

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

DATE: April 14, 2011

TIME: Executive Session 6:15 p.m.
Regular Meeting 7:00 p.m.
Executive Session to follow Regular Meeting

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

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

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

I. SPECIAL MEETING

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

Motion _____ Second _____ Vote _____

II. CALL FOR EXECUTIVE SESSION

Call for Executive Session: Pursuant to A.R.S. §38-431.03 – A.3 and A.4

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

- A.3 and A.4 – Discussion or consultations with the attorney or attorneys for the public body for legal advice and in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation – specifically regarding bond improvement contract issues.

Motion _____ Second _____ Vote _____

III. RECESSING OF SPECIAL MEETING FOR EXECUTIVE SESSION

IV. EXECUTIVE SESSION

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

IV. EXECUTIVE SESSION (continued)

C. Discussion under A.R.S. §38-431.03 – A.3 and A.4

- A.3 – A.3 and A.4 – Discussion or consultation with attorneys of the public body for legal advice and in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiation, or in settlement discussions conducted in order to avoid or resolve litigation – specifically regarding bond improvement contract issues.

V. RECESSING OF EXECUTIVE SESSION FOR REGULAR MEETING

VI. REGULAR MEETING – GENERAL FUNCTION

A. Call to Order and Roll Call

B. Moment of Silence and Meditation

C. Pledge of Allegiance

D. Adoption of the Regular Meeting Agenda

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

Motion _____ Second _____ Vote _____

E. Approval of the Minutes

1-6

It is recommended that the Governing Board approve the Minutes of the March 10, 2011 Special Meeting, Executive Session, Regular Meeting, Executive Session (Governing Board member not present was Mrs. Tee Lambert).

Motion _____ Second _____ Vote _____

F. Current Events: Governing Board and Superintendent

A Palo Verde Middle School student will demonstrate a mathematics concept that aligns with the newly adopted Mathematics Program Guide.

G. Public Participation**

- Members of the public may address the Governing Board during this portion of the agenda in regard to non-agenda items (not to exceed three (3) minutes at chair's discretion).
- 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).

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

Motion _____ Second _____ Vote _____

VII. CONSENT AGENDA

*A. Approval/Ratification of Vouchers

7

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

*B. Personnel Items

8-12

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

VII. CONSENT AGENDA (continued)

- *C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 13
1. Campos Creative School Portraits donated a fall pictures commission check in the amount of \$424.00 to be used to purchase recess equipment for K-6 students at Arroyo Elementary School.
 2. General Dynamics donated a check in the amount of \$2,000.00 for field trips, school supplies, assemblies, and office equipment for the benefit of students at Lakeview Elementary School.
 3. Master Block, Inc. donated brick pavers with an approximate value of \$720.00 to be used for the renovation of the kindergarten courtyard for the benefit of students at Lakeview Elementary School.
 4. Kroger/Fry's Foods donated a check in the amount of \$500.00 to be used for miscellaneous student activities and programs for the benefit of students at Lakeview Elementary School.
 5. La Donna Loitz donated books with an approximate value of \$450.00 for the benefit of K-2 students at Lakeview Elementary School.
 6. S.P.I.C.E. – Mountain Sky Parent Teacher Organization donated a check in the amount of \$8,848.03 to pay for after-school extracurricular activities for the benefit of students at Mountain Sky Junior High School.
 7. DonorsChoose.org donated books (\$514.89), white boards (\$397.53), reading centers (\$386.31), four violins (\$500.00), art supplies (\$350.00), and 30 Diary of Anne Frank books (\$536.00) with a total approximate value of \$2,684.73 for the benefit of students at Mountain View School.
- *D. Out-of-County/State Field Trip 14-19
1. Kathryn Schene, Sahuaro Elementary School, submitted an out-of-county/state field trip request to Astrocamp, Claremont, CA, September 28-30, 2011, for 4th - 6th grade students at a cost of \$16,000.00.
- *E. Out-of-State Travel 20-25
1. Michael C. Brennan, Principal; submitted a request to attend the Mary Ann Remick Leadership Program, June 12-July 11, 2011, in Notre Dame, IN, at a cost of \$3,052.00.
 2. Lisa Temple and Andrea Boat, Northwest Christian School language arts teachers, submitted a request to attend the Advanced Continuum, June 20-24, 2011, in Chicago, IL, at a cost of \$4,826.00.
 3. Larry Billar, Saint Simon and Jude School junior high social studies teacher, submitted a request to attend the 2011 National Conference on Geographic Education, July 31-August 8, 2011, in Portland, OR, at a cost of \$2,497.00.
 4. Sue Kelling, Saint Simon and Jude School junior high math teacher, submitted a request to attend the National Council of Teachers of Mathematics, July 27-31, 2011, in Orlando, FL, at a cost of \$1,472.00.
 5. Wendy Treon, Saint Simon and Jude School K-8 counselor, submitted a request to attend the 5th Annual National Conference on Girl Bullying and Other Forms of Relational Aggression, June 29-July 2, 2011, in Las Vegas, NV, at a cost of \$1,064.24.
- *F. Acceptance of the Washington Education Foundation Grants in the Amount of \$8,885.91 26-27
- *G. Award of Contract – Written Quote No. 10.031, TEACCH Training 28-31

VII. CONSENT AGENDA (continued)

*H.	Award of Contract – Bid No. 10.036, Moving and Relocation Services to Graebel Lightning Movers, Inc., Beltman Group, and Desert View Logistics, LLC in an Amount Not to Exceed \$50,000.00	32-33
*I.	Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium of Schools (GPPCS)	34-35
*J.	Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO)	36-38
*K.	Extension and Renewal of Annual Contracts for Specified Goods and Services	39-40
*L.	First Reading of Proposed Amended Board Policy JEB – Entrance Age Requirements	41-43
*M.	First Reading of Proposed Amended Board Policy JII – Student Concerns, Complaints and Grievances	44-52
*N.	First Reading of Proposed Amended Board Policy JK – Student Discipline	53-55
*O.	First Reading of Proposed Amended Board Policy JKE – Expulsion of Students	56-64
*P.	First Reading of Proposed Amended Board Policy JLCD – Medicines/Administering Medicines to Students	65-71

VIII. ACTION / DISCUSSION ITEMS

A.	Award of Contract – RFQ No. 10.032-1, New Lookout Mountain Architectural Services (Cathy Thompson)	72-74
B.	Arizona School Boards Association's Delegate Assembly Appointments and Legislative Agenda Proposals (Dr. Susan J. Cook)	75

IX. INFORMATION / DISCUSSION ITEM

A.	Discussion and Consideration of 2011-2012 Governing Board Budget	76-78
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X. FUTURE AGENDA ITEMS

XI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

XII. CALL FOR EXECUTIVE SESSION

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

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

XII. CALL FOR EXECUTIVE SESSION (continued)

- A.5 – Discussions or consultations with the designated representative of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedule, or compensation paid in the form of fringe benefits of employees of the public body – specifically regarding the 2011 Interest-based Negotiation (IBN) process.

Motion _____ Second _____ Vote _____

XIII. RECESSING OF REGULAR MEETING FOR EXECUTIVE SESSION

XIV. EXECUTIVE SESSION – GENERAL FUNCTION

A. Call to Order and Roll Call

B. Confidentiality Statement

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

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

- A.5 – Discussions or consultations with the designated representative of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedule, or compensation paid in the form of fringe benefits of employees of the public body – specifically regarding the 2011 Interest-based Negotiation (IBN) process.

XV. RECONVENING OF REGULAR MEETING

XVI. 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.

(*) 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 on an item which is on the agenda may be granted permission to do so by completing an AUDIENCE PARTICIPATION 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.

(**) 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: SPECIAL MEETING, EXECUTIVE SESSION, REGULAR MEETING AND EXECUTIVE SESSION

2010-2011

March 10, 2011

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

I. SPECIAL MEETING – GENERAL FUNCTION

A. Call to Order and Roll Call

Mr. Maza called the meeting to order at 6:15 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, Ms. Clorinda Graziano, and Mr. Aaron Jahneke. Mrs. Tee Lambert was not in attendance.

B. Adoption of the Special Meeting Agenda

UNANIMOUS

A motion was made by Mr. Adams to adopt the Special Meeting Agenda. The motion was seconded by Ms. Graziano. The motion carried.

II. CALL FOR EXECUTIVE SESSION

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

UNANIMOUS

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

- A.3 – Discussion or consultation for legal advice with the attorney or attorneys of the public body regarding Policy issues.

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

III. RECESSING OF SPECIAL MEETING FOR EXECUTIVE SESSION

IV. EXECUTIVE SESSION – GENERAL FUNCTION

A. Call to Order and Roll Call

B. Confidentiality Statement

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

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

- A.3 – Discussion or consultation for legal advice with the attorney or attorneys of the public body regarding Policy issues.

V. RECONVENING OF SPECIAL MEETING

VI. RECESSING OF SPECIAL MEETING FOR REGULAR MEETING

March 10, 2011

VII. 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, and Mr. Aaron Jahneke. Mrs. Tee Lambert was not in attendance.

B. Moment of Silence and Meditation

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

C. Pledge of Allegiance

Mr. Maza led the Pledge of Allegiance.

D. Approval of the Minutes

A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the February 24, 2011 Regular Meeting and Executive Session. The motion was seconded by Ms. Graziano. The motion carried.

UNANIMOUS

E. Current Events: Governing Board and Superintendent

Mr. Adams shared that he enjoyed visiting Sahuaro Elementary School during retired U.S. Supreme Court Justice Sandra Day O'Connor's presentation to 6th grade students. He thanked the staff for a phenomenal experience.

Mr. Adams shared that he enjoyed attending the WESD Employee Wellness Fair on March 9, 2011. He stated there were over 800 attendees and thanked the vendors for participating in the event.

Mr. Jahneke shared that he had fun reading to students at Sunburst and Washington schools for the Read Across America event on March 2, 2011. He thanked the teachers and schools for allowing him to read to students in several classrooms.

Ms. Graziano thanked everyone involved in organizing the successful Read Across America event and appreciated the District's participation every year to promote reading.

Ms. Graziano thanked everyone involved with the successful WESD Employee Wellness Fair on March 9, 2011. She mentioned that not only was everyone interested in their overall health, but there was competitive spirit among the teams as well.

Ms. Graziano thanked the following schools for the artwork displayed in the Board Room:

- Abraham Lincoln Traditional School
- Maryland School
- Mountain View School
- Orangewood School
- Sunnyslope School
- Sweetwater School

Ms. Graziano shared that March is "Music in our Schools" month. She acknowledged the students, music teachers, and classroom teachers for their time and effort in making it possible to have the following events:

- Sunnyslope Area Strings Festival
- Royal Palm Area Strings Festival
- Maryland Area Band Festival
- Royal Palm Area Band Festival
- District Honor Orchestra

March 10, 2011

- Palo Verde Regional Choir
- Desert Foothills Regional Band
- Royal Palm Regional Choir
- 5th and 6th Grade District Choir
- Mountain Sky Regional Band
- Cholla Regional Band
- Palo Verde Regional Strings
- Royal Palm 7th and 8th Grade Honor Choir
- Mountain Sky Regional Strings
- 5th and 6th Grade District Honor Band
- Desert Foothills Regional Strings

Mr. Maza shared that he enjoyed reading to four classrooms at Tumbleweed Elementary School for the Read Across America event on March 2, 2011. He thanked the WDEA and District staff for the well organized event.

F. Public Participation

There was public participation. The following people spoke in opposition to Sheriff Joe Arpaio visiting WESD school campuses: Dr. S. Herrera, Ms. L. Olea, Mr. J. Martinez, Ms. M. Arenas, and Mr. Tupac Enriquez.

G. Approval of the Consent Agenda

UNANIMOUS

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

VIII. CONSENT AGENDA

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

UNANIMOUS

Approved and ratified the vouchers as presented.

***B. Personnel Items**

UNANIMOUS

Approved the personnel items as presented.

***C. Public Gifts and Donations**

UNANIMOUS

Approved the public gifts and donations as presented.

1. Linda Corderman donated 32 books with a value of \$610.50 to be used as incentives for the Read Across America Celebration.
2. Honeywell International Charity Matching donated a check in the amount of \$300.42 for the benefit of students at Ironwood Elementary School.

***D. Out-of-County/State Field Trips**

UNANIMOUS

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

1. Dianna Bonney, Orangewood School, submitted an out-of-county/state field trip request to Camp Colley, Coconino National Forest, AZ, for 6th - 8th grade students at no cost to the District.

IX. ACTION / DISCUSSION ITEMS

A. Review of Employee Benefits Trust Recommendation and Discussion, Consideration and Possible Action Regarding Employee Benefits Plan Funding Level for 2011-2012

3-0 AYE

Mr. Rex Shumway reviewed the recommendation from the Employee Benefits Trust Board (EBT) for the proposed Employee Benefits Plan for 2011-2012. He stated that the EBT took into consideration the Governing Board's direction, as well as the Administration's recommendation.

Ms. Graziano asked if there were plan changes to the EPO plan, as well as the PPO plan. Mr. Shumway responded that there would be no plan changes to the EPO plan. The only change to the EPO plan was the increased employee cost.

Ms. Graziano asked if the annual deductible paid by an employee was included in the annual out-of-pocket maximum amount. Mr. Shumway will get clarification and advise the Board of his findings.

Mr. Maza thanked the Health Insurance Committee and the EBT for their efforts and due diligence.

A motion was made by Mr. Jahneke that the Governing Board approve the proposed Employee Benefits Plan for 2011-2012 as provided in the recommendation from the Employee Benefits Trust and as recommended by the Administration, including the contribution rates as described in the Monthly Contribution Rates for July 2011 through June 2012. The motion was seconded by Ms. Graziano. Mr. Adams recused himself from the discussion and the vote due to a conflict of interest. The motion carried 3-0 Aye.

X. INFORMATION / DISCUSSION ITEMS

A. Capital and Bond Implementation Plan Update

Dr. Cook stated that the Governing Board approved a contract with H2 Group to assist the District with an implementation plan and project management for the recently approved bond authorization. Dr. Cook advised that she, along with Ms. Cathy Thompson and Mr. Mike Kramer, has had several meetings with Mr. Jeff Cook and Mr. Paul Hartley from H2 Group to review project needs.

Mr. Jeff Cook from H2 Group provided an update of the bond implementation plan.

Mr. Jahneke thanked Mr. Cook for his presentation and asked for clarification regarding Pupil Transportation. Mr. Cook advised that \$3,000,000.00 of the bond authorization will be used to purchase buses. Ms. Thompson stated that 15 buses have been ordered.

Ms. Graziano asked if there would be an opportunity for school staff to provide input during the design phase of a project. Mr. Cook responded that during the first part of the programming phase, he will collect data and then meet with site administrators and staff. He stated that the public will also have an opportunity to provide input.

Mr. Maza thanked Mr. Cook for the information provided.

XI. FUTURE AGENDA ITEMS

There were no future agenda items.

March 10, 2011

XII. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

Dr. Cook acknowledged the efforts of everyone involved with the WESD Employee Wellness Fair held on March 9, 2011, that was well attended and a huge success. She acknowledged the extraordinary efforts of Connie Parmenter, committee chairperson, and her team made up of people from every department and many schools. Dr. Cook appreciated the efforts of Bill Meyers, physical education (P.E.) teacher at Shaw Butte Elementary School, who organized all of the physical activities. She also thanked all of the P.E. teachers who assisted with the physical activities during the event. Dr. Cook thanked the vendors who attended, as well as the committee members who solicited their participation. Dr. Cook thanked Governing Board members Ms. Graziano and Mr. Adams for attending the Wellness Fair.

Mr. Maza acknowledged and thanked Karen Duncan from the Arizona Education Association (AEA) for attending the Governing Board meeting.

XIII. CALL FOR EXECUTIVE SESSION

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

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

- A.5 – Discussions or consultations with the designated representative of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedule, or compensation paid in the form of fringe benefits of employees of the public body – specifically regarding the 2011 Interest-based Negotiation (IBN) process.
- A.1 – Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting – specifically regarding the quarterly evaluation of the Superintendent.

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

XIV. RECESSING OF REGULAR MEETING FOR EXECUTIVE SESSION

XV. EXECUTIVE SESSION – GENERAL FUNCTION

A. Call to Order and Roll Call

B. Confidentiality Statement

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

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

- A.5 – Discussions or consultations with the designated representative of the public body in order to consider its position and instruct its representatives regarding negotiations with employee organizations regarding the salaries, salary schedule, or compensation paid in the form of fringe benefits of employees of the public body – specifically regarding the 2011 Interest-based Negotiation (IBN) process.

March 10, 2011

D. Discussion under A.R.S. §38-431.03 – A.1

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

XVI. RECONVENING OF REGULAR MEETING

XVII. ADJOURNMENT

A motion was made by Mr. Adams to adjourn the Regular Meeting at 8:55 p.m. The motion **UNANIMOUS** was seconded by Mr. Jahneke. The motion carried.

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

March 10, 2011

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action

FROM: Dr. Susan J. Cook, Superintendent Discussion

DATE: April 14, 2011 Information

AGENDA ITEM: *Approval/Ratification of Vouchers 1st Reading

INITIATED BY: Debra Karns, Accounting Manager SUBMITTED BY: David Velazquez, Director of Finance

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, DK and A.R.S. §15-321

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

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

APPROVE/RATIFY FY10/11 PAYROLL VOUCHERS (warrants for services and materials, payroll expense):

02/22/11	2,984,469.81
03/09/11	2,953,749.74
Totals:	5,938,219.55

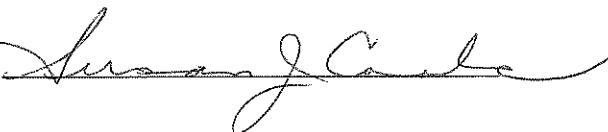
APPROVE/RATIFY FY 10/11 EXPENSE VOUCHERS (warrants for services and materials, payroll expense):

02/23/11	3,710,133.73
03/02/11	2,022,029.87
03/09/11	4,206,048.11
03/16/11	2,019,217.17
Totals:	11,957,428.88

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *VII.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: April 14, 2011 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

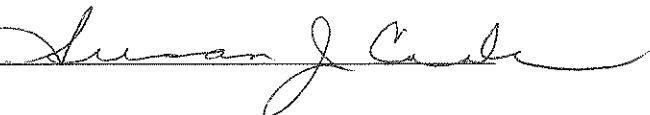
Funding Source: Various
Budgeted: Yes

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 *VII.B.

PERSONNEL ACTION RECOMMENDED

April 14, 2011

I. RESIGNATIONS, RETIREMENTS, EXCESSES, AND LEAVES OF ABSENCE**A. ADMINISTRATIVE**

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Burns	Susan	Director of Headstart	Headstart	Retirement	9	6/30/2011
Kemery	Carmen	Principal	Palo Verde	Resignation	2	6/7/2011
McNeil	David	Principal	Washington	Resignation	6	4/26/2011
Palmer	MaryLou	Principal	Moon Mountain	Retirement- <i>Smartschools</i>	15	6/7/2011

B. CERTIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Abiero	Syprine	Teacher-Science	Palo Verde	Resignation	1.5	5/26/2011
Andrews Renshaw	Sue	Teacher-Science	Royal Palm	Retirement	7	5/26/2011
Aron	Lydia	Teacher-General Music	Alta Vista	Retirement	32	5/26/2011
Baca	Debra	Teacher-CCSC	Washington	Resignation from Leave of Absence	9	6/30/2011
Bellew	George	Teacher-1st Grade	Sunburst	Retirement- <i>Smartschools</i>	35	5/26/2011
Bones	Linda	Teacher-CCB	Moon Mountain	Retirement- <i>Smartschools</i>	9	5/26/2011
Brogan	Magdalene	Teacher-2nd Grade	Arroyo	Retirement- <i>Smartschools</i>	41	5/26/2011
Bullock	Janet	Teacher-4th Grade	Maryland	Resignation	12	5/26/2011
Burns	Susan	Teacher-1st Grade	Arroyo	Retirement- <i>Smartschools</i>	17	5/26/2011
Caldwell-Murillo	Judy	Teacher-3rd Grade	Manzanita	Retirement- <i>Smartschools</i>	22	5/26/2011
Campbell	Mary	Teacher-Kindergarten	Shaw Butte	Resignation	4	5/26/2011
Clark	Mary Anne	Teacher-Librarian	Chaparral	Resignation	4	5/26/2011
Clark	Susan	Teacher-Kindergarten	Washington	Resignation	10	5/26/2011
Clouser	Kenneth	Teacher-LD	Palo Verde	Resignation	15	5/26/2011
Cox	Julie	Teacher-Art	Arroyo	Retirement- <i>Smartschools</i>	15	5/26/2011
Davids	Francine	Lead Speech Pathologist	Special Services	Retirement- <i>Smartschools</i>	32	5/26/2011
Davis	Cynthia	Teacher-Adaptive PE	Special Services	Retirement- <i>Smartschools</i>	30	5/26/2011
Davis	Melissa	Teacher-Mathematics	Palo Verde	Resignation	1	5/26/2011
Deane	Jerilyn	Teacher	Ocotillo	Requesting 2nd Leave of Absence		5/26/2011
Doud	Jean	Teacher-General Music	Lookout Mountain	Retirement- <i>Smartschools</i>	26	5/26/2011
Dunn	Fran	Teacher-Kindergarten	Tumbleweed	Retirement	36	5/26/2011
Edmonds	Cindy	Teacher-LD	Cholla	Retirement- <i>Smartschools</i>	7	5/26/2011
Evers	Annette	Teacher-Gifted	Sahuaro	Resignation	6	5/26/2011
Fulton	Wilbur	Teacher-2nd Grade	Ocotillo	Resignation	7	5/26/2011
Garza	Cathlene	Teacher-1st Grade	Moon Mountain	Leave of Absence for 2011-12 Fiscal Year		5/26/2011
Grant	Terri	Teacher-3rd Grade	Arroyo	Retirement- <i>Smartschools</i>	37	5/26/2011
Greer	Joseph	Teacher-Computers	Desert Foothills	Resignation	27	5/26/2011
Greer	Laura	Teacher-Reading/Student Services Specialist	Desert Foothills	Retirement- <i>Smartschools</i>	31	5/26/2011
Hafemeyer	Kathy	Teacher-4th Grade	Sahuaro	Resignation	17	5/26/2011
Hedlund	Christina	Program Coach	Special Services	Retirement- <i>Smartschools</i>	34	5/26/2011
Holland	Kylen	Teacher-3rd Grade	Sunset	Resignation from Leave of Absence	3	5/26/2011
Huddleson	Larita	Teacher-Kindergarten	Chaparral	Retirement	21	5/26/2011
Jarava	Cynthia	Teacher-2nd Grade	Mountain View	Resignation from Leave of Absence	6	5/26/2011
Johnson	Denise	Program Coach	Arroyo	Retirement- <i>Smartschools</i>	28	5/26/2011
Kammerzell	Kathryn	Teacher-CCSC	Sweetwater	Resignation from Leave of Absence	4	5/26/2011
Kanouse	Kathleen	Speech Pathologist	Desert View	Resignation	2.5	5/26/2011
Kennedy	Katherine	Speech Pathologist	Desert View	Retirement	25	5/26/2011
Kerger	Shelby	Teacher-5th Grade	Tumbleweed	Resignation from Leave of Absence	6	6/30/2011
Kester	Mary Beth	Academic Intervention Specialist	Alta Vista	Requesting 2nd Leave of Absence		5/26/2011
Kovarick	Daniel	Teacher-Mathematics	Desert Foothills	Retirement- <i>Smartschools</i>	28	5/26/2011

PERSONNEL ACTION RECOMMENDED

April 14, 2011

B. CERTIFIED (continued)

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Kurgan	Donna	Teacher-4th Grade	Abraham Lincoln	Resignation	7	5/26/2011
Leathers	Susan	Teacher-Music/Band	Ironwood	Retirement	21	5/26/2011
Lee Price	Karen	Teacher-2nd Grade	Sweetwater	Retirement	39	5/26/2011
Lewis	Ardith	Teacher-LD	Moon Mountain	Retirement- <i>Smartschools</i>	26	5/26/2011
Logan	Judy	Teacher-Gifted	Sahuaro	Resignation	6	5/26/2011
Lomax	Katrina	Teacher-CCSC	Royal Palm	Retirement- <i>Smartschools</i>	23	5/26/2011
Lorusso	Sandra	Teacher-PE	Arroyo	Retirement- <i>Smartschools</i>	13	5/26/2011
McDonald	Mary	Teacher-3rd Grade	Arroyo	Retirement- <i>Smartschools</i>	30	5/26/2011
McDougall	Candyece	Teacher-Adaptive PE	Special Services	Retirement	18	5/26/2011
McGriff	Crystal	Teacher-Kindergarten	Sahuaro	Resignation from Leave of Absence	6	5/26/2011
McKellar	Maren	Teacher-Special Needs Preschool	Mountain View	Resignation	2	5/26/2011
Miller	Jessica	Teacher-Science	Palo Verde	Resignation	2	5/26/2011
Minor	Christy	Teacher-Kindergarten	Acacia	Resignation from Leave of Absence	4	5/26/2011
Myrick	Carolyn	Teacher-Language Arts	Cholla	Resignation from Leave of Absence	7	5/26/2011
Nardone	Deborah	Teacher-LD	Palo Verde	Retirement- <i>Smartschools</i>	25	5/26/2011
Needen	Amy	Teacher-2nd Grade	Moon Mountain	Resignation from Leave of Absence	4	6/30/2011
Neilson	Karen	Special Services Specialist	Arroyo	Retirement	1.5	5/26/2011
Nies	Connie	Teacher-1st Grade	Washington	Retirement	15	5/26/2011
Paulson	Alan	Teacher-Music	Orangewood	Retirement- <i>Smartschools</i>	32	5/26/2011
Paulson	Holly	Teacher-Music	Richard Miller	Retirement	18	5/26/2011
Porter	Margie	Teacher-Music	Arroyo	Retirement- <i>Smartschools</i>	16	5/26/2011
Perfect	Joni	Speech Pathologist	Special Services	Retirement	31	5/26/2011
Perryman	Carolyn	Academic Intervention Specialist	Richard Miller	Retirement	6	5/26/2011
Picard	Darlene	Teacher-Art	Sunset	Retirement	11	5/26/2011
Putman	Nancy	Teacher-1st Grade	Lookout Mountain	Retirement	13	5/26/2011
Quintana	Lena	Academic Intervention Specialist	Lakeview	Leave of Absence for 2011-12 Fiscal Year		5/26/2011
Reule	Alice	Teacher-2nd Grade	Desert View	Retirement	15	5/26/2011
Saiz	Leigh	Teacher-Kindergarten	Orangewood	Leave of Absence for 2011-12 Fiscal Year		5/26/2011
Sallee	Stacey	Teacher-1st Grade	Mountain View	Resignation	7	5/26/2011
Salyer	Stacy	Teacher-3rd Grade	Richard Miller	Resignation from Leave of Absence	5	5/26/2011
Scantlin	James	Teacher-Social Studies	Palo Verde	Retirement- <i>Smartschools</i>	34	5/26/2011
Severance	Wendy	Teacher-4th Grade	Shaw Butte	Resignation	5	5/26/2011
Sharafbayani	Kimberly	Teacher-2nd Grade	Acacia	Resignation from Leave of Absence	11	5/26/2011
Smith	Mary Ann	Teacher-2nd Grade	Acacia	Resignation from Leave of Absence	4	5/26/2011
Strunk	Jessie	Teacher-5th Grade	Acacia	Resignation	3	5/26/2011
Talbot	Donna	Teacher-4th Grade	Desert View	Retirement- <i>Smartschools</i>	10	5/26/2011
Teisberg	Jean	Teacher-3rd Grade	Mountain View	Retirement	10	5/26/2011
Thomas	Patricia	Teacher-Reading	Palo Verde	Requesting 2nd Leave of Absence		5/26/2011
Toschik	Patricia	Teacher-Gifted/Librarian	Sahuaro	Retirement	3	5/26/2011
Trakes	Connie	Teacher-Gifted	Richard Miller	Retirement- <i>Smartschools</i>	28	5/26/2011
Vail	Marie	Teacher-LD	Arroyo	Retirement- <i>Smartschools</i>	32	5/26/2011
Van Allen	Gareth	Student Services Specialist	Palo Verde	Retirement- <i>Smartschools</i>	32	5/26/2011
Wahl	Priscilla	Speech Pathologist	Desert View/Mountain View/Special Services	Retirement	3	5/26/2011

PERSONNEL ACTION RECOMMENDED

April 14, 2011

B. CERTIFIED (continued)

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Wells	Christy	Teacher-5th Grade	Mountain View	Requesting 2nd Leave of Absence		5/26/2011
Westwood	Judith	Teacher-4th Grade	Lakeview	Resignation	10	5/26/2011
Winburn Tobin	Morgan	Teacher-2nd Grade	Mountain View	Resignation	6	5/26/2011
Woods	Kim	Teacher-6th Grade	Sunburst	Resignation	3	5/26/2011

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Aragon	Lupe	Office Specialist	Maintenance	Retirement- <i>Smartschools</i>	13	6/30/2011
Baer	Duane	Maintenance Operations Manager	Maintenance	Retirement- <i>Smartschools</i>	18	6/30/2011
Barrier	Patricia	Office Manager	Mountain View	Retirement- <i>Smartschools</i>	21	6/30/2011
Bauer	Ryan	Mechanic 1	Transportation	Resignation	10 mo.	3/11/2011
Beltran	Alvaro	Custodian	Roadrunner	Resignation	5	3/31/2011
Case	Cary	Manager of Materials Management	Materials Management	Retirement	11	11/30/2011
Cochran	J. Blair	Trades Specialist-HVAC	Maintenance	Retirement- <i>Smartschools</i>	30	6/30/2011
Digerness	Ana	Assistant Translator	Community Services	Resignation	2	3/2/2011
Given	Paula	Media Service Technician	Professional Development	Retirement	29	6/30/2011
Guarino	Cathy	Office Manager	Shaw Butte	Resignation	5	6/7/2011
Hall	Kline	Plumbing Supervisor	Maintenance	Revised Retirement Date		6/3/2011
Kent	Brian	Trades Specialist-Grounds	Maintenance	Retirement- <i>Smartschools</i>	31	6/30/2011
King	William	Facilities Manager	John Jacobs	Retirement	4	6/17/2011
Ledford	Michael	Facilities Manager	Roadrunner	Deceased	7	3/21/2011
Malouff	Karen	Nutrition Services Manager	Mountain View	Resignation	7	3/25/2011
Medina	Sheri	Office Manager	Tumbleweed	Resignation	15	4/6/2011
Moreno	Maria	Health Service Technician	Maryland	Requesting 2nd Leave of Absence		7/1/2011
Pristo	Larry	Psychologist	Special Services	Non-Renewed Reduction in Force	1.5	6/10/2011
Slaybaugh	Chad	Psychologist	Special Services	Non-Renewed Reduction in Force	2	6/10/2011
Stair	Don	Facilities Manager	Richard Miller	Retirement- <i>Smartschools</i>	31	6/30/2011
Walter	Tata	Health Service Technician	Moon Mountain	Requesting 2nd Leave of Absence		7/1/2011
Yan	Hugh	Night Custodian	Maintenance	Resignation	10	4/15/2011
Zelaya	Lillian	Psychologist	Special Services	Resignation	3	6/10/2011
Zucker	Michael	Field Technician	MIS	Resignation	3	3/31/2011

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Amendt	Melanie	RTC Monitor/Crossing Guard	Orangewood	Retirement	20	4/7/2011
Bausch	Logan	KidSpace Assistant	Sweetwater	Resignation	5 mo.	3/1/2011
Berumen	Nimsia	Nutrition Service Leader	Sunnyslope	Resignation	3	3/8/2011
Bingham	Joseph	KidSpace Assistant	Abraham Lincoln	Resignation	5	4/1/2011
Carreon	Jessica	Food Service Clerk	Manzanita	Resignation	5 mo.	3/2/2011
Coash	Jacob	KidSpace Assistant	Abraham Lincoln	Resignation	3.5	2/18/2011
Compton	Lydia	Paraprofessional	Cactus Wren	Resignation	2 mo.	3/1/2011
Cook	Linda	Nutrition Service Helper	Acacia	Retirement	9	5/25/2011
Dempsey	Domonic	Paraprofessional	Washington	Resignation	6 mo.	3/8/2011
Edmond	Sheryl	Bus Driver	Transportation	Retirement	22	3/24/2011

PERSONNEL ACTION RECOMMENDED**April 14, 2011****D. PART-TIME CLASSIFIED (continued)**

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Escudero	Marisa	Nutrition Service Helper	Sunnyslope	Resignation	3	3/25/2011
Fernandez	Kayla	Paraprofessional	Sahuaro	Resignation	1	4/1/2011
Gomez	Erika	Nutrition Service Helper	Desert View	Resignation	7 mo.	3/11/2011
Gonzalez	Nicole	Paraprofessional	Sunset	Resignation	1	3/2/2011
Guidry	Randy	Paraprofessional	Sunset	Resignation	1	2/23/2011
Haskell	Molly	Nutrition Service Helper	Mountain View	Resignation	2	4/22/2011
Helfer	Marina	Nutrition Service Helper	Washington	Resignation	3	4/8/2011
Heller	Sherri	Special Ed. Assistant	Sweetwater	Resignation	2	3/24/2011
Hollis	Mary	Special Ed. Assistant	Tumbleweed	Resignation	19	5/25/2011
Lopez	Gerardo	Bus Driver	Transportation	Resignation	4 mo.	3/11/2011
Marchbanks	Andrea	Paraprofessional	Palo Verde	Leave of Absence		3/17/2011
Mendoza	Maria	Office Specialist	Headstart	Resignation from Leave of Absence	5	3/4/2011
Paige	Bette	Nutrition Service Leader	Chaparral	Retirement	17	5/25/2011
Shipp	Kelsey	Special Ed. Assistant	Sahuaro	Resignation	1	5/25/2011
Soto Martinez	Aline	Office Technician	Ironwood	Resignation	2 wks.	3/25/2011
Sutton	Joseph	Crossing Guard	Chaparral	Resignation	2	5/25/2011
Tsosie	Verna	Nutrition Service Helper	Moon Mountain	Resignation	1.5	2/28/2011
Turner	Harry	Bus Driver	Transportation	Resignation	1	3/11/2011
Valdez	Sue	Special Ed. Assistant	John Jacobs	Requesting 2nd Leave of Absence		7/1/2011
Weiman	Marcia	Speech/Lang. Assistant	Special Services	Termination	1.5 mo.	3/21/2011

II. EMPLOYMENT**A. ADMINISTRATIVE**

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

LAST NAME	FIRST	POSITION	(E)XISTING OR LOCATION (N)EW
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Fredricksen	Kimberly	Teacher-1st Grade	E Maryland
Pinson	Jennifer	Teacher-CCR	E Sunnyslope

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR LOCATION (N)EW
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Cote	Sherryann	Office Manager	E Tumbleweed
Donnelly	Christopher	Night Custodian	E Desert Foothills
Hernandez-Bravo	Jose	Night Custodian	E Ocotillo
Mora	Jose	Mechanic 1	E Transportation
O'Donnell	Michael	Mechanic 1	E Transportation

PERSONNEL ACTION RECOMMENDED

April 14, 2011

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Boga	Bienvenida	Bus Driver	E	Transportation	
Boyd	Rita	Bus Assistant	E	Transportation	
Browne	Ronald	Bus Driver	E	Transportation	
Champine	Melissa	Special Ed. Assistant	E	Chaparral	
Guerrero	Ana	Paraprofessional	N	Mountain View	New Student
Hughes	Sandra	KidSpace Assistant	E	Orangewood	
Larsen	Richard	Paraprofessional	N	Moon Mountain	New Student
Merchant	Douglas	Bus Driver	E	Transportation	
Muhammad	Shaheed	Paraprofessional	E	Cholla	
Reed	April	Nutrition Service Helper	E	Nutrition Service	
Rivas	Brittany	Bus Assistant	E	Transportation	
Ruiz	Kimberly	Paraprofessional	N	Sunset	Class Size

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: April 14, 2011
 AGENDA ITEM: *Out-of-County/State Field Trip
 INITIATED BY: Sahuaro Elementary School SUBMITTED BY: Administrative Services,
Curriculum, Accounting and
Purchasing Departments
 PRESENTER AT GOVERNING BOARD MEETING: Kathryn Schene, Teacher
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, IJOA and A.R.S. §15-341

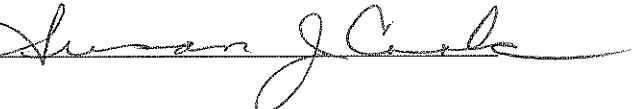
SUPPORTING DATA

Funding Source: See Attached
 Budgeted: N/A

- Kathryn Schene, Sahuaro Elementary School, submitted an out-of-county/state field trip request to Astrocamp, Claremont, CA, September 28-30, 2011, for 4th - 6th grade students at a cost of \$16,000.00.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the out-of-county/state field trip request as presented.

Superintendent 

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

Agenda Item *VII.D.

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: **April 14, 2011**

Instructions:

Submit this form electronically to the Superintendent's Office at least four weeks prior to the date of the proposed trip. All out-of-county/state field trips must be approved by the Governing Board. Please type and provide complete information by completing all spaces; indicate n/a (not applicable), if appropriate.

School: **Sahuaro Elementary School**

Dates of Travel: **September 28-30, 2011**

Destination of Field Trip: **Astrocamp; Claremont, CA**

of Student Participants: **40**

Grade Level(s): **4-6**

of Adults (1:8): **5**

Emergency Contact Number: **602-568-7470**

Person Requesting Trip/Contact at Board Meeting: **Kathryn Schene**

Principal Approved: Yes ☒ No ☐ Principal Name: **Dave Anderson**

Office Manager received a copy of this form. Yes ☒ No ☐

Summary of Event/Purpose:

Earth and Space Science provides the foundation for students to develop an understanding of the earth, its history, composition, and formative processes, and an understanding of the solar system and the universe. Students study the regularities of the interrelated systems of the natural world. Students develop understandings of the basic laws, theories, and models that explain the world. By studying the earth from both a historical and current time frame, students can make informed decisions about issues affecting the planet on which they live.

Educational Use:

Instructional Goal(s): Include the specific objectives regarding what the students will know and be able to do in a specific content area, e.g. science, social studies, etc. as a result of the field trip. **For example: The students will identify current political leaders in Arizona and describe the major influences each has had on Arizona as specified in the fourth grade social studies curriculum.**

Strand 6: Earth and Space Science

Concept 2: Earth's Processes and Systems

Objective: The student will understand the processes acting on the Earth and their interaction with the earth systems by:

***identifying earth processes that cause erosion. SC04-S6C2-01**

***describing how currents and wind cause erosion and land changes. SC04-S6C2-02**

***describing the role that water plays in the processes of erosion, deposition, and weathering that alter the earth's surface. SC04-S6C2-03**

***comparing rapid and slow processes that change the earth surface.**

***rapid-earthquakes, volcanoes, floods**

***slow-wind, weathering**

SC04-S6C2-04

***identifying the earth events that cause changes in atmospheric conditions SC04-S6C2-05**

***analyzing evidence that indicates life and environmental conditions have changed SC04-S6C2-06**

***describing how the moon's appearance changes during a four-week lunar cycle SC05-S6C2-01**

***describing how earth's rotation results in day and night at any particular location SC05-S6C2-02**

***distinguishing between revolution and rotation SC05-S6C2-03**

***describing the role of gravity as an attractive force between celestial objects SC05-S6C2-04**

Concept 3: Changes in the Earth and Sky

***identifying the sources of water within an environment SC04-S6C3-01**

***describing the distribution of water on the earth surface SC04-S6C2-02**

***differentiating between weather and climate as they relate to the southwestern United States SC04-S6C3-03**

***measuring changes in weather SC04-S6C3-04**

***interpreting the symbols on a weather map or chart that identify temperatures, fronts, and precipitation SC04-S6C3-05**

***comparing weather conditions in various locations SC04-S6C3-06**

Objective: the student will understand the processes acting on the earth and their interaction with the earth systems by:

- *explaining how water is cycled in nature SC06-S6C2-01; SC06-S6C1-04
- *identifying the distribution of water within or among: atmosphere, lithosphere, hydrosphere SC06-S6C2-0
- *analyzing the effects that bodies of water have on the climate of a region SC06-S6C2-03
- *analysing factors that affect climate: ocean currents, elevation, location SC06-S6C2-04
- *analyzing the impact of large-scale weather systems on the local weather SC06-S6C2-05
- *creating a weather system model that includes: the sun; atmosphere, bodies of water SC06-S6C2-06

Concept 3: Earth in the Solar System

Objective: the student will understand the relationships of the earth and other objects in the solar system by:

- *identifying the known planets of the solar system SC05-S6C3-01
- *describing the distinguishing characteristics of the known planets in the solar system SC05-S6C3-03
- *describing various objects in the sky SC-5-S6C3-04
- *explaining the apparent motion of the sun and stars SC05-S6C3-05
- *describing efforts to explore space SC05-S6C3-06

Concept 1: Structure of the Earth

Objective: the student will describe the composition and interactions between the structure of the earth and its atmosphere by:

- *describing the properties and the composition of the layers of the atmosphere SC06-S6C1-01
- *explaining the composition, properties, and structure of the earth's lakes and rivers SC06-S6C1-03
- *analyzing the interactions between the earth's atmosphere and the earth's bodies of water SC06-S6C1-04
- *describing ways scientists explore the earth's atmosphere and bodies of water SC06-S6C1-05

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
September 28, 2011	Depart Sahuaro - 5:00 a.m.	Arrive Astrocamp, Claremont, CA - 11:00 a.m.	Coach Tour Bus	Astrocamp P.O. Box 1360 Claremont, CA 91711 909-645-1423
September 28-30, 2011	Astrocamp	Claremont, CA	none	Astrocamp P.O. Box 1360 Claremont, CA 91711 909-645-1423
September 30, 2011	Depart Astrocamp, Claremont, CA - 12:00 p.m.	Arrive Sahuaro - 6:00 p.m.	Coach Tour bus	Astrocamp P.O. Box 1360 Claremont, CA 91711 909-645-1423

Additional Information

Please indicate the process your school used to provide this opportunity to students who are unable to provide their own funds, if students are funding the trip: Tax Credit	
No eligible student will be denied the field trip due to financial hardship. Yes <input checked="" type="checkbox"/>	
Please indicate accommodations for students with special circumstances. NOTE: Additional chaperones are required to accommodate specific student needs.	
No eligible student will be denied the field trip due to special education/health needs. Yes <input checked="" type="checkbox"/>	
Chaperones: List all certified and non-certified staff and parents who are chaperoning the trip. Please note: one adult chaperone is required for every eight students. (This must match number of adults indicated on front section.)	

Certificated	Non-Certificated	Parent
Kathy Schene		TBD Parent
Joanna Underwood		TBD Parent
		TBD Parent

For Academic Services Use Only	
Natalie McWhorter	3-7-11
Signature	Date

Out-of-County/State Field Trip Cost Sheet

IMPORTANT:

- ALL OUT-OF-STATE FIELD TRIPS **MUST** USE DISTRICT APPROVED (CONTRACTED) TRAVEL AGENT. PLEASE ATTACH TRAVEL AGENT QUOTE TO THIS DOCUMENT FOR BOARD REVIEW/APPROVAL.
- OUT-OF-COUNTY FIELD TRIPS **MUST** USE DISTRICT APPROVED (CONTRACTED) CHARTER BUSES IF NOT USING DISTRICT OWNED BUSES.

Total package price: \$ 16,000.00 (should match attached travel agent¹ quote)

Includes:

\$ 12,440.00 Lodging

\$ _____ Food: ☒ Included ☒ Sack Lunch ☐ Individual Purchase

\$ 3,110.00 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ _____ Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ 450.00 Other Agency Fees

\$ 16,000.00 **TOTAL** (should match package price above)

(totals are estimates only, based on number of anticipated students/adults and are subject to change)

Students participating: 40 **TOTAL PER STUDENT COST: \$ 400.00**

(trip total ÷ total # students participating + approved ratio # parents = per student cost)

Chaperones participating: 5 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: _____ **Payment method:** _____

Scholarship students: 10 **Funding source: tax credit**

(No eligible student will be denied a field trip due to financial hardship)

(tax credit, gifts & donations, auxiliary, PTA/PTO, etc.)

FIELD TRIP POSSIBLE FUNDING SOURCES (check all that apply):

☒ Tax Credit (Fund 526 – donation based) ☐ Other _____

☐ Gifts & Donations (Fund 530 – donation based)

☒ Auxiliary Operations (Fund 525 – fee based)

☒ Student Activities (Fund 850 – fundraising based)

☐ PTA/PTO

This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	For Finance Department Use Only Debra K. Karns _____ Signature	3/9/11 _____ Date
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	For Purchasing Department Use Only Howard Kropp _____ Signature	3/15/11 _____ Date

¹ Information regarding District awarded travel RFP is available on the Purchasing Department's intranet site.

² Information regarding District awarded charter bus RFP is available on the Purchasing Department's intranet site.

³ Application form for travel insurance is available on the Purchasing Department's intranet site.

SAHUARO/ELEMENTARY 24SEP

SUNDANCE/TZELL TRAVEL GROUP

DATE 08 MARCH 2011

215 NORTH 40TH ST.
PHOENIX, AZ 85034
TELEPHONE: 602 275-2400
FAX : 602 267-8095

AGENT MM/MM BOOKING REF 2IHF98

SAHUARO/ELEMENTARY

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

TOUR 28 SEP LONG BEACH CA - LONG BEACH
30 SEP SUNDANCE MEETINGS & INCENTIVES
GROUP TO ASTRO CAMP SEPTEMBER 2010
PRICE: \$ 16000.00 (\$ 400.00 per student based on 40)

TOUR 28 SEP LONG BEACH CA - LONG BEACH
30 SEP PRICE BASED ON 40 STUDENTS/5 CHAPERONES

TOUR 28 SEP LONG BEACH CA - LONG BEACH
30 SEP INCLUDES ROUNDTRIP COACH
DRIVER ROOM AND GRATUITY
ASTRO CAMP PROGRAM
AGENCY FEE

RATE IS QUOTE ONLY AND NOT GAURANTEED UNTIL BOOKED
RATE TO BE ADJUSTED BASED ON FINAL NUMBER OF PARTICIPANTS
AND FUEL SURCHARGES MAY BE ADDED IF FUEL PRICE OVER \$3/GALLON

BREAKDOWN BASED ON 40 STUDENTS:

TRANSPORATION, DRIVER'S ROOM AND GRATUITY	\$3110.00
ASTRO CAMP	\$12440.00
AGENCY FEE	<u>\$ 450.00</u>

TOTAL: \$16000.00

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u> X </u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u> </u>	Discussion
		<u> </u>	Information
		<u> </u>	1st Reading

DATE: April 14, 2011

AGENDA ITEM: *Out-of-State Travel

INITIATED BY:	<u>Maggie Westhoff, Director of Professional Development</u>	SUBMITTED BY:	<u>Maggie Westhoff, Director of Professional Development</u>
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PRESENTER AT GOVERNING BOARD MEETING: Maggie Westhoff, Director of Professional Development/Cathy Thompson, Director of Business Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Title II
Budgeted: Yes

The following out-of-state travel requests have been reviewed and are recommended for approval:

1. Michael C. Brennan, Principal of Most Holy Trinity School; submitted a request to attend the Mary Ann Remick Leadership Program, June 12-July 11, 2011, in Notre Dame, IN, at a cost of \$3,052.00.
2. Lisa Temple and Andrea Boat, Northwest Christian School language arts teachers, submitted a request to attend the Advanced Continuum, June 20-24, 2011, in Chicago, IL, at a cost of \$4,826.00.
3. Larry Billar, Saint Simon and Jude School junior high social studies teacher, submitted a request to attend the 2011 National Conference on Geographic Education, July 31-August 8, 2011, in Portland, OR, at a cost of \$2,497.00.
4. Sue Kelling, Saint Simon and Jude School junior high math teacher, submitted a request to attend the National Council of Teachers of Mathematics, July 27-31, 2011, in Orlando, FL, at a cost of \$1,472.00.
5. Wendy Treon, Saint Simon and Jude School K-8 counselor, submitted a request to attend the 5th Annual National Conference on Girl Bullying and Other Forms of Relational Aggression, June 29-July 2, 2011, in Las Vegas, NV, at a cost of \$1,064.24.

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *VII.E.

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) (as it appears on your driver's license)	Position	School/Department
Michael C. Brennan	Principal	Most Holy Trinity

CONFERENCE INFORMATION:

CONFERENCE TITLE:	University of Notre Dame, Mary Ann Remick Leadership Program						
TRAVEL DATES:	June 12, 2011 – July 11, 2011						
CONFERENCE LOCATION:	University of Notre Dame: Notre Dame, Indiana						
SOURCE OF FUNDING: Description:	Title IIA Funds Registration Funds						
Registration Account Code:	140	100	2200	6331	103	0000	Total \$3,052.00
SOURCE OF FUNDING: Description:	(Budget) Travel Funds						
Travel Account Code:				6580			Total
SOURCE OF FUNDING: Description:	(Budget) Substitute Funds						
Substitute Account Code:			1000	6129			Total \$

PURPOSE OF TRAVEL:

Michael Brennan will attend the Notre Dame, Mary Ann Remick Leadership Training Program. The focus of the leadership training program is to enhance school leaders' capabilities for the purpose of increasing student achievement. Topics included in this training focus on strategies for supporting teachers with diverse student population, utilizing technology to analyze student data, and facilitating group decision-making to build a productive school culture. Mr. Brennan will not only share his knowledge with the school staff, but fellow private school administrators through various professional development opportunities.

MAXIMUM COSTS:

REGISTRATION FEE:	\$3,052.00
MEALS	\$
LODGING:	\$
TRANSPORTATION:	\$
AIR	\$
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$
SUBSTITUTES	\$
TOTAL COST:	\$3,052.00

Michael Brennan (JF) 3/11/11
Supervisor/s Approval (Principal)

Supervisor/s Approval

Budget Manager/s Approval

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

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

OUT-OF-STATE TRAVEL REQUEST FORM





Name of Traveler(s) (as it appears on your driver's license)	Position	School/Department
Lisa Temple	6 th Grade Language Arts	Northwest Christian School
Andrea Boat	7 th Grade Language Arts	Northwest Christian School

CONFERENCE INFORMATION:

CONFERENCE TITLE:	Advanced Continuum						
TRAVEL DATES:	June 20-24, 2011						
CONFERENCE LOCATION:	Chicago, Illinois						
SOURCE OF FUNDING: Description:	Title IIA Registration Funds						Total
Registration Account Code:	140	100	2200	6331	101	0000	\$1,950.00
SOURCE OF FUNDING: Description:	Title IIA Travel Funds						Total
Travel Account Code:	140	100	2200	6580	101	0000	\$2,876.00
SOURCE OF FUNDING: Description:	(Budget)Substitute Funds						Total
Substitute Account Code:			1000	6129			

PURPOSE OF TRAVEL: This conference provides ongoing training in language arts through the Institute for Multi-Sensory Education, the same organization that Northwest Christian Private School has used for the K-5 phonics program. Teachers will learn higher-level vocabulary, Greek and Latin roots with vocabulary, fluency, guidelines for weekly lesson plans, and assessments. Upon their return, they will share all printed materials and instructional information with the Northwest Christian staff.

MAXIMUM COSTS:

REGISTRATION FEE:	\$ 1,950.00		
MEALS	\$ 376.00		
LODGING:	\$ 1,000.00		Supervisor/s Approval
TRANSPORTATION:	\$		
AIR	\$1,500.00		
CAR RENTAL/PARKING	\$		
BUS/TAXI/SHUTTLE	\$		Supervisor/s Approval
SUBSTITUTES	\$		
TOTAL COST:	\$4,826.00		

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

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

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) <i>(as it appears on your driver's license)</i>	Position	School/Department
Mr. Larry Billar	Jr. High Social Studies Teacher	Saint Simon and Jude

CONFERENCE INFORMATION:

CONFERENCE TITLE:	2011 National Conference on Geographic Education
TRAVEL DATES:	July 31-August 8, 2011
CONFERENCE LOCATION:	Portland, Oregon
SOURCE OF FUNDING: Description:	Title IIA Registration Funds
Registration Account Code:	140 100 2200 6331 104 0000 \$295.00
SOURCE OF FUNDING: Description:	Title IIA Travel Funds
Travel Account Code:	140 100 2200 6580 104 0000 \$2202.00
SOURCE OF FUNDING: Description:	(Budget)Substitute Funds
Substitute Account Code:	1000 6129 \$ 00.00

PURPOSE OF TRAVEL: Mr. Larry Billar will attend the National Conference on Geographic Education to gain knowledge and instruction on how to teach geography. Upon his return, he will share with the Saint Simon and Jude staff, the printed materials and training strategies he received at the conference.

MAXIMUM COSTS:

REGISTRATION FEE:	\$ 295.00
MEALS	\$ 472.00
LODGING:	\$ 1,360.00
TRANSPORTATION:	\$
AIR	\$ 330.00
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$ 40.00
SUBSTITUTES	\$
TOTAL COST:	\$ 2,497.00

S. Raphael Quinn
Supervisor/s Approval 3/25/11

Supervisor/s Approval

Budget Manager/s Approval

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

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6

DATE OF BOARD AGENDA ITEM

April 14, 2011

OUT-OF-STATE TRAVEL REQUEST FORM



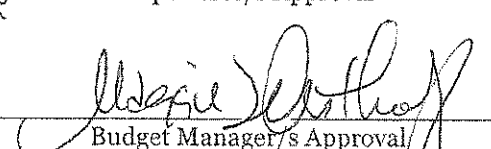
Name of Traveler(s) (as it appears on your driver's license)	Position	School/Department
Mrs. Sue Kelling	Jr. High Math Teacher	Saint Simon and Jude School

CONFERENCE INFORMATION:

CONFERENCE TITLE:	National Council of Teachers of Mathematics
TRAVEL DATES:	July 27-July 31, 2011
CONFERENCE LOCATION:	Orlando, Florida
SOURCE OF FUNDING: Description:	Title IIA Registration Funds
Registration Account Code:	140 100 2200 6331 104 0000 \$275.00
SOURCE OF FUNDING: Description:	Title IIA Travel Funds
Travel Account Code:	140 100 2200 6580 104 0000 \$1,197.00
SOURCE OF FUNDING: Description:	(Budget)Substitute Funds
Substitute Account Code:	1000 6129 \$00.00

PURPOSE OF TRAVEL: Mrs. Sue Kelling will attend the National Council of Teachers of Mathematics Conference, "Infusing the Classroom with Reasoning and Sense Making". The main focus for her attendance is to gain information pertaining to mathematics instruction that impacts student achievement. Upon her return, Mrs. Kelling will share all printed materials and instructional information with the Saint Simon and Jude staff.

MAXIMUM COSTS:

REGISTRATION FEE:	\$275.00	 Supervisor/s Approval
MEALS	\$177.00	
LODGING:	\$596.00	
TRANSPORTATION:	\$	 Supervisor/s Approval
AIR	\$400.00	
CAR RENTAL/PARKING	\$0.00	
BUS/TAXI/SHUTTLE	\$24.00	
SUBSTITUTES	\$0.00	
TOTAL COST:	\$1,472.00	 Budget Manager/s Approval

COMMENTS:

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6

DATE OF BOARD AGENDA ITEM

April 14, 2011

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) <i>(as it appears on your driver's license)</i>	Position	School/Department
Mrs. Wendy Treon	K-8 Counselor	Saint Simon and Jude

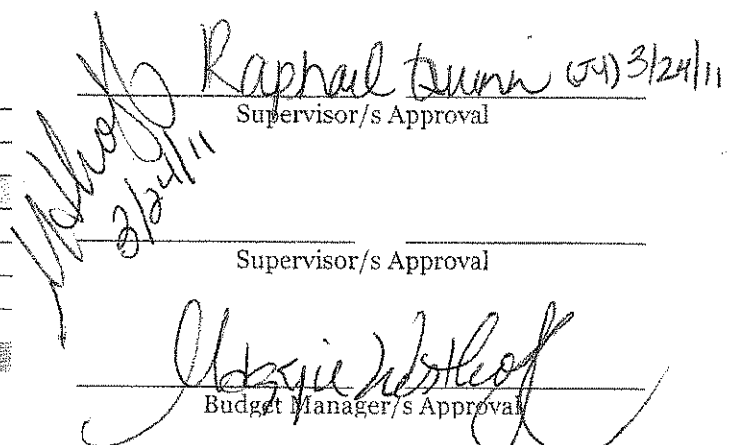
CONFERENCE INFORMATION:

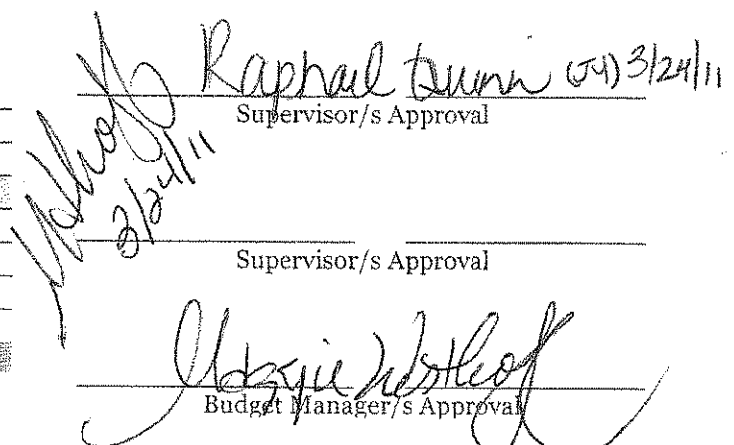
CONFERENCE TITLE:	5 th Annual National Conference on Girl Bullying and other forms of Relational Aggression						
TRAVEL DATES:	June 29-July 2, 2011						
CONFERENCE LOCATION:	Las Vegas, Nevada						
SOURCE OF FUNDING: Description:	Title IIA Registration Funds						Total
Registration Account Code:	140	100	2200	6331	104	0000	\$400.00
SOURCE OF FUNDING: Description:	Title IIA Travel Funds						Total
Travel Account Code:	140	100	2200	6580	104	0000	\$664.24
SOURCE OF FUNDING: Description:	(Budget)Substitute Funds						Total
Substitute Account Code:			1000	6129			\$00.00

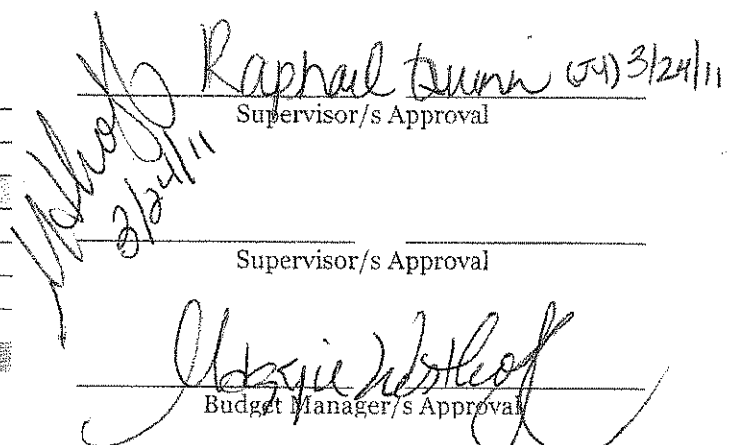
PURPOSE OF TRAVEL: Mrs. Wendy Treon will attend the 5th Annual Conference on Girl Bullying and other Forms of Relational Aggression Conference to receive training and instruction on bullying and aggressive behaviors. The goal of obtaining this information is to train the staff of Saint Simon and Jude Private School on how to handle bullying and aggressive situations which is a high priority in any learning environment.

MAXIMUM COSTS:

REGISTRATION FEE:	\$400.00
MEALS	\$ 177.00
LODGING:	\$ 237.00
TRANSPORTATION:	\$250.24
AIR	\$
CAR RENTAL/PARKING	\$
BUS/TAXI/SHUTTLE	\$
SUBSTITUTES	\$
TOTAL COST:	\$1,064.24


 Supervisor/s Approval


 Supervisor/s Approval


 Budget Manager/s Approval

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

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: April 14, 2011

AGENDA ITEM: *Acceptance of the Washington Education Foundation Grants in the Amount of \$8,885.91

INITIATED BY: Dr. Steve Murosky, Director of Academic Support Programs SUBMITTED BY: Dr. Steve Murosky, Director of Academic Support Programs

PRESENTER AT GOVERNING BOARD MEETING: Dr. Steve Murosky, Director of Academic Support Programs

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: DDA

SUPPORTING DATA

Funding Source: Grants
Budgeted: Yes

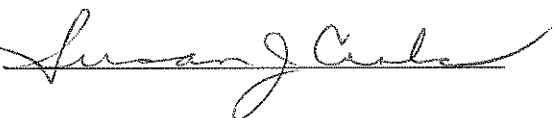
In accordance with Board policy, the Governing Board is advised that the following grants have been received in support of Washington Elementary School District students, parents, and staff.

Funder	Location	Amount	Purpose
Washington Education Foundation	Desert View Elementary (N)	\$500.00	Play is a Dirty Job But Kids Have to Do It!
Washington Education Foundation	Desert View Elementary (N)	\$497.39	Balancing Act I
Washington Education Foundation	Lakeview Elementary (N)	\$500.00	Roll Out the Red Carpet for After-School Excellence!
Washington Education Foundation	Lakeview Elementary (N)	\$500.00	Character Counts
Washington Education Foundation	Lakeview Elementary (N)	\$500.00	Project Exploration Oceanographic Study Field Trip

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the acceptance of the Washington Education Foundation grants in the amount of \$8,885.91.

Superintendent



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

Agenda Item *VII.F.

***Acceptance of the Washington Education Foundation Grants in the Amount of \$8,885.91**

April 14, 2011

Page 2

Washington Education Foundation	Lakeview Elementary (N)	\$500.00	Project Exploration Oceanographic Study Field Trip
Washington Education Foundation	Lakeview Elementary (N)	\$500.00	Project Exploration Oceanographic Study Field Trip
Washington Education Foundation	Lakeview Elementary (N)	\$500.00	Project Exploration Oceanographic Study Field Trip
Washington Education Foundation	Lakeview Elementary (N)	\$475.00	Music and Movement in the Classroom
Washington Education Foundation	Manzanita Elementary (N)	\$421.35	Custom Keyboard Covers
Washington Education Foundation	Maryland Elementary (N)	\$497.39	Balancing Act II
Washington Education Foundation	Mountain View Elementary (N)	\$500.00	Play is a Dirty Job But Kids Have to Do It!
Washington Education Foundation	Mountain View Elementary (N)	\$497.39	Balancing Act III
Washington Education Foundation	Richard E. Miller Elementary (N)	\$497.39	Balancing Act IV
Washington Education Foundation	Roadrunner Elementary (N)	\$500.00	We Are Family!
Washington Education Foundation	Roadrunner Elementary (N)	\$500.00	Stack'em and Grow
Washington Education Foundation	Royal Palm Middle School (N)	\$500.00	"Fiddler on the Roof" Trip
Washington Education Foundation	Sunset Elementary (N)	\$500.00	Students' Choice

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action

FROM: Dr. Susan J. Cook, Superintendent Discussion

DATE: April 14, 2011 Information

AGENDA ITEM: *Award of Contract – Written Quote No. 10.031, TEACCH Training 1st Reading

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

PRESENTER AT GOVERNING BOARD MEETING: Dr. Craig Carter, Director of Special Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

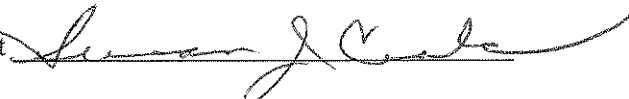
On November 17, 2010, the District issued Written Quote No. 10.031, TEACCH Training. The purpose of this quote is to obtain qualified firms to provide Treatment and Education of Autistic and related Communication-Handicapped Children (TEACCH) training services to the Special Services department of the Washington Elementary School District. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Three (3) vendors were notified of the solicitation. One (1) responsive, responsible offer was received and opened on November 30, 2010. Dr. Craig Carter, Director of Special Services, and Cyndi Hawk, Assistant Buyer for Purchasing, evaluated the offer and recommend the University of North Carolina at Chapel Hill for the Charlotte TEACCH Center for award. In accordance with A.R.S. §41-2533 and A.A.C. R2-7-321A, "If only one bid is received in response to an invitation for bids, an award may be made to the single bidder if the procurement officer determines that the price submitted is fair and reasonable, and that either other prospective bidders had reasonable opportunity to respond, or there is not time for re-solicitation.

The District has done business with this vendor in the past. However, this is the first time the threshold limit to solicit written quotes has been reached. While this purchase is under the formal bid solicitation limit, the vendor has prepared an agreement that needs to be executed. The agreement has been reviewed by the District's Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award contract for Written Quote No. 10.031, TEACCH Training to University of North Carolina at Chapel Hill for the Charlotte TEACCH Center in an amount not to exceed \$33,400.00 and authorize the Superintendent to execute the agreement between the Washington Elementary School District and the University of North Carolina at Chapel Hill.

Superintendent 

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

Agenda Item *VII.G.

State of North Carolina
County of Orange

AGREEMENT BETWEEN

WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6

AND

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

**For Treatment and Education of Autistic and Related Communication-
Handicapped Children (TEACCH)**

This Agreement made and entered into this fifteenth day of MARCH, 2011 by and between the University of North Carolina at Chapel Hill for the Charlotte TEACCH Center, in the School of Medicine, an educational institution of the State of North Carolina, hereinafter referred to as UNIVERSITY, and the WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6 hereinafter referred to as WESD.

WITNESSETH:

WHEREAS, the UNIVERSITY has established a program entitled Treatment and Education of Autistic and Related Communication-Handicapped Children herein after referred to as the "TEACCH"; and

WHEREAS, part of TEACCH's mission includes service, research, and professional training regarding autism and related communication handicaps; and

WHEREAS, TEACCH is able to provide identification, evaluation and education of children and adults with autism and related disorders of communication, including the provision of consultation and support to services for autistic and communication-handicapped children and adults according to standards set by the Dean of the School of Medicine and in cooperation with the Department of Public Instruction; and

WHEREAS, the UNIVERSITY, through TEACCH and the WESD desire to cooperate to train personnel in a mutually agreed upon location;

NOW THEREFORE, in consideration of the premises and of the following mutual promises, covenants and conditions, WESD and the UNIVERSITY hereby agree as follows:

1. The UNIVERSITY, through the Charlotte TEACCH Center, shall provide certain services as set forth below to WESD, for the period covering JUNE 6 through JUNE 9, 2011. Such services shall include the following:
 - a. Provide trainers to conduct agreed upon training program(s) at John Jacobs School in Glendale, AZ for four days for the WESD.
2. The UNIVERSITY, through the Charlotte TEACCH Center, shall be reimbursed by the WESD, a Presenter's Fee of \$20,400 for the four days of training plus reimbursement of all expenses related to the training to include, but not limited to, travel, meals, hotels and rental car reimbursement which shall not exceed a total of \$33,400.00. The WESD agrees to pay all invoices for services provided by the University within 30 days of receipt.
3. The person (or persons) whose services are to be provided pursuant to the agreement is (are) for all purposes an employee of the UNIVERSITY.
4. This Agreement shall run for a period JUNE 6 through JUNE 9, 2011. This Agreement may be terminated at any time without penalty by either party provided that written notice of such termination is furnished to the other party at least 30 days prior to termination.

5. The WESD hereby agrees with the UNIVERSITY that, in its educational and/or employment practices, the WESD will comply with such nondiscrimination laws as may be applicable to it in the performance of this Agreement.
6. This Agreement contains the entire understanding of the parties and shall not be altered, amended or modified except by an Agreement in writing executed by the duly authorized officials of both parties.
7. The laws of Arizona shall govern the validity and interpretation of the provisions, terms, and conditions of the Agreement.

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement in their official capacities on the day and year listed below.

FOR AND ON BEHALF OF:

WASHINGTON ELEMENTARY
SCHOOL DISTRICT NO. 6

Susan J Cook, Ed.D
Superintendent

Date

FOR AND ON BEHALF OF:

THE UNIVERSITY OF NORTH
CAROLINA AT CHAPEL HILL

William L. Roper, MD, MPH
Dean, School of Medicine and
Vice Chancellor for Medical Affairs

Date

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: April 14, 2011 Information
AGENDA ITEM: *Award of Contract – Bid No. 10.036, Moving and Relocation Services to Graebel Lightning Movers, Inc., Beltman Group, and Desert View Logistics, LLC in an Amount Not to Exceed \$50,000.00 1st Reading

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

On January 19, 2011, the District issued Bid No. 10.036, Moving and Relocation Services. The purpose of this bid is to obtain qualified firms to provide moving and relocation services to the schools and departments of the Washington Elementary School District. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Thirteen (13) vendors were notified of the solicitation. Eight (8) responsive, responsible offers were received and opened on February 7, 2011. Cary Case, Manager of Materials Management Center, Larry Larson, Contract Manager for Purchasing, and Cyndi Hawk, Assistant Buyer for Purchasing, evaluated the offers and recommend Graebel Lightning Movers, Inc., Beltman Group, and Desert View Logistics, LLC for award. A multiple award is being recommended due to past history indicating that one company can't always provide these services in a timely manner. End users shall contact Graebel first and then contact the other two respectively if arrangements are not agreed upon with the first vendor.

The award of this solicitation will result in a one (1) year contract beginning upon award with the option to renew for two (2) additional years or portion thereof. Included is a provision for cancellation by the District with thirty (30) days prior written notice.

A copy of the solicitation is available for review in the Purchasing Department.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award contract for Bid No. 10.036, Moving and Relocation Services, to Graebel Lightning Movers, Inc., Beltman Group, and Desert View Logistics, LLC in an amount not to exceed \$50,000.00.

Superintendent



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

Agenda Item *VII.H.

***Award of Contract – Bid No. 10.036, Moving and Relocation Services to Graebel Lightning Movers, Inc., Beltman Group, and Desert View Logistics, LLC in an Amount Not to Exceed \$50,000.00**

April 14, 2011

Page 2

Ranking of the offers by the committee:

Vendor Name:	Rank:
Graebel Lightning Movers	1
Beltman Group	2
Desert View Logistics	3
Arizona Furnishings	4
Bekins	5
ABC Moving	6
Dircks Moving Systems	7
Daniels Moving & Storage	8

The committee deemed that the top three vendors would be sufficient to meet the needs of every school and/or department to ensure timely moves at fair pricing.

The District expended \$24,048.54 in the 2009–2010 school year for these services.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: April 14, 2011
 AGENDA ITEM: *Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium of Schools (GPPCS)
 INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
 PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Administrator or Purchasing
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Title I, Grants
 Budgeted: Yes

The Purchasing Department is recommending authorization to utilize the contracts that are 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.

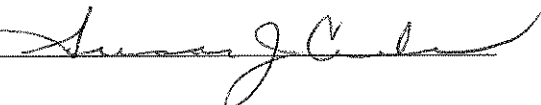
A.R.S. 11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements. A school district may either, participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any materials, services, or construction with one or more 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.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Intergovernmental Cooperative Purchase Agreements and contract purchases with the Greater Phoenix Purchasing Consortium of Schools (GPPCS).

Superintendent



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

Agenda Item *VII.I.

GPPCS CONTRACT

2010-2011 proposed budgets for Title I and Grants

Contract Title:	Supplemental Instructional Materials
Vendor(s):	Pearson Education (Pearson Learning Group)
Contract Issuer:	Contract issues through Phoenix Elementary #002-1011
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual schools/departments. Title I and Grants.
2009-2010 Expenditure:	\$9,228.07

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: April 14, 2011
 AGENDA ITEM: *Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO)
 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: M&O, Bond
 Budgeted: Yes

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

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.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *VII.J.

STATE PROCUREMENT OFFICE CONTRACT

2010-2011 proposed M&O/capital budget capacity for Maintenance Services - \$740,284.75

Contract Commodity:	Architect and Engineer Services
Description of Purchase:	Architectural and Engineering Services
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Capital Projects/M&O, Bond
2009-2010 Expenditure:	\$440,293.50

Vendors:

ABA Architects	Deutsch Architecture Group
Abacus Project Management, Inc.	Dibble Engineering
Adams and Associates Engineers, PLLC	Dick & Fritsche Design Group
ADM Group, Inc.	DLR Group
AECOM	Douglas Architecture and Planning, P.C.
AMEC Earth & Environmental, Inc.	DRW Engineering, Inc.
Applied Pavement Technology, Inc.	DWL Architects + Planners, Inc.
APS Energy Services Company, Inc	e group, inc
ARCADIS US, Inc.	Earl Kai Chann Associates, Ltd
Archaeological Consulting Services, Ltd.	Ellermann, Schick & Bruno
Architechnology, Inc	Emc2 Group Architects Planners, PC
Architectural Resource Team Inc.	Energy Systems Design, Inc.
ARCHWEST P.C.	Energy-Environment-Economics
Arcone Associates LLC	Enovity
Arizona Pinnacle Engineering	Entellus, Inc.
Arrington Watkins Architects	Environmental Resolutions, Inc.
ASM Affiliates, inc.	EPG
Associated Architects	EPS Group Inc
Atwell LLC	ERO Resources Corporation
AZTEC Engineering	Felix Construction Company
Beck Environmental and Remediation, Ltd.	Fluid Solutions
Bocci Engineering, LLC	FM GROUP INC
Bosak Architectural Companies LLC	FM Solutions
Brady-Aulerich & Associates, Inc.	Fore Dimensions LLC
Breckenridge Group Architects-Planners	Fugro Consultants, Inc
Brock, Craig & Thacker Architects, It	Gannett Fleming, Inc.
Brown and Caldwell	General Engineering Support, LLC
Burgess & Niple	GGW Architects
Burns & McDonnell	GHD, Inc.
BWS Architects	Global Systems Modeling Ltd.
Cardno TBE	Golder Associates Inc
Cardno WRG	Gould Evans Associates
Carollo Engineers, P.C.	Gutierrez-Palmenberg, Inc.
CET Electrical Testing, LLC	H2 Group, The
Chamberlain Architect Services Inc	Hatch Mott MacDonald
CivTech Inc	HDA Architects LLC
CL Williams Consulting, Inc.	HDR Engineering Inc.
Clear Creek Associates	Hill International, Inc.
COE AND VAN LOO L.L.C.	HydroSystems, Inc.
Consultant Engineering, Inc.	J2 Engineering & Environmental Design
CORE ENGINEERING GROUP	JE Fuller Hydrology & Geomorphology
CR Engineers Inc	Johnston Engineering Company
CSHQA	Kimley-Horn and Associates, Inc.
Damon S. Williams Associates, LLC	Kitchell Corporation
David Evans and Associates, Inc.	Kleinfelder
David Hunt Architecture	KPFF Consulting Consulting
Design One, Inc.	KVL Consultants, Inc.

L4 Technologies, LL	Shephard-Wesnitzer
Langdon Wilson International	Slaysman Engineering & Associates, Inc
Lawrence Engineering	SouthWest Traffic Engineering, LLC
Lee Engineering, LLC	Southwestern Environmental Consultants, Inc.
Logan Simpson Design Inc.	Spectrum Engineers
LSW Engineers Arizona, Inc	Speedie & Associates, Inc.
LTK Engineering Services	SPS Architects
M. Arthur Gensler Jr & Associates, Inc	Stantec Consulting Services Inc.
Matrix Design Group, Inc.	Strand Associates, Inc.
McGann & Associates Inc.	Stroh Architecture Inc
Mechanical Concepts LLC	Struktur Studio, LLC
Merry Carnell Schlecht	studio4design
Michael Baker Jr., Inc.	SWA Architects
Morrison-Maierle, Inc.	Swan Architects, Inc.
MRT Design LLC	Swan Consulting, LLC
NCS	T.Y. Lin International
Ninyo & Moore	Taylor RyMar Corporation
Olsson Associates	Terracon
Omicron Engineering, PLC	TerraSystems Southwest
Otwell Associates Architects	Tetra Tech, Inc.
Palmer Architects, Ltd	The Durrant Group, Inc.
Palmer Engineers, Inc.	The Phoneix New York Company
PBS&J	The Westmark Group
Peak Engineering	The WLB Group
Pearson Engineering Associates	TMAD Engineers
Perlman Architects of Arizona, Inc.	TMCx Arizona
Peter Basso Associates, Inc	Tristar Engineering and Management, Inc.
Professional Service Industries, Inc	URS Corporation
Psomas	V3 Companies of Arizona, Ltd
Quality Project Management, LLC	VFA, Inc
RBA Architecture	WEST Consultants, Inc.
RBF Consulting	Western Technologies Inc.
RCC Consultants, Inc.	Westlake Reed Leskosky
Richard Bauer	WestLand Resources, Inc.
Robert Polcar Architects, Inc.	Weston Solutions, Inc.
Ross Design Group, LLC	WHPacific, Inc.
Ryden Architects, Inc.	Wilbur Smith Associates, Inc.
SAGE Landscape Architecture and Environme	Wilcox Professional Services, LLC
Schirmer Engineering Corporation	Willdan
Scott Rumel Architect	Wilson Engineers, LLC
SCS Engineers	Wood Patel & Associates
Searer, Robbins & Stephens, Inc.	Woodson Engineering & Surveying Inc
Seventh Generation Studios LLC	WRECORP
Shannon & Wilson, Inc.	Z & H Engineering, Inc.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: April 14, 2011 Information
 AGENDA ITEM: *Extension and Renewal of Annual Contracts for Specified Goods and Services 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, DJE and ARS 15-213

SUPPORTING DATA

Funding Source: M&O, Grants
 Budgeted: Yes

Attached is a list of contracts that have been previously awarded by the Governing Board. These contracts will soon be expiring. Because performance under these contracts has been satisfactory, extension of the contracts is recommended. No school or department can spend more than is budgeted without prior approval from the Finance Department.

The estimated requirements cover the period of the contracts and are reasonable and continuing. A multi-term contract encourages effective competition and promotes economies in school district procurement.

The 2010-2011 proposed budget capacity is provided on the attached list.

Copies of the contracts are available for review in the Purchasing Department.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the annual contract extensions and renewals for specified goods and services as presented.

Superintendent



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

Agenda Item *VII.K.

2010–2011 proposed M&O budget capacity for Finance Department is \$50,400.00

Contract Title:	08.036, Audit Services
Vendor(s):	Larson Allen, LLP
Board Approval	March 12, 2009
Proposed Extention	Second
Renewal Options Remaining:	Two
Proposed 2010-2011 Expenditures:	To be used on an as-needed basis.
Expended 2009-2010:	\$48,810.00

2010-2011 proposed M&O budget capacity for Communication & Print Services is \$395,895.00

Contract Title:	07.045, Print on Demand Services
Vendor(s):	Alphagraphics #011 Complete Print Shop
Board Approval	April 24, 2008
Proposed Extention	Third
Renewal Options Remaining:	One
Proposed 2010-2011 Expenditures:	To be used on an as-needed basis.
Expended 2009-2010:	\$64,995.25

Not all Grants have been submitted or approved at this time. These are recurring items budgeted for each year.

Contract Title:	07.037, Math Intervention Software Program
Vendor(s):	Houghton Mifflin Harcourt
Board Approval	April 10, 2008
Proposed Extention	Third
Renewal Options Remaining:	One
Proposed 2010-2011 Expenditures:	To be used on an as-needed basis.
Expended 2009-2010:	\$332,799.77

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: April 14, 2011 X Information
 AGENDA ITEM: *First Reading of Proposed Amended Board Policy JEB – Entrance Age Requirements 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: BGF

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

As a result of statutory changes enacted by the Legislature, ASBA Policy Services has recommended that JEB – Entrance Age Requirements be amended to reflect the changes in the law. The following is a summary of the recommended changes:

- Requires the District to offer a half-day kindergarten program where the half-day student enrollment is sufficient to fill a class with approximately the same number of students as the District-wide kindergarten classroom average.
- Prohibits the District from collecting State aid for a second year for a kindergarten student who was admitted for early enrollment and then subsequently is readmitted to kindergarten in the following year.

These recommended changes have been reviewed by the District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policy JEB – Entrance Age Requirements.

Superintendent 

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

Agenda Item *VII.L.

ENTRANCE AGE REQUIREMENTS

Special Preschool

A child evaluated and recommended for special services for a disability in accord with statute, and who has reached the third (3rd) birthday, may be admitted to preschool. If otherwise eligible, the District may admit a child who is within ninety (90) days of reaching age three (3) years if it is determined to be in the best interest of the individual. The Superintendent shall make such determination based upon one (1) or more consultations with parent(s), guardian(s), the child, and the multidisciplinary placement team.

Kindergarten and First Grade

For admission to kindergarten, children must be five (5) years of age prior to September 1 of the current school year. **If a full-day kindergarten is provided, the parent of a student eligible for full-day kindergarten shall be offered the opportunity to choose either a half-day or a full-day kindergarten program. The District shall provide an academically meaningful half-day kindergarten program in each District school where the half-day student enrollment is sufficient to fill a class with approximately the same number of students as the District-wide kindergarten classroom average.**

Children may be admitted to first grade who are six (6) years of age, or shall be deemed six (6) years of age if they reach such age prior to September 1 of the current school year.

The Board may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children, and such children must reach the required age of five (5) for kindergarten and six (6) for first grade by January 1 of the current school year.

For a child who has not reached six (6) years of age (five [5] for kindergarten) by September, the determination of whether to admit shall be based upon one (1) or more consultations with the parent(s) or guardian(s), the child, the teacher, the school principal, and/or professional consultants.

When a child who has not reached age five (5) prior to September 1 was admitted for early enrollment in kindergarten, and the child is readmitted to kindergarten in the following year, the District is not eligible to receive basic

state aid for the child's second year. The District may charge tuition for the second year of kindergarten enrollment.

Adopted: date of manual adoption

LEGAL REF.:	A.R.S.	15-701	15-771
		15-701.01	15-821
		15-703	15-901
		15-766	<u>15-901.02</u>
		15-767	
	A.A.C.	R7-2-301	

CROSS REF.: **JF – Student Admissions**
JHD – Exclusions and Exemptions from School Attendance
JLC – Student Health Services and Requirements

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: April 14, 2011 X Information
 AGENDA ITEM: *First Reading of Proposed Amended Board Policy JII – Student Concerns, Complaints and
Grievances 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: BGF

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

As a result of statutory changes enacted by the Legislature, ASBA Policy Services has recommended that JII – Student Concerns, Complaints and Grievances be amended to reflect the changes in the law. The following is a summary of the recommended changes:

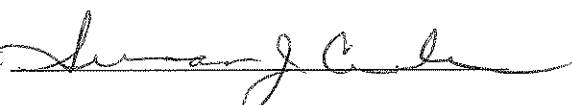
- Add intimidation and bullying to the list of complaints/grievances that may be made by students.
- Establish direction to maintain the confidentiality of complaints/grievances, require disciplinary action for false reporting and report to law enforcement where appropriate.

Additionally, attached is Regulation JII-R – Student Concerns, Complaints and Grievances and Exhibit JII-EB – Student Concerns, Complaints and Grievances that also contains revisions as determined pursuant to the authority of the Superintendent.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policy JII – Student Concerns, Complaints and Grievances.

Superintendent 

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

Agenda Item *VII.M.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Superintendent is directed to establish procedures whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, **intimidation**, **bullying** or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A complaint/grievance may be raised regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies **not related to the student's individual capabilities**.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- **Intimidation by another student.**
- **Bullying by another student.**
- Concern for the student's personal safety.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The complaint/grievance shall be made only to an administrator or other professional staff member. That person shall elicit from the student the particulars determined by the Superintendent to be necessary for the complaint/grievance to be investigated. When the initial allegation is submitted in

a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the student in completing the complaint/grievance form. The student should sign and date the form, however, unsigned forms are to be processed in the same manner as a signed form.

When the professional staff member is other than the school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than the next school day following the day that the staff member receives the complaint/grievance. If the school administrator is included in the allegation, the complaint/grievance shall be transmitted to the next higher administrative supervisor. A failure by the professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action. The professional staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Middle school Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. **A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.**

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. **False or unproven complaint documentation about harassment, intimidation, or bullying shall not be maintained.**

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all complaints/grievances shall be reported to the Superintendent as the compliance officer for discrimination. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's concern, complaint, or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: date of manual adoption

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

CROSS REF.: AC – Nondiscrimination/Equal Opportunity
ACA – Sexual harassment
GBEB – Staff Conduct
JB – Equal Educational Opportunities
JIC – Student Conduct
JICFA – Hazing
JK – Student Discipline
JKD – Student Suspension
JKE – Expulsion of Students

KE – Public Concerns and Complaints

EXHIBIT**EXHIBIT****STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

**(To be displayed in school buildings
and in student handbooks)**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person. ~~or~~
- **Intimidation by another student.**
- **Bullying by another student.**
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*

EXHIBIT**EXHIBIT**

- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District Policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

REGULATION**REGULATION****STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination, harassment, **bullying, intimidation** or personal safety issues may complain directly to the school administrator or to a professional staff member. The individual receiving the student complaint must retrieve sufficient detail from the student to complete the form designated for such purpose. When a professional staff member receives the information, the staff member will transmit it to the school administrator not later than the next school day following the day the staff member receives the complaint/grievance. If the complaint/grievance involves the school administrator the professional staff member shall forward the complaint/grievance to the next administrative level.

At a minimum the complaint/grievance shall contain the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. The written complaint/grievance should contain a requested solution and the submission should be signed and attested to by the complainant. However, an unsigned form will be processed in the same manner as a signed form.

The complaint/grievance will be investigated by the school administrator or a supervising administrator. The student shall be contacted not later than the school day following the date the school administrator's or the administrator's supervisor receives the information. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the student who submitted the complaint/grievance at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.

REGULATION**REGULATION**

- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.
- A confidential record of each concern, complaint, and grievance made pursuant to Policy JII shall be maintained at the District office. The record shall include a copy of the concern, complaint, or grievance filed by a student, findings of the investigation, and the disposition of the matter.
- Unless a determination has been made by the appropriate investigating school official that the reported incident actually occurred, that record shall not be used for the imposition of discipline.

Where disciplinary action is necessary, District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u> X </u>	Action
FROM:	Dr. Susan J. Cook, Superintendent	<u> </u>	Discussion
		<u> </u>	Information
DATE:	April 14, 2011	<u> X </u>	1st Reading
AGENDA ITEM:	<u>*First Reading of Proposed Amended Board Policy JK – Student Discipline</u>		
INITIATED BY:	<u>D. Rex Shumway, Legal Counsel</u>	SUBMITTED BY:	<u>D. Rex Shumway, Legal Counsel</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>D. Rex Shumway, Legal Counsel</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BGF</u>		

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

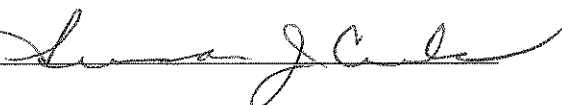
As a result of statutory changes enacted by the Legislature, ASBA Policy Services has recommended that JK – Student Discipline be amended to reflect the changes in the law. The following is a summary of the recommended changes:

- Requires a principal to provide a copy of rules pertaining to discipline, suspension and expulsion to each student's parents at the time of enrollment each school year.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policy JK – Student Discipline.

Superintendent 

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

Agenda Item *VII.N.

STUDENT DISCIPLINE

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. 15-843. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

The discipline, suspension and expulsion of students shall not be based on race, color, religion, gender, national origin or ancestry. A substantial or deliberate failure to comply with the prohibitions against race, color, religion, gender, national origin or ancestry may subject the District to the loss of funds imposed by A.R.S. 15-843.

The principal of each District school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion are distributed to each student's parents at the time the student enrolls in school each year.

Temporary Removal

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

- Rules established for the referral of students.
- The conditions of A.R.S. 15-841, when applicable.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

Threatened an Educational Institution

Threatened an educational institution means to interfere with or disrupt an educational institution as found in A.R.S. 15-841 and 13-2911. A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion

requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 13-403 et seq.
 13-2911
 15-341
 15-342
 15-841
 15-842
 15-843
 15-844

CROSS REF.: JIC – Student Conduct
 JKA – Corporal Punishment
 JKD – Student Suspension
 JKE – Expulsion of Students

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: April 14, 2011 Information
AGENDA ITEM: *First Reading of Proposed Amended Board Policy JKE – Expulsion of Students 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: BGF

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

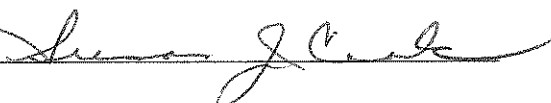
As a result of statutory changes enacted by the Legislature, ASBA Policy Services has recommended that JKE – Expulsion of Students be amended to reflect the changes in the law. The following is a summary of the recommended changes:

- Provides that the Governing Board may annually decide that all expulsion hearings will be conducted by a hearing officer selected from a list of hearing officers approved by the Board.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policy JKE – Expulsion of Students.

Superintendent 

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

Agenda Item *VII.O.

EXPULSION OF STUDENTS

A recommendation to expel shall be through the principal and forwarded to the Superintendent. The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due process procedure provided at the time of recommendation.

The Governing Board will decide in executive session whether the Board will conduct an expulsion hearing or designate one or more hearing officers to hear the evidence or may vote at its annual organizational meeting that all expulsion hearings will be conducted by a hearing officer selected from a list of hearing officers approved by the Board.

Expulsion

Regular Education Students

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

- *Step 1:* Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.
- *Step 2:* If the Superintendent concurs with the recommendation, ~~it shall be forwarded to the Governing Board~~ **the Superintendent shall present the recommendation to the Governing Board or present the recommendation for expulsion to a hearing officer selected from a list of hearing officers approved by the Board.**
- *Step 3:* In each case in which a recommendation for expulsion receives approval by the Superintendent, **(and the Board has not determined that all expulsion hearings are to be conducted by a hearing officer),** the Governing Board will meet in executive session:
 - to determine whether the nature of the accusations against the student justify an expulsion hearing,

- to determine whether the hearing will be held before the Governing Board or before a hearing officer,
 - to designate a hearing officer if one will be used, and
 - if the hearing will be conducted by the Governing Board to determine whether the hearing will be conducted in executive session. Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during this initial executive session.
- *Step 4:* The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.
 - *Step 5:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:
 - A statement of the charges and the rule or regulation violated.
 - The extent of the punishment to be considered.
 - The date, time, and place of the formal hearing.
 - A designation of the District's witnesses.
 - That the student may present witnesses.
 - That the student may be represented by counsel at the student's expense.
 - If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.
 - Copies of this policy and A.R.S. 15-840 and 15-843 unless previously provided in connection with the same infraction.

- *Step 6:* The parent, guardian or emancipated student shall be informed of the following:
 - Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
 - The student is entitled to a statement of the charges and the rule or regulation violated.
 - The student may be represented by counsel, without bias to the student.
 - The student may present witnesses.
 - The student or counsel may cross-examine witnesses presented by the District.
 - The burden of proof of the offense lies with the District.
 - Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
 - The District has the right to cross-examine witnesses, and may be represented by an attorney.
 - If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
 - If the hearing is held before the Governing Board the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and

parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.

- *Step 7:* A formal hearing will be held:
 - When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
 - ▲ If only one (1) student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer), after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
 - ▲ If more than one (1) student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.
- *Step 8:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:
 - Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:
 - ▲ The time and place of the Board meeting at which the recommendation will be made.
 - ▲ That the recommendation may be appealed at the time the recommendation is made to the Board.

- ▲ That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
- ▲ That the written appeal shall indicate a spokesperson on behalf of the student.
- ▲ That the spokesperson will be given time to speak to the Board on appeal.
- ▲ The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.
- ▲ Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

Special Education Students

A student qualified under the Individuals with Disabilities education Act (IDEA) as revised in 1997 **2004** may not be expelled from school but in compliance with federal law and regulation may be given a change in placement. The Individualized Education Program Team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's Individualized Education Programs.

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as revised in 1997 **2004**, may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

Readmittance Procedures

- A student expelled from the District may request readmittance by making a written application to the Board. Readmission is at the discretion of the Governing Board. In addition, it is the prerogative of the Board to stipulate appropriate conditions for readmittance. The application for readmittance shall occur no less than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two [2] additional semesters). The application must:
 - Be written and be directed to the attention of the Governing Board.
 - Contain all information that the student and parent(s) consider relevant to the Governing Board's determination as to whether or not to readmit the student. This should include information indicating:
 - ▲ An appreciation by the student of the severity and inappropriateness of the student's prior misconduct.
 - ▲ That such misconduct or similar misconduct will not be repeated.
 - ▲ A description of the student's activities since the expulsion.
 - ▲ Support of the student's application for readmission.
 - Be filed in the Superintendent's office.
- The Governing Board shall meet in executive session to consider an initial application for readmission. The student and parents have the right to be present in the executive session but do not have the right to make a presentation or address the Governing Board unless they are asked to do so by the Governing Board. For this reason, it is important that the application for readmission contain all information that the Governing Board may deem important in determining whether to readmit the student. The Governing Board, in its sole discretion, shall determine whether the student should be readmitted, and, if so, under what restrictions and conditions. The burden is on the student and parent(s) to convince the Governing Board that readmission is appropriate considering the interests of the expelled student,

the District, and the interests of the other students and staff members. The Governing Board's decision is final.

- A student may file more than one (1) application for readmission. Applications subsequent to an initial application, however, may not be filed more frequently than every ninety (90) days, and the Governing Board shall meet to discuss and consider the application only if at least two (2) members of the Governing Board ask that the matter be placed on an agenda for discussion in executive session.

Readmittance Conditions

As a condition for readmission from an expulsion, the student, with parent(s) or guardian affirmation, shall agree to the following conditions.

- Regular attendance – no unexcused absence.
- No violation of school rules or policies.
- No violation of school rules or policies.
- Depending upon the nature of the original violation for which the expulsion was provided, the student may be limited as to attendance or participation in after school activities, school sports, and extracurricular events or activities.

A student allowed readmission following expulsion shall receive a written admonition that the original expulsion will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation reflecting on the school order.

Adopted: date of manual adoption

LEGAL REF.:	A.R.S.	15-342	15-841
		15-766	15-842
		15-767	15-843
	A.G.O.	I78-103	I80-055
		I78-218	I84-036
	20 U.S. C. 1400 et seq., Individuals with Disabilities Education Act		
	20 U.S.C. 7151 et seq., The Gun-Free School Act of 1990		

29 U.S.C. 794 Rehabilitation Act of 1973 (Section 504)

CROSS REF.: IHB – Special Instructional Programs
JR – Student Records

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> X </u>	1st Reading
DATE:	April 14, 2011		
AGENDA ITEM:	<u>*First Reading of Proposed Amended Board Policy JLCD – Medicines/Administering Medicines to Students</u>		
INITIATED BY:	<u>D. Rex Shumway, Legal Counsel</u>	SUBMITTED BY:	<u>D. Rex Shumway, Legal Counsel</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>D. Rex Shumway, Legal Counsel</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BGF</u>		

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

As a result of statutory changes enacted by the Legislature, ASBA Policy Services has recommended that JLCD – Medicines/Administering Medicines to Students be amended to reflect the changes in the law. The following is a summary of the recommended changes:

- Provide that a written order may also come from a pharmacist.
- Establish procedures for assisting students with a diabetes medical management plan.

Additionally, attached is Regulation JLCD – Medicines/Administering Medicines to Students that also contains revisions as determined pursuant to the authority of the Superintendent.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policy JLCD – Medicines/Administering Medicines to Students.

Superintendent 

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

Agenda Item *VII.P.

MEDICINES/ADMINISTERING MEDICINES TO STUDENTS

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician **or pharmacist** stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

Exceptions

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided that pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office manager or health office personnel as soon as practicable following the use of the medication;
- For breathing disorders, handheld inhaler devices may be carried for self administration provided that pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student should notify a teacher or health office personnel as soon as practicable following the use of the medication.
- **Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. 15-**

344.01, may carry appropriate medications and monitoring equipment and self-administer the medication.

District employees may volunteer to be a student's diabetes care assistant, subject to approval by the student's parent or guardian, in an emergency situation as described in A.R.S. 15-344.01. The Superintendent may develop regulations for implementing this provision.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

Adopted: September 24, 2009

LEGAL REF.: A.R.S. 15-341
15-344
32-1601
32-1901

CROSS REF.: EBC-RC – Emergencies (First Aid)

REGULATION

REGULATION

**MEDICINES/ADMINISTERING MEDICINES
TO STUDENTS****Prescription Drugs**

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by school personnel:

- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- An administrator may designate a school employee to administer the medication.
- **Two (2) or more school employees, subject to final approval by the student's parent or guardian, may volunteer to serve as diabetes care assistants in an emergency as follows:**
 - **The parent or guardian must provide to the school an unexpired glucagon kit prescribed for the student by an appropriately licensed healthcare professional or nurse practitioner.**
 - **The volunteer diabetes care assistant has provided to the school a written statement signed by an appropriately licensed health professional that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in A.R.S. 15-344.01.**

REGULATION**REGULATION**

- A District employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.
 - The District, employees of the District, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability of the consequences of the good faith adoption and implementation of policies and procedures pursuant to District policy and this regulation.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
 - Drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases the student's name on the prescription label is sufficient for the physician's recommendation.
- The student's diabetes medical management plan provided by the parent or guardian shall be signed by the appropriately licensed health professional or nurse practitioner and shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the pupil to self-administer and that have been prescribed or authorized for that student. The pupil must be able to practice proper safety precautions for the handling and disposal of the equipment and medications that the student is authorized to use under these provisions. The pupil's diabetes medical management plan shall specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the school.

REGULATION**REGULATION**

- The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.
- The medication must come in the prescription container as dispensed by the pharmacist, with the prescription label. Additionally, the epinephrine pen must be boxed in its original packaging.

Over-the-Counter Medication:

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student.

Administration by school personnel

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.
- Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.
- An administrator may designate a school employee to administer a specific over-the-counter drug.
- Each instance of administration of an over-the-counter drug must be documented in the daily log.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.

REGULATION**REGULATION**

- Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.
- *Necessity* for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine

Protection of Students

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
 1st Reading
DATE: April 14, 2011
AGENDA ITEM: Award of Contract – RFQ No. 10.032-1, New Lookout Mountain Architectural Services
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

SUPPORTING DATA

Funding Source: Bond
Budgeted: Yes

On October 28, 2010, the Governing Board authorized issuance of RFQ No. 10.032, Architectural Services, to obtain a qualified firm or firms to provide architectural services for the District.

On January 27, 2011 the Governing Board approved the award of architectural services for the District to ADM Group, Inc., Corgan Associates, EMC2 Architects Planners, PC., HDA Architects, LLC., NTD Architecture, and Orcutt Winslow as qualified firms to provide services to the District. The Governing Board approved that each bond project or bundle of projects would be awarded separately.

On February 15, 2011 the District issued RFP 10.032-1, New Lookout Mountain School Architectural Services, to the previously awarded six firms. These responses were opened on March 9, 2011 and were evaluated on the following criteria:

A. Firm's Experience (15 points)

List three new elementary school projects the firm has completed design services for in the last five years as both the lead design firm and Architect of Record. Provide overall project information including a description of the project, name of project owner, original budget, final construction cost, construction dates (planned and actual), project delivery method (design-bid-build, CMAR or other) and references for these projects (including telephone numbers). If the firm has not completed three new elementary school projects in the last five years, list major renovation projects at elementary schools or new middle and high school projects.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award a contract under RFQ No. 10.032-1, New Lookout Mountain Architectural Services, to Orcutt Winslow in an amount not to exceed \$732,500.00.

Superintendent 

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

Agenda Item VIII.A.

B. Key Personnel (30 points)

Identify the lead person (Project Architect) proposed for this project. This person will be the primary point-of-contact for the District and responsible for the day-to-day work by the firm on the project including coordination of all work performed by other staff members. Indicate the number of years this person has been with the firm and how long they have been a registered architect (include copy of registration certificate). Describe the new elementary school projects this person has worked on including their role and dates of completion. Resumes are not required.

C. Consulting Team's Capabilities (15 points)

Provide a list of the major engineering consultants that are being proposed for use on this project. Include, as a minimum, information for the civil, structural, mechanical and electrical engineers as well as your firm's amount of past experience with these individual consultant firms. Identify the lead person for each of the consultants. Provide information about this person's professional registrations and experience on new elementary school projects. Resumes are not required.

D. Project Approach (40 points)

(5 questions, 8 points each) Provide brief responses to each of the questions listed below.

- 1.) Describe your capabilities to work closely with various stakeholder groups for this project, including the community. Provide examples of your experience.
- 2.) Provide examples of how your firm has been able to integrate technology into other K-6 school projects.
- 3.) Provide examples of energy efficient, sustainable, high performance school projects your firm has designed. List specific goals for the projects and give details of the systems, materials and components used to achieve the goals for energy efficiency, sustainability, and high performance.
- 4.) Describe your firm's experience with projects that have utilized an integrated design process. Describe your firm's experience with projects that have utilized building information modeling.
- 5.) Identify several examples of problems your firm has encountered during the design of other school projects and indicate how they were addressed. Identify any problems your firm anticipates for this project and possible solutions.

The responses to the RFP were evaluated by the following committee members: Cathy Thompson, Director of Business Services; Mike Kramer, Director of Capital Projects; Sue Pierce, Director of Facility Planning; Tricia Johnson, Principal of Lookout Mountain; Sandy Mendez Benson, community member; and Craig Passey, Architect with the Smith Group. Also in attendance were Larry Larson, Contracts Manager, and Paul Hartley, Architect with H2 Group, as non-voting members. The committee evaluated the responses and determined Orcutt Winslow as the top ranked firm for the Lookout Mountain project.

The reviews of the submitted proposals of qualifications were scored as follows:

ADM Group scored 455 points of a possible 600
Corgan Associates scored 475 points of a possible 600
EMC2 Architects Planners scored 481 points of a possible 600
HDA Architects scored 426 points of a possible 600
NTD Architecture scored 457 points of a possible 600
Orcutt Winslow scored **530** points of a possible 600

The committee determined that the point total for Orcutt Winslow was significant enough to pursue contract negotiations. On March 16, 2011, Mike Kramer, Director of Capital Projects, Howard Kropp, Administrator of Purchasing Services, and Paul Hartley, Project Manager with H2 Group, entered into negotiations with Vispi Karanjia, Partner-in-Charge of Orcutt Winslow (OW). The negotiations took place at the offices of OW and resulted in agreement for fees not to exceed \$732,500.00. These fees include:

- Architectural design for all phases of the project including:
 - Programming
 - Schematic Design
 - Design Development
 - Construction Document Preparation (project drawings and specifications)
- Participation in value engineering session(s)
- Municipal/jurisdictional plans review submittal
- Completion of review and GMP negotiation assistance with prior approval submittals, addendum, review of proposed subcontractors and recommendations to the District
- Construction administration services through the construction phase including
 - Attend all construction phase meetings
 - Review all shop drawings and submittals
 - Prepare proposal Request documentation as needed
 - Respond to project RFI's (request for information)
 - Perform periodic observations and field reports during the progress of the work
 - Review and certify the CMAR payment applications with recommendation to the District
 - Perform a punch list walkthrough and prepare a punch list
 - Reject work that is in non-conformance to the construction documents
 - Prepare Substantial and Final Completion Certificates at completion of these milestones
- Project closeout review of operations and maintenance manuals
- Project closeout preparation of record drawings
- Post-construction (warranty phase) walk-through with the District and CMAR
- Overseeing of systems and equipment start-up and commissioning
- Full consulting engineering services over the duration of the contract for civil (both on and off-sites work), structural, mechanical, plumbing, electrical, fire sprinkler and special systems
- Food service design
- Energy efficiency and sustainability studies
- Independent milestone cost estimates
- Civil survey
- Geotechnical studies
- Design phase printing costs
- Architectural illustration (rendering)
- Conducting all design phase meetings and provide meeting minutes
- Attending and conducting, as appropriate, all public meetings

Pursuant to A.R.S. 34-603 and consistent with RFP 10.032-1, the District did not open any of the fee proposals that were submitted by the firms until the committee had determined the highest ranked firm with which to negotiate. All other fee proposals remain unopened and will be returned after the Board award.

A copy of the solicitation is available for review in the Purchasing Department.

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6

TO: Governing Board X Action
 X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
 1st Reading
DATE: April 14, 2011
AGENDA ITEM: Arizona School Boards Association's Delegate Assembly Appointments and Legislative Agenda Proposals
INITIATED BY: Arizona School Boards Association 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) is requesting suggestions for the ASBA 2012 Political Agenda. The deadline for submitting proposals is April 15, 2011. In addition, ASBA is requesting the names of WESD's delegate and alternate delegate who will attend the ASBA Delegate Assembly on Saturday, June 25, 2011, at The Fairmont Scottsdale.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board appoint _____ as the Delegate and _____ as the Alternate Delegate to the Arizona School Boards Association's Delegate Assembly to be held on June 25, 2011.

Superintendent



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

Agenda Item VIII.B.

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6

TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: April 14, 2011

AGENDA ITEM: Discussion and Consideration of 2011-2012 Governing Board Budget

INITIATED BY: Chris Maza, Governing Board President

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

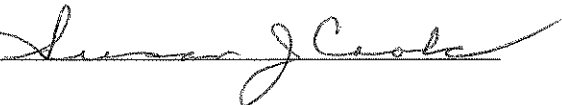
Funding Source: M&O
Budgeted: Yes

The Governing Board will review the 2010-2011 Governing Board budget in order to make recommendations for the 2011-2012 Governing Board budget. The recommendations will be compiled and brought to the Governing Board for action on April 28, 2011.

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item IX.A.

**Governing Board Budget
Through March 29, 2011**

Overall Budget	10-11 Budget	Expenditures	Encumbrances	Remaining
001.100.2310.6320.501.0000 Legal Services	100,000.00	10,501.48	43,998.52	45,500.00
001.100.2310.6321.501.0000 Elections	112,482.30	54,807.21	0.00	57,675.09
001.100.2310.6330.501.0000 Contractual Agreement	8,313.93	4,046.00	0.00	4,267.93
001.100.2310.6331.501.0000 Registration	4,500.00	1,869.99	0.00	2,630.01
001.100.2310.6530.501.0000 Communication/Postage	14,000.00	11,849.58	0.00	2,150.42
001.100.2310.6540.501.0000 Advertising	300.00	0.00	300.00	0.00
001.100.2310.6550.501.0000 Printing and Binding	20,550.90	20,550.90	0.00	0.00
001.100.2310.6580.501.0000 Travel	2,600.00	1,785.13	0.00	814.87
001.100.2310.6613.501.0000 Supplies	1,150.00	753.72	384.23	12.05
001.100.2310.6616.501.0000 Food/Paper Products	2,350.00	736.75	1,267.90	345.35
001.100.2310.6644.501.0000 Subscriptions/Books	1,050.00	679.63	324.22	46.15
001.100.2310.6810.501.0000 Dues and Fees	11,100.00	10,885.00	150.00	65.00
001.199.2310.6531.501.0000 Communication	7,900.00	2,179.40	3,820.60	1,900.00
	286,297.13	120,644.79	50,246.47	115,406.87
Details				
001.100.2310.6320.501.0000 Legal Services	10-11 Budget	Expenditures	Encumbrances	Remaining
Attorneys - Paid to date - \$10,501.48	100,000.00	10,501.48	43,998.52	45,500.00
			Open POs for school year	
001.100.2310.6321.501.0000 Elections	10-11 Budget	Expenditures	Encumbrances	Remaining
M&O Override Election Expenses	112,482.30	54,807.21	0.00	57,675.09
001.100.2310.6330.501.0000 Contractual Agreement	10-11 Budget	Expenditures	Encumbrances	Remaining
ASBA Policy Services - \$3,696.00	8,313.93	4,046.00	0.00	4,267.93
Julia Smock Presentation at Governing Board Meeting - \$350.00				
001.100.2310.6331.501.0000 Registration	10-11 Budget	Expenditures	Encumbrances	Remaining
ASBA Conferences - Registration	4,500.00	1,869.99	0.00	2,630.01
001.100.2310.6530.501.0000 Postage	10-11 Budget	Expenditures	Encumbrances	Remaining
Postage for M&O Override Pamphlet	14,000.00	11,849.58	0.00	2,150.42
001.100.2310.6540.501.0000 Advertising	10-11 Budget	Expenditures	Encumbrances	Remaining
Election Required Publication	300.00	0.00	300.00	0.00

**Governing Board Budget
Through March 29, 2011**

001.100.2310.6550.501.0000 Printing and Binding	10-11 Budget 20,550.90	Expenditures 20,550.90	Encumbrances 0.00	Remaining 0.00
Printing Service for M&O Override Election				
001.100.2310.6580.501.0000 Travel	10-11 Budget 2,600.00	Expenditures 1,785.13	Encumbrances 0.00	Remaining 814.87
Travel Expenses for FRN Conference in Washington D.C.				
001.100.2310.6613.501.0000 Supplies	10-11 Budget 1,150.00	Expenditures 753.72	Encumbrances 384.23	Remaining 12.05
Awards, Name Badges, Plaques, Agenda Binders, etc. Education Code Books				
001.100.2310.6616.501.0000 Food/Paper Products	10-11 Budget 2,350.00	Expenditures 736.75	Encumbrances 1,267.90	Remaining 345.35
Refreshments and Paper Supplies				
001.100.2310.6644.501.0000 Subscription	10-11 Budget 1,050.00	Expenditures 679.63	Encumbrances 324.22	Remaining 46.15
Tear Soup Books AZ Capitol Times Subscription American School Board Journal Subscription				
001.100.2310.6810.501.0000 Dues and Fees	10-11 Budget 11,100.00	Expenditures 10,885.00	Encumbrances 150.00	Remaining 65.00
ASBA - membership dues - \$6,000.00 ABEC - membership dues - \$4,860.00 AZ Tax Research Association - membership dues - \$150.00 AZ School Board Assoc Hispanic/Native American Indian Caucus - membership dues - \$25.00				
001.199.2310.6531.501.0000 Communication	10-11 Budget 7,900.00	Expenditures 2,179.40	Encumbrances 3,820.60	Remaining 1,900.00
Cell phones and internet service				