shall address all notices relative to this Agreement to the Provider address listed in the first paragraph of the Contract.

XXIX. IN WITNESS WHEREOF

The parties hereto agree to execute this Agreement. Provider certifies that Provider does not have scrutinized business operations in Iran (A.R.S. § 35-393.06) or Sudan (A.R.S. §35-391.06).

FOR AND BEHALF OF

Valley of the Sun United Way

Katherine Cecala

Chief Operating Officer

Date

FOR AND BEHALF OF

Provider

Signature

Name Printed

Title

Date

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u> X </u>	Action
		<u> X </u>	Discussion
FROM:	Chris Maza, Governing Board President	<u> </u>	Information
		<u> </u>	1st Reading
DATE:	June 14, 2012		
AGENDA ITEM:	<u>Employment Agreement with Superintendent, Dr. Susan J. Cook</u>		
INITIATED BY:	<u>Chris Maza, Governing Board President</u>	SUBMITTED BY:	<u>Chris Maza, Governing Board President</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>Chris Maza, Governing Board President</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BBA; ARS 15-341(40)</u>		

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

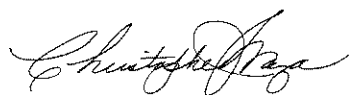
An employment agreement has been reviewed and approved by Attorney Don Peters, Legal Counsel, on behalf of the Washington Elementary School District Governing Board.

In accordance with A.R.S. § 15-341(40), the parties agree that an additional ten thousand dollars (\$10,000.00) of salary shall be designated as performance-based pay. The Board shall assess the Superintendent's performance for the purpose of determining whether the Superintendent has earned a pro-rata portion of the total amount of the Superintendent's performance-based pay during the months of September, December, March, and June of each year in accordance with Policy CBI – CBI-R. Any performance-based pay that is earned shall be payable in the next regular pay period.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the employment agreement with Superintendent, Dr. Susan J. Cook, pursuant to the defined terms and conditions, and contingent upon the acceptance of Policy changes regarding Performance Based Pay.

Governing Board President



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

Agenda Item III.F.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
 1st Reading
DATE: June 14, 2012

AGENDA ITEM: Temporary Suspension of Policy BGB – Policy Adoption and Adoption of Proposed Amended Policy CBI – Evaluation of Superintendent and Regulation CBI-R – Evaluation of Superintendent and Adoption of Exhibits CBI-EA, CBI-EB and CBI-EC

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: BGB and BGF

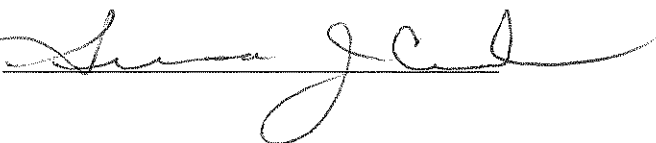
SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

Board Policy BGB – Policy Adoption provides for a first and second reading as part of the Policy revision process. However, Policies BGB and BGF – Suspension/Repeal of Policy provide that an amended Policy may be adopted in a single reading if the Governing Board determines there is a need to do so. Because of the interrelationship between mandated performance pay provisions and the evaluation of the Superintendent, it is necessary to make changes to Policy CBI and Regulation CBI-R and approve Exhibits CBI-EA, CBI-EB and CBI-EC. It is recommended that the Governing Board temporarily suspend Policy BGB and allow adoption of the amended Policy without two readings.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board temporarily suspend Policy BGB – Policy Adoption and adopt proposed amended Policy CBI – Evaluation of Superintendent and Regulation CBI- R – Evaluation of Superintendent and new Exhibits CBI-EA, CBI-EB and CBI-EC.

Superintendent 

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

Agenda Item III.G.

EVALUATION OF SUPERINTENDENT

The Governing Board shall evaluate the Superintendent at least once each year. Evaluations are confidential to the extent allowed by law.

The evaluation(s) shall relate to the Superintendent's performance and progress toward established goals, duties, responsibilities, and working relationships with the Board. The evaluation provides an opportunity for the Governing Board to review the Superintendent's contract.

~~The Superintendent shall provide each member of the Board a copy of the evaluation rubrics and evidence of accomplishment not later than November 1. The Board President shall schedule a meeting not later than December 15, when the Board will devote an executive session to the evaluation of the Superintendent with the Superintendent present.~~

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session.

The Governing Board shall award performance pay to the Superintendent according to contractual obligations and applicable regulations.

Upon the conclusion of the evaluation discussion, the Governing Board may determine whether any changes in the compensation and benefits of the Superintendent are warranted, if the contract permits such changes in compensation and benefits. The Governing Board may also determine whether any changes in contract terms are warranted, subject to the following:

If the Superintendent's contract with the school District is for multiple years, the School District shall not offer to extend or renegotiate the contract until May of the year proceeding the final year of the contract.

~~On or before May 15 the Board shall offer a contract for the next school year to the Superintendent, if the administrative contract is in its last year, unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract.~~

If the Superintendent's contract with the School District is for more than one (1) year, but not exceeding three (3) years, on or before May 15

of the last year of the contract, the Board shall offer a contract for the next school year to the Superintendent unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract.

If the superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's confidential personnel file.

Adopted: ~~October 11, 2006~~

LEGAL REF.: A.R.S. 15-503

CROSS REF.: CBA – Qualifications and Duties of Superintendent

REGULATION**REGULATION****EVALUATION OF SUPERINTENDENT****Purpose**

The Superintendent is charged with leading and administering the organization in compliance with all applicable statutes and the policies adopted by the Governing Board. If no policy exists, then statute shall apply. The overall purpose of evaluating the Superintendent is to provide oversight and public assurance of statutory compliance and that the policies are being effectively implemented.

The more specific purposes for evaluating the Superintendent include proactive and reactive opportunities to:

- Offer constructive feedback regarding past performance;
- Clarify the Superintendent's role;
- Create common understandings of the Superintendent's leadership;
- Communicate future expectations;
- Monitor progress;
- Ensure that the Governing Board is receiving complete, timely, and accurate information in order to make policy decisions;
- Make decisions about contract extensions, contract adjustments/amendments, including performance pay, and employment status.

The performance of the Superintendent shall be evaluated by the Governing Board utilizing Exhibits CBI-EA, CBI-EB and CBI-EC pursuant to the following schedule during the contract year:

- **September**
- **December**
- **March**
- **June**

~~The Governing Board has defined performance standards as goals and behaviors, which will be used for the purposes of evaluating the Superintendent.~~

**~~Performance Standards—
Goals and Behaviors~~**

REGULATION**REGULATION**

The performance standards are defined as goals and behaviors. Each goal is described by five (5) behaviors. Each behavior is described by a rubric, including four benchmark descriptions. A rubric is a narrative description of behaviors that, while not intended to include infinite possibilities, serve as a guideline for assessing the extent to which behaviors have occurred. The Governing Board may prioritize, or augment, the established and approved rubrics by considering the significance of a “current event” that has not been previously identified in the rubrics. Such events deserve specific feedback during the evaluation process.

Rubrics

Each of the rubrics includes four (4) descriptors per behavior, each labeled one (1) through four (4). The following definitions are intended to assist with application of the rubrics:

- 1 = Superintendent does not exhibit the behavior.
- 2 = Superintendent exhibits the behavior minimally, usually in isolation of others.
- 3 = Superintendent exhibits the behavior and/or is developing the capacity to exhibit the behavior.
- 4 = Superintendent exhibits the behavior consistently, regularly, and frequently. A rating of four (4) is intended to indicate excellence and to describe the clear strengths of the Superintendent.

Directions for Use

- Potential sources of evidence are provided as part of the rubrics with the understanding that the sources of evidence may change over time.
- The Superintendent will provide each Governing Board member with actual sources of evidence regarding each behavior associated with each goal.
- Each governing Board member will individually rate the Superintendent (1-4) on each behavior associated with each goal.
- Each Governing Board member will offer comments, examples, and evidence of accomplishment of each behavior associated with each goal.
- The Governing Board will meet with the Superintendent in Executive Session, in accordance with A.R.S. 38-431.03 A.1., to discuss the ratings, comments, examples, and evidence of accomplishment for each behavior associated with each goal.

REGULATION**REGULATION**

- ~~The ratings of Each Governing Board member will be averaged for each behavior.~~
- ~~The average will be factored by a multiplier to determine the Superintendent's performance pay.~~
- ~~The award of performance pay is defined in the Superintendent's Contract.~~
- ~~The Governing Board will hold a public discussion regarding the overall accomplishment of goals.~~
- ~~The Governing Board will make decisions about contract extensions, contract adjustments/amendments, including performance pay, and employment status.~~

Timeline

- ~~Superintendent and Governing Board clarify the goals for the District.~~
January
- ~~Superintendent and Governing Board review the evaluation process, and make revisions to the rubrics or process as appropriate.~~
January
- ~~Superintendent provides progress reports to the Governing Board.~~
Weekly
- ~~Superintendent schedules informal, quarterly meetings with the Governing Board regarding progress pertaining to performance objectives.~~
By March 31, June 30, September 30
- ~~Governing Board members maintain examples of behaviors.~~
Ongoing
- ~~Superintendent provides Governing Board with sources of evidence.~~
By November 1
- ~~Governing Board members rate the Superintendent on each behavior.~~
By December 15
- ~~Governing Board members prepare comments, examples and evidence for each behavior.~~
By December 15
- ~~Governing Board meets with Superintendent.~~
By December 15
- ~~Governing Board holds a public discussion regarding overall accomplishments of goals.~~
By December 15

REGULATION**REGULATION**

- ~~Governing Board makes decision about contract extensions, contract adjustments/amendments, including performance pay, and employment status.~~

~~*By December 15*~~

EXHIBIT**EXHIBIT****EVALUATION OF SUPERINTENDENT****Evaluation Instrument**

The above referenced document may be found on the page(s) immediately following this cover sheet.

Superintendent is an Effective Educational Leader

Promoting WESD's shared vision and collaboratively planning continuous improvement, setting and communicating high performance expectations.

Indicator	Exceeds (3)	Meets (2)	Does NOT meet (1)
<p>A. Inspires shared vision, mission, and values. Superintendent plans and facilitates collaborative planning activities that enable the Administrative Leadership Team, principals, council members, and staff members to accomplish a shared vision and mission.</p> <p>Superintendent consistently communicates the vision, mission, and values to staff and community groups of the District at every opportunity.</p> <p>Superintendent models the vision of excellence by setting high expectations and by providing appropriate supports to accomplish WESD's vision and mission as well as to effectuate the values.</p>			
<p>B. Involves the Governing Board, staff, parents/community, and students in decision-making. Superintendent involves the Governing Board in all decisions that affect policy, fiscal management, and legal mandates.</p> <p>Superintendent utilizes a process for staff members to be involved collaboratively in decision-making such as the Facilities Council, the Planning and Steering Council, IBN, Administrative Leadership Team, Administrative Council, department meetings, Principals' meetings, WPA meetings, WDEA and WPE meetings, and BEGIN cadres consistently.</p> <p>Superintendent utilizes a process for parents to be involved collaboratively in decision-making such as Facilities Council, the Planning and Steering Council, site councils, volunteer organizations, and informal/ad hoc gatherings consistently.</p> <p>Superintendent monitors and encourages student involvement in decision-making, e.g. membership in Student Council, National Junior Honor society, etc.</p>			

Effective Educational Leader

Indicator	Exceeds (3)	Meets (2)	Does NOT meet (1)
<p>C. Ensures a continuous systemic improvement of programs, practices, and procedures through implementation, professional development and evaluation that is data-driven and goal directed.</p> <p>The Superintendent consistently and effectively works with school and district leadership teams to use multiple longitudinal measures of data/evidence, with feedback from staff and parents to assess the strengths and weaknesses of each school in order to set district-aligned goals that incorporate strategies and action steps in the Continuous Improvement Plan that include:</p> <ul style="list-style-type: none"> ○ Measurable indicators for significant and achievable growth for all students. ○ Targeted student intervention systems for struggling students. ○ Differentiated Professional Development with systematic monitoring and coaching. 			
<p>D. Curriculum, instruction, and assessment that are continuously evaluated in the context of student progress and supported by meaningful and relevant professional development.</p> <p>Superintendent monitors and establishes procedures for revising curriculum, instructional practice, and District assessments in accordance with ESEA, AZ LEARNNS and Race to the Top.</p> <p>Procedures that include broad-based study teams (staff and parents) that are charged with specific design and development tasks. The leadership teams at each school are broad-based, inclusive of staff needs, and focused on the valid delivery of curriculum, instructional practice, and assessment.</p> <p>Superintendent oversees the work of the program coaches at the schools to ensure that curriculum, instructional practice, and assessment are implemented as intended.</p> <p>Superintendent utilizes a planning, review, and evaluation process to ensure that the Professional Learning Community Wednesdays are successfully used to provide meaningful and relevant professional development activities that promote student achievement for all students, including special populations, with an emphasis on differentiating instruction.</p>			

Effective Educational Leader

Indicator	Exceeds (3)	Meets (2)	Does NOT meet (1)
<p>E. Ensures that staffing is appropriate and that staff are supervised and evaluated. Superintendent monitors the Teacher and Administrator Supervisory Processes and revises them as necessary.</p> <p>Superintendent ensures that staff evaluations are consistently conducted and aligned with the defined processes. Superintendent monitors employee issues and provides support and specific suggestions for supervisors when they encounter employee issues.</p> <p>Superintendent appropriately informs the Governing Board when employee issues may require Board intervention. Superintendent monitors staffing and increases or reduces staffing when appropriate and fiscally prudent.</p>			

Superintendent is an Effective Fiscal Manager
Responsibly managing the fiscal resources of the District, supporting continuous improvement of academics and the maintenance of school facilities on behalf of WESD community.

Indicator	Exceeds (3)	Meets (2)	Does NOT meet (1)
<p>A. Fiscal management that ensures sufficient resources for students and staff through the student-based budget development implementation.</p> <p>Superintendent monitors the planning and budget development and implementation throughout the year. There is a process in place that seeks input regularly and frequently from staff regarding sufficiency of resources and solves problems related to allocating resources, then makes recommendations to the Governing Board that reflect the needs of students, schools, staff, and departments that is fiscally responsible.</p>			
<p>B. Fiscal management that ensures the oversight of district facilities, property, capital improvements, and funding.</p> <p>Superintendent monitors capital projects and the need for improvements and promptly responds to needs that are presented by stakeholders.</p> <p>Superintendent oversees the development and implementation of a long-range capital improvement plan that includes financial forecasting, planning, cash flow management, account auditing, and monitoring of Building Renewal, Capital, and Adjacent Ways funding sources.</p> <p>Superintendent ensures that the Facilities Council hears, reviews, and analyzes data and information associated with current and future facility use in order to make the most effective recommendations.</p>			

Indicator	Exceeds (3)	Meets (2)	Does NOT meet (1)
<p>C. Fiscal management that ensures monitoring of budget expenditures. Superintendent monitors the rate of budget expenditures at least monthly or more often when necessary and adjusts spending accordingly. Superintendent meets with the Directors of Business Services, Finance, and Human Resources to ensure that expenditures are aligned with the District's spending plan. Superintendent monitors and prepares expenditure reports distributed to the Governing Board and responds promptly to questions and provides any additional information needed.</p>			
<p>D. Fiscal management that provides the Governing Board with complete information about local, state, and federal funding sources. Superintendent monitors the available revenue and provides the Governing Board information and recommendations regarding revenue sources and the effective use of federal and state funding, desegregation funding, and other sources of external funding to the Governing Board. Superintendent reviews all legislative updates provided by professional organizations and informs the Governing Board of proposed actions having a fiscal impact.</p>			
<p>E. Fiscal management that aligns with the Governing Board's policy and regulation regarding Special Levies and Debt Management. Superintendent monitors the budget development process, the expenditures, and available revenue for alignment with the Governing Board's policy and regulation regarding Special Levies and Debt Management. Superintendent prepares all recommendations regarding desegregation funding, use of Adjacent Ways, and the need for overrides to the Governing Board so that they are aligned with the policy and regulation. Superintendent routinely monitors the primary and secondary tax rates and provides comprehensible information to the Governing Board so that they make appropriate decisions regarding special levies.</p>			

Effective Fiscal Manager

Superintendent Builds Effective Partnerships
Developing and promoting relationships with each school and the community it serves, with WESD business partners, employees and the Governing Board.

Indicator	Exceeds (3)	Meets (2)	Does NOT meet (1)
<p>A. Develops and encourages District and school partnerships with parents, neighborhood groups, business community and employees.</p> <p>Superintendent has a process in place that reaches out to develop partnerships with WESD stakeholders, to support and promote the WESD shared vision.</p> <p>Superintendent monitors and encourages the District and schools to meet with community stakeholders and build a cohesive, positive relationship that supports WESD students and their community.</p> <p>Superintendent has a process in place to build parental involvement capacity. The process provides professional development on building a partnership with teachers and parents working on behalf of students.</p>			
<p>B. Building and sustaining relationships by being accessible, visible and through effective communication.</p> <p>Superintendent effectively and efficiently promotes the vision, mission, and values of the District by having meaningful relationships with the Governing Board, parents/community members, staff, and students that is characterized by continuously recognizing their contributions, regular and frequent communication, prompt response to crises, and respect.</p> <p>Superintendent visits departments and schools regularly and is available to staff, parents, and students at all times by phone or in person. Superintendent is available to the Governing Board at all times.</p>			

Builds Effective Partnerships

Indicator	Exceeds (3)	Meets (2)	Does NOT meet (1)
<p>C. Communication presents a positive and professional image of the District and that aligns with its vision and mission in all situations.</p> <p>Communication is professional, respectful, free of bias, and reflective of expectations and norms. The Superintendent is wholly supportive of the District and consistently and enthusiastically promotes its shared vision.</p> <p>Communication is service/customer-oriented and routinely incorporates the brand of the District. Communication is intended for wide-spread, as well as targeted, audiences, including neighborhood groups/associations, community/special-interest groups, and parents and business partners.</p>			
<p>D. Communication with the Governing Board that is timely, accurate, and consistent for all Board members.</p> <p>Superintendent communicates information expediently, regularly, and responds promptly to Governing Board inquiries.</p> <p>Information is accurate and takes into account the Governing Board's experience. The communication is consistent, using a variety of venues, in order to maximize understanding. Communication focuses clearly on its intended purpose and outcome, including crisis communication.</p>			
<p>E. Communication with department and school staff that is accurate, purposeful, and timely.</p> <p>Superintendent communicates with department and school staff on a regular and consistent basis, using email, small and large-group meetings, one-on-one meetings, school visits, and personal phone conversations. Meeting agendas are purposeful, concise, and goal-directed. The content is organized in its development, accurate, and appropriate for the audience.</p>			

EXHIBIT**EXHIBIT****EVALUATION OF SUPERINTENDENT****Individual Board Member's Evaluation**

The above referenced document may be found on the page(s) immediately following this cover sheet.

Individual Board Member's Evaluation

Please score for each indicator

1 – Does Not Meet

2 – Meets

3- Exceeds

Board Member Evaluation	Indicator A	Indicator B	Indicator C	Indicator D	Indicator E	Total	Meets 10 or more	Does Not Meet less than 10
Effective Educational Leadership								
Effective Fiscal Manager								
Builds Effective Partnerships								

EXHIBIT**EXHIBIT****EVALUATION OF SUPERINTENDENT****Board Evaluation**

Place M or DNM from each Board Member evaluation

Board Member Evaluation	Board Member	Board Member	Board Member	Board Member	Board Member
Effective Educational Leadership					
Effective Fiscal Manager					
Builds Effective Partnerships					

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent X Discussion
 DATE: June 14, 2012 Information
 AGENDA ITEM: Arizona School Boards Association Action Agenda Proposals 1st Reading

INITIATED BY: Clorinda Graziano, Governing Board Member, and Tee Lambert, Governing Board Member 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

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

The Arizona School Boards Association (ASBA) Delegate Assembly is scheduled for June 30, 2012. Governing Board member Clorinda Graziano will represent the Governing Board as the official delegate and Governing Board member Tee Lambert will serve as the alternate delegate. In preparation for the Delegate Assembly, ASBA requests that the Governing Board provide direction for voting at the assembly to the official delegate/alternate.

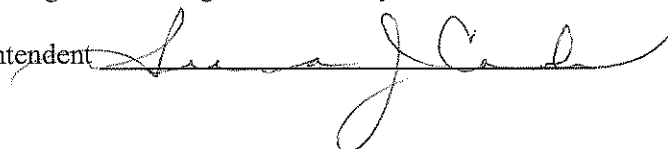
Each of the action proposals has been duplicated in blue (provided for the Governing Board only) and includes an indication of whether Board members accept or reject the ASBA legislative committee's recommendation. If each Board member will indicate whether he/she accepts or rejects the recommendation for each proposal and provide comments as desired prior to the June 14, 2012 Governing Board meeting, the proposals can be collected and compiled in preparation for the delegates to offer the consensus vote during their attendance at the Delegate Assembly.

The compilation of the Board members' voting for the proposals will be available in the Superintendent's Office prior to the June 30, 2012 Delegate Assembly.

SUMMARY AND RECOMMENDATION

It is recommended that a summary of Governing Board members' responses, indicating the acceptance or rejection of the proposed ASBA's Legislative Committee's recommendations, be given to delegate, Governing Board member Clorinda Graziano, and the alternate delegate, Governing Board member Tee Lambert, to use when participating at the ASBA Delegate Assembly representing the Washington Elementary School District Governing Board.

Superintendent



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

Agenda Item III.H.