

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

DATE: August 26, 2010

TIME: Special Meeting, Executive Session 6:15 p.m. – Anasazi Room
Study Session 6:30 p.m. – Board Room
Regular Meeting 7:00 p.m. – Board Room
Executive Session to follow Regular Meeting – Anasazi Room

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

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

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

I. 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

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 – Discussion or consultation for legal advice with the attorney or attorneys of the public body regarding the CNG program.

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.
- 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 the CNG program.

V. RECONVENING OF SPECIAL MEETING

VI. RECESSING OF EXECUTIVE SESSION FOR STUDY SESSION

VII. STUDY SESSION

A. Call to Order and Roll Call

B. Adoption of the Study Session Agenda

Motion _____ Second _____ Vote _____

C. Study Session for the Purpose of Meeting Community Representatives Interested in Serving on the Washington Elementary School District Trust Boards (Tee Lambert) 1-6

VIII. RECESSING OF STUDY SESSION FOR REGULAR MEETING

IX. REGULAR MEETING

A. Call to Order and Roll Call

B. Moment of Silence and Meditation

C. Pledge of Allegiance

D. Adoption of the Regular Meeting Agenda

Motion _____ Second _____ Vote _____

E. Approval of the Minutes 7-10

It is recommended that the Governing Board approve the Minutes of the July 8, 2010 Regular Meeting (all Governing Board Members participated - Ms. Graziano participated telephonically).

Motion _____ Second _____ Vote _____

F. Approval of the Minutes 11-12

It is recommended that the Governing Board approve the Minutes of the July 29, 2010 Special Meeting (all Governing Board Members participated telephonically).

Motion _____ Second _____ Vote _____

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. Current Events: Governing Board and Superintendent

I. Special Recognition

- Mabel Leal from the Census Bureau to thank the District for its support of the 2010 Census

IX. REGULAR MEETING (continued)

I. Special Recognition (continued)

- The following Washington Elementary School District sites have received the prestigious ENERGY STAR designation for energy efficiency as designated by the United States Environmental Protection Agency (EPA):
 - Acacia Elementary School
 - Cactus Wren Elementary School
 - Lakeview Elementary School
 - Sunburst Elementary School
 - Sunnyslope School

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

Motion _____ Second _____ Vote _____

X. CONSENT AGENDA

- | | |
|--|-------|
| *A. Approval/Ratification of Vouchers | 13-14 |
| 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 | 15-18 |
| Personnel items include resignations, terminations, requests for retirement or leave, recommendations for employment and position changes. | |
| *C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) | 19-20 |
| 1. Gannett Foundation donated a check in the amount of \$300.00 to be used for school events for the benefit of students at Sweetwater School. | |
| 2. ETA Cuisenaire donated math, science, and reading manipulatives (e.g., Versa Tiles, pattern blocks, counting cubes) with an approximate value of \$10,000.00 to be used by the District's Academic Services/Curriculum Departments. | |
| 3. Red Lips Productions donated a check in the amount of \$500.00 to be used for the benefit of students at Desert View Elementary School. | |
| 4. Costco donated 150 backpacks, spiral notebooks, copy paper, and miscellaneous school supplies with an approximate value of \$4,000.00 to be used for the benefit of students at Ocotillo Elementary School. | |
| 5. Wal-Mart Foundation donated a check in the amount of \$2,500.00 to be used for a closed circuit television for the lobby of the Administrative Center and for the benefit of students at Acacia Elementary School. | |
| 6. National Foundation for Women Legislators (NFWL) donated 325 backpacks in conjunction with Office Depot with an approximate value of \$2,600.00 to be used for the benefit of students at Sunnyslope School. | |
| 7. Mustang PTO, Inc. donated a check (photography commission) in the amount of \$811.00 to be used for the benefit of students at Manzanita Elementary School. | |
| 8. ITT Technical Institute donated 10 computers with monitors with an approximate value of \$10,000.00 to be used for the benefit of students at Lookout Elementary School. | |

X. CONSENT AGENDA (continued)

*D.	Out-of-County/State Field Trip	21-25
	1. John Vasey, Orangewood Elementary School, has submitted an out-of-county/state field trip request to Hoover Dam Visitor Center, Boulder City, NV, and Sky Y Camp (YMCA), Prescott, AZ, October 26-29, 2010, for 6 th grade students at a cost of \$19,310.00.	
*E.	Acceptance of the Arizona Republic and Media In Education Grant in the Amount of \$3,940.00, the Raymond Foundation Grant in the Amount of \$7,000.00, the Salt River Project (SRP) Grant in the Amount of \$350.00, the Wells Fargo Foundation Grants in the Amount of \$985.76 and the Washington Education Foundation Grant in the Amount of \$16,000.00	26
*F.	Cancellation of RFP No. 10.014, Bus Advertising Services	27
*G.	Award of Contract – Bid No. 10.006, Student Travel Agent Services to Sundance/Tzell Travel and Terra Travel	28-29
*H.	Award of Contract – Bid No. 10.009, Bus/Vehicle Parts, Lubricants/Fluids, Radiator Repair and Repair Services	30-31
*I.	Award of Contract – Bid No. 10.019, Paint and Related Products/Services	32
*J.	Award of Contract – Bid No. 10.021, Vehicle Glass Replacement	33
*K.	Award of Contract – RFP No. 10.022, IBN Facilitator, to Susan K. Sparks in an Amount Not to Exceed \$17,000.00	34-35
*L.	Award of Contract – Bid No. 10.023, Art Supplies, 18 Vendors as Presented	36-37
*M.	Issue RFP No. 10.028 for Curriculum Audit Services	38
*N.	Utilize Cooperative Purchase Agreements with the State Procurement Office (SPO)	39-40
*O.	Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO) and Mohave Educational Services Cooperative (MESC)	41-42
*P.	Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium of Schools (GPPCS), Strategic Alliance for Volume Expenditures (SAVE) and The Cooperative Purchasing Network (TCPN)	43-46
*Q.	Extension and Renewal of Annual Contracts for Specified Goods and Services	47-50
*R.	Renewal of Letter of Understanding with Operation Quality Time (QT), Inc. to Provide Grant Funds for After-School and Non-School Time Programs	51-52
*S.	Amendment/Continuation for Maricopa County Tobacco Use Prevention Program Contract for Fiscal Year 2010-2011	53-58
*T.	Agreement with <i>Interlingua</i> to Provide Spanish Classes to MAP Center Students at Sahuaro Elementary School	59-65
*U.	Agreement with Public Consulting Group, Inc. (PCG)	66-82

X. CONSENT AGENDA (continued)

- *V. Memoranda of Understanding with Communities in Schools Arizona on Behalf of Royal Palm Middle School, Sunnyslope School, Mountain View School, Shaw Butte School, Maryland School and Desert View School 83-101
- *W. Memorandum of Understanding with Valle del Sol – Family Service Center 102-107

XI. ACTION / DISCUSSION ITEMS

- A. 2009-2010 Revised Expenditure Budget #3 (Cathy Thompson) 108-122
Motion _____ Second _____ Vote _____
- B. Appointment of Community Member to the Trust Board (Tee Lambert) 123-130
Motion _____ Second _____ Vote _____
- C. Head Start Program Planning Procedures (Tee Lambert) 131-137
Motion _____ Second _____ Vote _____

XII. INFORMATION / DISCUSSION ITEMS

- A. Regulation GCQA-R – Professional Staff Reduction in Force (Sue Snyder) 138-150

XIII. FUTURE AGENDA ITEMS

XIV. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

XV. CALL FOR EXECUTIVE SESSION

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

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

- 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.

Motion _____ Second _____ Vote _____

XVI. RECESSING OF REGULAR MEETING FOR EXECUTIVE SESSION

XVII. EXECUTIVE SESSION

- A. Call to Order and Roll Call

XVII. EXECUTIVE SESSION (continued)

B. Confidentiality Statement

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

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

XVIII. RECONVENING OF REGULAR MEETING

XIX. 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.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: August 26, 2010
AGENDA ITEM: Study Session for the Purpose of Meeting Community Representatives Interested in Serving on the Washington Elementary School District Trust Boards
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: EIC

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

The Governing Board has the duty to appoint a community representative to serve as a member of the WESD Trust Boards for the term that expires on December 31, 2012. Mr. Michael Jacka served diligently from August 23, 2006 through December 31, 2009, but elected not to seek reappointment for another term.


The purpose of this study session is to allow community representatives who have submitted letters of interest to serve on the Trust Boards to meet the Governing Board members and publicly express their interest in serving. The following individuals shall be given an opportunity to inform the Governing Board about their experience and qualifications to serve on the Trust Boards: Virginia Ginter, Sharon Hensley, Paul W. Verhelst, and Jerry T. Wood.

Attached are the candidates' letters of interest.

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

To Members of the Board,

I am interested in this position and I believe based on my background and my desire to service the community utilizing my knowledge I meet the needs of this volunteer position.

You may contact Aaron Jahneke as a reference.

I may be reached at 602 942 6093.

Virginia Ginter
1902 W. Joan De Arc
Phoenix, Arizona 85029

- | | |
|------------|--|
| 1956 | Graduated in 1956 from St Francis School of Nursing in Evanston Illinois. I was a diploma graduate (3years training) |
| 1956 | Licensed as a Register Nurse |
| 1956- 1972 | Employed in various areas , as a Med surgical nurse ,general duty in hospitals then 7 years as a office nurse in a 4 physician office in Ankeny, Iowa
Worked at Broadlawns Polk county hospital -Pediatric ward |
| 1972-1976 | In Texas I worked for Blue cross and Blue shield for 2 years , then Texas Medical foundation with their Medicaid program |
| 1976-1985 | In Phoenix, employed at St Luke's as a Utilization Review Coordinator. |
| 1985-1995 | Intracorp performing Hospital bill Review and Legal med review for Insurance companies |
| 1995-1997 | Last two employers were Cigna and Aetna during which time compliance reviews were accomplished at the Physician offices. At Aetna also performed Quality assurance review for Medical director . |

Retired since 1997, presently President of two organizations, NARFE and LAFRA.
Treasurer of Block Watch, Volunteer Ombudsman at Christian Care, Past board member of Area Agency on Aging, Volunteer on Phoenix Neighbor Hood on Patrol , Eucharistic minister at church, Democratic Precinct committee person, Volunteer at VA Hospital.

Dear Governing Board members:

Please consider this letter an expression of my interest to fill the vacant position on the Washington Elementary School District Trust Board. I understand the Board oversees WESD's workers' compensation claims, general liability claims and the employee's health benefit claims. I think my education and work history, as outlined below, would make me an asset to your Board.

I graduated with distinction from the University of Illinois, Champaign-Urbana in 1982 with a B.S.W. Thereafter, I graduated cum laude from Arizona State College of Law in 1986 and worked for approximately two and a half years in private practice. My practice involved a variety of types of litigation, including some personal injury, construction defect and school district work. Interestingly, I worked during this time with your current legal counsel, Rex Shumway.

In 1989, I began working as an in-house attorney for SCF Arizona, the State's largest workers' compensation carrier and have worked in this field for over twenty years. I represent SCF and our policyholders in all aspects of workers' compensation matters at both the Industrial Commission and the appellate courts. I am certified by the State Bar of Arizona as a workers' compensation specialist. I have served as the co-chair of the State Bar's workers' compensation section's continuing legal education committee, the president of the Arizona Workers' Compensation Defense Council Association, and am currently serving on the State Bar's Workers' Compensation Advisory Council, the entity which drafts and grades the specialization test.

I am the mother of two children who attended elementary and junior high in the Washington Elementary School District. I served a two year term on the site council at Lookout Mountain Elementary School and a two year term on the site council at Mountain Sky Junior High. I was one of the founding members of SOSAz and am currently serving as an interim board member to that organization, while it is undergoing some structural changes.

If you have any questions or feel you need additional information, please contact me during the day at (602) 631-2168 or shensley@scfaz.com or in the evening at (602) 980-0305 or shensleyaz@cox.net.

Sincerely

Sharon Hensley

Paul W. Verhelst
4335 W. Garden Dr.
Glendale, AZ. 85304

Susie J. Cook, Superintendent
WESD
4650 W. Sweetwater
Glendale, AZ. 85304

Dear Ms. Cook,

After speaking with Rex Shumway regarding the open position on your school Trust Boards, I would like to submit the following outline of my experience for your consideration in filling the position.

I moved to Arizona from New York in 1980. Aside from my family, I moved my entire direct mail publishing business as well. I published a monthly magazine entitled "Catalog Shopping in America". In 1985 I merged my company with one in California, where I lived in the Burbank area for 15 years.

Returning to Phoenix in 2000, I have been involved in promotional advertising, commercial TV production and since 2004 personal life and health insurance. As an independent agent I have worked with most of the major carriers in the state, up to the current time.

Prior to operating my various enterprises, I worked in NYC, for Conde Nast, House & Garden magazine, Dell Publishing and several other publishing firms. I also worked on the development and leasing of exhibit space in the "Better Living" building at the 1964 New York Worlds Fair.

My experience has introduced me to many facets of corporate and private industry. I feel that I possess the capability and flexibility to serve as a productive member of your Board, and therefore wish to express my sincere interest in the position.

Yours truly,



Paul Verhelst
(602) 993-0466

Cc: Rex Shumway

JERRY T. WOOD

116 W. CANTERBURY LANE

PHOENIX, AZ 85023

602-770-7846

I would be interested in serving as a Trust Board member for the Washington Elementary School District No. 6. My wife Dana and I have two children that have graduated from Lookout Mountain and Mountain Sky. I see this as a way I could use my background in the financial services industry to give back to a school district that has greatly benefited my family. I presently serve as a volunteer for Arizona Saves. We are a group that brings financial knowledge and habits to less fortunate kids and adults. I see Volunteer work as greatly rewarding and a way that one may gain in knowledge while helping others. The work that the board does should fit into my skill set. I am hoping to become a valuable asset to the board.

Thank you,

Jerry T. Wood

RESUME

JERRY T. WOOD

116 W. CANTERBURY LANE

PHOENIX, AZ 85023

602-770-7846

EDUCATION AND LICENSES

- 1971-1975 East High School, Graduate
- 1978-1982 Phoenix College, Associates in Business Administration.
- 1982-1986 Arizona State University, Bachelors in Business Marketing, minor in Statistics.
- 1988-Present State of Arizona Property and Casualty, Life and Health License.
- 1990-Present Certified Banker State Farm Bank
- 1999-Present Series 6 and 64 Security Exchange Commission License.

EMPLOYMENT AND ACCOMPLISHMENTS

- 1975-1977 Air Conditioning Mechanic, Shell Service Stations.
- 1977-1981 U.S.A.F. Avionic Instruments Technician, McDonnell Douglas F-4C, Luke Air Force Base.
Repaired and maintained 95% of all pilot and copilot instruments from cockpit to engine.
- 1981-1984 Sperry Avionics, Instrument Technician,
Repaired and tested gyroscopic instruments on several different business class jets.
- 1984-1988 Minico, Operations Manager Mini Storage Security Systems.
Sold and serviced security systems for mini storage facilities from coast to coast.
- 1988-Present State Farm Insurance Agent.
- 1995-Present President, Jerry T. Wood Insurance Agency Incorporated.
Sell and service all lines of insurance, securities, and banking products. 195 different items in house.

WASHINGTON ELEMENTARY SCHOOL DISTRICT
GOVERNING BOARD MINUTES: REGULAR MEETING

2010-2011

July 8, 2010

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

I. REGULAR MEETING – GENERAL FUNCTION

A. Call to Order and Roll Call

Mrs. Lambert called the meeting to order at 7:05 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Mr. Aaron Jahneke, and Mr. Chris Maza. Ms. Clorinda Graziano participated telephonically.

B. Moment of Silence and Meditation

Mrs. Lambert called for a moment of silence and meditation.

C. Pledge of Allegiance

Mrs. Lambert led the Pledge of Allegiance.

D. Adoption of the Regular Meeting Agenda

A motion was made by Mr. Jahneke to adopt the Regular Meeting Agenda. The motion was seconded by Mr. Adams. The motion carried.

UNANIMOUS

E. Approval of the Minutes

A motion was made by Mr. Adams that the Governing Board approve the Minutes of the June 24, 2010 Regular Meeting. The motion was seconded by Mr. Maza. The motion carried. Mrs. Lambert abstained from the vote.

UNANIMOUS

F. Current Events: Governing Board and Superintendent

Mrs. Sullivan shared that there have been numerous teacher committee meetings and training sessions at the Administrative Center during the summer break.

G. Public Participation

There was no public participation.

H. Approval of the Consent Agenda

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

UNANIMOUS

II. CONSENT AGENDA

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

Approved and ratified the vouchers as presented.

UNANIMOUS

***B. Personnel Items**

Approved the personnel items as presented.

UNANIMOUS

***C. Public Gifts and Donations**

Approved the public gifts and donations as presented.

UNANIMOUS

July 8, 2010

1. Fresh and Easy donated a check in the amount of \$1,148.00 to be used to purchase items to improve student achievement for the benefit of students at Palo Verde Middle School.
 2. Alta Vista PTO donated a check in the amount of \$2,180.72 to move and install two Smartboards at Alta Vista Elementary School.
- *D. Out-of-County/State Field Trip **UNANIMOUS**
 Approved the out-of-county/state field trips as presented.
1. Dana Jean, Arizona Cardinals Preparatory Academy, submitted an out-of-county/state field trip request to Northern Arizona University, Flagstaff, AZ, August 3, 2010, for 5th – 8th grade students at no cost to the District.
- *E. Award of Contract – Bid No. 10.015, Apparel and Accessories, Silk-Screened and Embroidered (21 Vendors as Presented) **UNANIMOUS**
- *F. Award of Contract – RFP No. 10.010, Drug/Alcohol Testing and Driver Physicals to Mobile Drug Testing Services and Oschmann Employee Screening in an Amount Not to Exceed \$50,000.00 **UNANIMOUS**
- *G. Award of Contract – Bid No. 10.001, Warehouse, School and Office Supplies (16 Vendors as Presented) **UNANIMOUS**
- *H. Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium of Schools (GPPCS) and Strategic Alliance for Volume Expenditures (SAVE) **UNANIMOUS**
- *I. Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (Larry Miller Toyota) **UNANIMOUS**
- *J. Extension and Renewal of Annual Contracts for Specified Goods and Services **UNANIMOUS**
- *K. Fee Schedule for 2010-2011 **UNANIMOUS**
- *L. Addendum to the Food Program Permanent Service Agreement for the Fresh Fruit and Vegetable Program **UNANIMOUS**
- *M. Agreement to Provide Summer Meals to Christown YMCA **UNANIMOUS**
- *N. Renewal of Federal Work-Study Program Agreement with The Bryman School of Arizona **UNANIMOUS**

III. RECESSING OF REGULAR MEETING FOR PUBLIC HEARING

IV. PUBLIC HEARING

A. Expenditure Budget for 2010-2011

Mrs. Sullivan introduced Ms. Cathy Thompson who reviewed the 2010-2011 Expenditure Budget and Proposed Tax Rates. Ms. Thompson advised that the budget was based on limits set by Arizona legislative action. She stated that the estimated tax rates included in the budget were based on those limits and projected cash balances at fiscal year end. Board members thanked Ms. Thompson for the detailed report. There was no public participation.

July 8, 2010

V. RECESSING OF PUBLIC HEARING FOR REGULAR MEETING

VI. RECONVENING OF REGULAR MEETING

VII. ACTION / DISCUSSION ITEMS

A. Expenditure Budget for 2010-2011

UNANIMOUS

Mrs. Sullivan asked the Board to adopt the 2010-2011 Proposed Budget presented by Ms. Thompson during the Public Hearing. A motion was made by Mr. Maza that the Governing Board adopt the 2010-2011 Proposed Budget, and approve and verify the Desegregation Budget Supplement and Verification Report. The motion was seconded by Mr. Jahneke. The motion carried.

B. Option and Easement Agreement with Clear Wireless LLC for Cell Tower at Ironwood and Shaw Butte Elementary Schools

UNANIMOUS

Mrs. Sullivan introduced Ms. Cathy Thompson who advised the Board that Clear Wireless has proposed installing cell towers at Ironwood and Shaw Butte Elementary Schools. The cell towers will provide revenue for capital improvements at the school sites.

A motion was made by Mr. Adams that the Governing Board approve the Option and Easement Agreement with Clear Wireless LLC for a telecommunications facility at Ironwood and Shaw Butte Elementary Schools and authorize the Superintendent to execute all necessary documents.. The motion was seconded by Mr. Maza. The motion carried.

C. Governing Board Argument for the Maintenance & Operations (M&O) Override Election Pamphlet

Following a discussion regarding suggested changes to the argument for the M&O Override Election Pamphlet, the Board agreed to table the agenda item and have Board members Tee Lambert and Aaron Jahneke revise the argument.

VIII. INFORMATION / DISCUSSION ITEMS

A. Trust Board Update

Mrs. Lambert introduced Mr. Chris Maza who provided a review of the June 15, 2010 meeting of the Casualty Trust, Workers' Compensation Trust and Employee Benefit Trust Boards. Mr. Maza advised there was a discussion regarding possible changes to the Stop Loss Insurance Renewal for 2010-2011.

Mr. Maza stated that in anticipation of the changes to health care per Federal law, Mr. Segal has been keeping the Trust Board well informed as to the potential effects to the District's Trust.

IX. FUTURE AGENDA ITEMS

There were no future agenda items.

X. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

There were no acknowledgments.

XI. ADJOURNMENT

UNANIMOUS

A motion was made by Mr. Jahneke to adjourn the meeting at 7:42 p.m. The motion was seconded by Mr. Adams. The motion carried.

July 8, 2010

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

July 8, 2010

WASHINGTON ELEMENTARY SCHOOL DISTRICT

MINUTES: SPECIAL MEETING

2010-2011

July 29, 2010

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

I. REGULAR MEETING – GENERAL FUNCTION

A. Call to Order and Roll Call

Mrs. Lambert called the meeting to order at 2:35 p.m. telephonically. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Ms. Clorinda Graziano, Mr. Aaron Jahneke, and Mr. Chris Maza.

B. Moment of Silence and Meditation – Waived

C. Pledge of Allegiance – Waived

D. Adoption of the Special Meeting Agenda

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

UNANIMOUS

E. Public Participation

There was no public participation.

F. Approval of the Consent Agenda

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

UNANIMOUS

II. CONSENT AGENDA

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

Approved and ratified the vouchers as presented.

UNANIMOUS

***B. Personnel Items**

Approved the personnel items as presented.

UNANIMOUS

III. ACTION/DISCUSSION ITEMS

A. ARRA Assurances

Dr. Cook advised the Governing Board that the ARRA Assurance Form must be filed with the Superintendent of Public Instruction in order to participate in any ARRA programs through the Arizona Department of Education (ADE). The ARRA assurances were completed in the context that several of the assurances did not apply to elementary school districts and the applications that would allow for some of the data transmissions were still under development at the ADE. A motion was made by Mr. Adams that the Governing Board approve the submission of the ARRA Assurances to the Arizona Department of Education with the understanding that not all assurances apply to elementary school districts and that not all of the requirements can be met until the data submission applications are fully operational. The motion was seconded by Mr. Maza. The motion carried.

UNANIMOUS

July 29, 2010

B. Governing Board Argument for the Maintenance & Operations (M&O) Override Election Pamphlet **UNANIMOUS**

Tee Lambert presented the argument for the Maintenance & Operations (M&O) Override Election Pamphlet. A motion was made by Ms. Graziano that the Governing Board approve an argument in support of the Maintenance & Operations (M&O) Override to be included in the Publicity Pamphlet for the election to be held on November 2, 2010. The motion was seconded by Mr. Jahneke. The motion carried.

IV. FUTURE AGENDA ITEMS

Mr. Jahneke requested a review of the Open Meeting Law.

V. CURRENT EVENTS: GOVERNING BOARD AND SUPERINTENDENT

Mrs. Lambert shared that she was attending the Joint Arts Education Conference. She stated that the information provided will be helpful when advocating for public education.

Mrs. Lambert shared that there would be a Superintendent for Public Instruction Candidates Forum (for Arizona Superintendent of Public Instruction) on July 29, 2010, 5:30 p.m., at the Musical Instrument Museum. She stated that the focus would be on the candidates' support of arts education in Arizona. The event was free and open to the public. Dr. Cook advised that she and the Assistant Superintendents planned to attend the Forum.

Mr. Maza shared that he was named to an Independent Expenditure Committee, Great Schools Now. He advised that he will be focusing on State legislative races. He stated he cannot discuss with fellow Board members any plans of candidates running for the following positions: Governor, Treasurer, Attorney General, Superintendent of Public Instruction, or Secretary of State.

Dr. Cook shared that 48 teachers participated in the BEGIN program which started the week of July 26, 2010.

Dr. Cook shared that the New Hire Orientation would be held on July 30, 2010, with approximately 80 employees participating.

Dr. Cook shared that the District's advertisement was being shown on the Jumbotron at Westgate City Center by the Jobing.com arena. She advised that a picture of the advertisement will be posted on the District's website.

VI. ADJOURNMENT

UNANIMOUS

A motion was made by Mr. Maza to adjourn the meeting at 2:45 p.m. The motion was seconded by Mr. Adams. The motion carried.

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

July 29, 2010

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: August 26, 2010
 AGENDA ITEM: *Approval/Ratification of Vouchers
 INITIATED BY: Cathy Thompson, Director of Business Services SUBMITTED BY: Debra Karns, Accounting Manager
 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 FY 09/10 EXPENSE VOUCHERS (warrants for services and materials, payroll expense):

07/22/10	158,531.66
07/29/10	101,039.44
08/05/10	90,556.51
Totals:	<u>350,127.61</u>


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

07/27/10	428,695.57
Totals:	<u>428,695.57</u>

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *X.A.

***Approval/Ratification of Vouchers**

August 26, 2010

Page 2

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

07/21/10	367,450.01
07/28/10	492.06
07/28/10	923,214.35
08/04/10	656,415.42
08/06/10	5,383.09
Totals:	<u>1,952,954.93</u>

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Personnel Items 1st Reading

INITIATED BY: Justin Wing, Director of Human Resources
SUBMITTED BY: 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 *X.B.

PERSONNEL ACTION RECOMMENDED

August 26, 2010

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

A. ADMINISTRATIVE

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

B. CERTIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Bycroft	Amber	Teacher-Reading	Royal Palm	Resignation	2	5/26/2010
Kammerzell	Kathryn	Teacher-CCSC	Sweetwater	Leave of Absence		12/10/2010

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
McCall	Paula	Psychologist Intern	Special Services	Resignation	1	6/8/2010
Savage	Melissa	Special Ed. Assistant	John Jacobs	Resignation	2	5/25/2010

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Aguilarde	Alma	Crossing Guard	Palo Verde	Resignation	1 mo.	5/25/2010
Arends	Mikaleen	Paraprofessional	Washington	Resignation	3 mo.	5/25/2010
Bellamy	Kiri	Paraprofessional	Maryland	Resignation	1	5/25/2010
Bragg	Shavona	Bus Assistant	Transportation	Resignation	1 mo.	5/25/2010
Caldwell	Bill	Bus Driver	Transportation	Retirement	8	5/25/2010
Contreras	Maria	Food Service Helper	Maryland	Resignation	10	5/25/2010
Coss	Amber	Special Ed. Assistant	John Jacobs	Resignation	2	5/25/2010
Dumas	Fabian	Bus Assistant	Transportation	Resignation	1.5	5/25/2010
Franco	Victor	Food Service Helper	Cactus Wren	Resignation	1	5/25/2010
Hulbert	Jenna	Special Ed. Assistant	Sweetwater	Resignation	2	5/25/2010
Kharbotli	Jumana	Kidspace Assistant	Abraham Lincoln	Resignation	2	5/25/2010
King	Mike	Monitor	Mountain View	Resignation	2	8/20/2010
Lang	John	Bus Driver	Transportation	Retirement	6	5/25/2010
Luna	Julissa	Food Service Helper	Mountain View	Resignation	2 mo.	5/25/2010
Lundell	Melissa	Paraprofessional	Acacia	Resignation	1	5/25/2010
Matzke	Sarah	Instructional Assistant	John Jacobs	Resignation	1	5/25/2010
May	Janice	Bus Driver	Transportation	Leave of Absence		8/9/2010
Morris	Shawna	Bus Driver	Transportation	Resignation	2	8/16/2010
Mousa	Edwar	Special Ed. Assistant	Sweetwater	Position Eliminated	10	5/25/2010
MungiadeRangel	Maria	Crossing Guard	Sunnyslope	Resignation	1	5/25/2010
Pena	Ernie	Bus Driver	Transportation	Resignation	1	5/25/2010
RangelGonzalez	Luis	Crossing Guard	Sunnyslope	Resignation	2 wks.	5/25/2010
Simmons	Carolyn	Bus Assistant	Transportation	Resignation	4	5/25/2010
Vargas	Karina	HeadStart Instructor	Roadrunner	Resignation	1	8/14/2010
Walker	Olivia	Paraprofessional	Sahuaro	Resignation	1.5	5/25/2010

PERSONNEL ACTION RECOMMENDED

August 26, 2010

II. EMPLOYMENT

A. ADMINISTRATIVE

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
-----------	-------	----------	------------------------	----------

B. CERTIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Allen	Pamala	Teacher-Music	E	Mountain View
Harrison	Laura	Teacher-Kindergarten	E	Ocotillo
Mendoza	Joe	Teacher-Music	E	Sunnyslope/Orangewood
Morgan	Andrea	Teacher-Kindergarten	E	Sweetwater
Neil	Mary	Student Service Specialist	E	Manzanita
Swanson	Allyn	Teacher-Orch/Band	E	Lookout Mountain
Ward	Diane	Teacher-3rd Grade	E	Richard Miller
Zettergren	Jessica	Teacher-5th Grade	E	Mountain View

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Boivin	Carrie	Health Technician	E	Mountain View
Brontsema	Ted	Custodian-Night	E	Mountain View
Calderon	Carlos	Psychologist Intern	E	Special Services
Crane	Shalyn	Speech/Language Asst.	N	Sunset
Gonzales	Maria	Parent Outreach Liaison	N	Academic Services
Grigg	Lawrence	Custodian-Night	E	Desert Foothills
Lambie	Rochelle	Sr. Payroll Specialist	E	Payroll
Matherly	Jacquelyn	Orangewood	E	Health Technician
Melendrez	Carlos	Custodian-Night	E	Mountain Sky
Perkinson	Michael	Trades Specialist-HVAC	E	Maintenance
Wilson	Marlene	Office Technician	E	Sunburst
Zavala	Jesus	Custodian-Night	E	Lookout Mountain

ARRA Funds

ARRA Funds

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Alauria	Earlene	Headstart Assistant	E	Headstart
Anderson	Holly	Kidspace Assistant	E	Chaparral
Ayala	Whitney	Paraprofessional	E	Shaw Butte
Beaty	Angela	Paraprofessional	E	Sunset
Blinston	Alton	Crossing Guard	E	Shaw Butte
Braun	Jesse	Paraprofessional	E	Ocotillo
Campise	Nancy	Paraprofessional	E	Sunset
Cheatwood	Lydianne	Paraprofessional	E	Manzanita
Darden	Connie	Food Service Helper	E	Food Services
Daniel	Tera	Special Ed. Assistant	E	Sunburst
Darling	James	Special Ed. Assistant	E	Cholla
Daves	Nicole	Special Ed. Assistant	E	Sweetwater
Davis	Andrea	Instructional Assistant	E	Sweetwater
Delgado	Karla	Food Service Helper	E	Cholla
Donnelly	Chelsi	Kidspace Assistant	E	Arroyo

PERSONNEL ACTION RECOMMENDED

August 26, 2010

D. PART-TIME CLASSIFIED (continued)

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Eastin	Brittany	Food Service Helper	E	Cholla
Eberson	Sandy	Office Technician	E	Ironwood
Estrada	Norma	Headstart Support Instr.	E	Moon Mountain
Federico	Christina	Paraprofessional	E	Ocotillo
Flanigan	Debra	Headstart Support Instr.	E	Moon Mountain
Froemke	Premjit	Food Service Helper	E	Abraham Lincoln
Geier	Erica	Paraprofessional	E	Washington
George	Brandy	Food Service Helper	E	Ironwood
George	Merideth	Paraprofessional	E	Washington
Gill	Chanel	Paraprofessional	E	Acacia
Gomez	Erika	Food Service Helper	E	Desert View
Halliday	Jaclyn	Food Service Helper	E	Roadrunner
Harris	Angela	Food Service Clerk	E	Cholla
Hernandez	Blanca	Headstart Support Instr.	E	Moon Mountain
Hogg	Brenda	Crossing Guard	E	Shaw Butte
Horner	Sara	Special Ed. Assistant	E	Sweetwater
Hughes	Peggy	Kidspace Site Coordinator	E	Cactus Wren
Hyatt	Stephanie	RTC Monitor	E	Orangewood
Jepson	Virginia	Headstart Support Instr.	E	Sunset
Klem	Caitlin	Special Ed. Assistant	E	Sahuaro
Killebrew	Angela	Food Service Helper	E	Roadrunner
Knight	Emily	Food Service Helper	E	Orangewood
Lester	Phillip	Computer Assistant	E	Ironwood
Maiorella	Amy	Paraprofessional	E	Desert View
Mander	Alecia	Kidspace	E	Abraham Lincoln
Martin	Regina	Crossing Guard	E	Arroyo
Matacia	Cheryl	Paraprofessional	E	Ocotillo
McKinley	Denee	Paraprofessional	E	Palo Verde
Mizik	Margaret	Food Service Helper	E	Roadrunner
Olson	Ami	Food Service Helper	E	Roadrunner
OrozcoArroyo	Sixta	Monitor/Crossing Guard	E	Lookout Mountain
Pawley	Rachel	Headstart Instructor	E	Sunnyslope
Perkins	Sierra	Kidspace Assistant	E	Acacia
Rahman	Justine	Special Ed. Assistant	E	Sweetwater
Re	Ashley	Food Service Clerk	E	Sunset
Ryder	Alysha	Paraprofessional	E	Cholla
Schieser	Sharon	Office Technician	E	Chaparral
Schroder	Robin	Monitor	E	Mountain View
Shortsleeve	Lezlie	Library Technician	E	Sweetwater
Slezak	Brad	Special Ed. Assistant	E	Ironwood
Smith	Cindy	Headstart Support Instr.	E	Sunset
Snapp	Amy	Food Service Helper	E	Sunburst
Squire	Gina	Office Technician	E	Orangewood
Staszak	Linda	Food Service Helper	E	Chaparral
Taylor	Christina	Crossing Guard	E	Sunnyslope
Toops	Kim	Food Service Clerk	E	Sunnyslope
Valenciz	Noemi	Crossing Guard	E	Sunnyslope
Weber	Vicky	Paraprofessional	E	Moon Mountain
Welch	Lesly	Headstart Assistant	E	Headstart

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 1st Reading
INITIATED BY: Dr. Susan J. Cook, Superintendent SUBMITTED BY: Dr. Susan J. Cook, Superintendent
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA and A.R.S. §15-341

SUPPORTING DATA

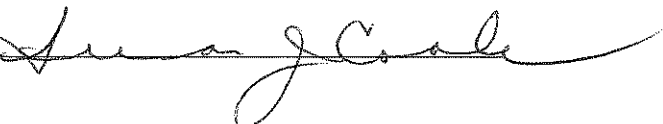
Funding Source: Donations
Budgeted: N/A

1. Gannett Foundation donated a check in the amount of \$300.00 to be used for school events for the benefit of students at Sweetwater School.
2. ETA Cuisenaire donated math, science, and reading manipulatives (e.g., Versa Tiles, pattern blocks, counting cubes) with an approximate value of \$10,000.00 to be used by the District's Academic Services/Curriculum Departments.
3. Red Lips Productions donated a check in the amount of \$500.00 to be used for the benefit of students at Desert View Elementary School.
4. Costco donated 150 backpacks, spiral notebooks, copy paper, and miscellaneous school supplies with an approximate value of \$4,000.00 to be used for the benefit of students at Ocotillo Elementary School.
5. Wal-Mart Foundation donated a check in the amount of \$2,500.00 to be used for a closed circuit television for the lobby of the Administrative Center and for the benefit of students at Acacia Elementary School.
6. National Foundation for Women Legislators (NFWL) donated 325 backpacks in conjunction with Office Depot with an approximate value of \$2,600.00 to be used for the benefit of students at Sunnyslope School.
7. Mustang PTO, Inc. donated a check (photography commission) in the amount of \$811.00 to be used for the benefit of students at Manzanita Elementary School.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *X.C.

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

August 26, 2010

Page 2

8. ITT Technical Institute donated 10 computers with monitors with an approximate value of \$10,000.00 to be used for the benefit of students at Lookout Mountain Elementary School.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Out-of-County/State Field Trip 1st Reading

INITIATED BY: Natalie McWhorter, Director of Curriculum
SUBMITTED BY: Natalie McWhorter, Director of Curriculum

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, IJOA and A.R.S. §15-341

SUPPORTING DATA

Funding Source: See Attached
Budgeted: N/A

1. John Vasey, Orangewood Elementary School, has submitted an out-of-county/state field trip request to Hoover Dam Visitor Center, Boulder City, NV, and Sky Y Camp (YMCA), Prescott, AZ, October 26-29, 2010, for 6th grade students at a cost of \$19,310.00.

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 *X.D.

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:	August 26, 2010
--------------------------------------	------------------------

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: **Orangewood Elementary**

Dates of Travel: **October 26-29, 2010**

Destination of Field Trip: **Hoover Dam Visitor Center and Sky Y Camp (YMCA) Prescott, Arizona**

of Student Participants: **100**

Grade Level(s): **6**

of Adults (1:8): **12**

Emergency Contact Number: **602-769-6758**

Person Requesting Trip/Contact at Board Meeting: **John Vasey**

Principal Approved: Yes ☒ No ☐

Principal Name: **Mrs. Andree Charlson**

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

Summary of Event/Purpose:

The mission of this field study experience is to develop and strengthen our students academic and real world scientific and workplace skills through direct, hands-on activities that are connected to the state/national core standards taught in the classroom. The day, from 7:30AM to 9:00PM, will consist of activities that will focus on our literature studies, real-world math problem solving, 6-traits writing, scientific inquiries, and team-buiding/collaborative problem solving skills. Along with instruction, there will be breakfast, lunch, dinner and bathroom breaks.

The fund-raisers for this experience tentatively are: August 28 - September 13 - Cookie Dough, September 25 – 6th grade festival, August – September- Diamondback ticket sales.

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.**

Reading Objectives:

- Predicting text using prior knowledge and text features. (R06-S1C6-01)
- Connecting information and events in text to experience to related text and sources. (R06-S1C6-05)
- Interpreting details from functional text for a specific purpose. (R06-S3C2-01)
- Reading is experiencing language, not merely practicing isolated skills. (WESD Reading Belief Statement)

Writing Objectives:

- Produce a literary response. (W03-S3C5-01)
- Create a narrative using expressive and 6-trait rubrics.(W06-S3C2-01/02/03)

Science Objectives:

- Formulate predictions, questions, or hypotheses based on observations.(SC06-S1C1-01/02/03)
- Design and conduct controlled investigations. (SC06-S1C2-01/02/03/04/05)
- Analyze the relationships among various organisms and their environment. (SC06-S4C3-01/02)
- Compare possible solutions to best address an identified need or problem. (SC06-S3C2-01)
- Design and construct a solution to an identified need or problem using simple classroom materials. (SC06-S3C2-02)
- Identify various ways in which electrical energy is generated using renewable and nonrenewable resources (e.g., wind, dams, fossil fuels, nuclear reactions). (SC06-S5C3-01)
- Identify several ways in which energy may be stored. (SC06-S5C3-02)
- Compare the following ways in which energy may be transformed: mechanical to electrical and electrical to thermal (SC06-S5C3-03)

Math:

- Measure and record the actual measure of objects using proportion and scale drawing or map by Converting between actual measurements and scale measurements using proportions. (M06-S4C4-02/03/11)
- Interpret and construct simple displays of data using double bar graphs, tally charts, frequency tables, circle and line graphs (M06-S2C1-03/08)
- Compute the area and perimeter of land (Polygon) by solving problems involving the perimeter/area of polygons/parallelograms. (M06-S4C4-06/07)

Itinerary:
Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
October 26, 2010	Depart 7:00 a.m. Orangewood Elementary	Arrive 12:00 p.m. Hoover Dam Visitor Center	Coach USA	602-769-6758
October 26, 2010	Arrive at Hoover Dam Visitor Center, Tour, Lunch and Depart(Boulder City, Nevada)	Hoover Dam 12:00 - 3:00 p.m.	Coach USA	602-769-6758
October 26, 2010	On the Road	3:00 - 7:00 p.m.	Coach USA	602-769-6758
October 26-29, 2010	Arrive 7:00 p.m. Sky Y Camp (Prescott, AZ)	Sky Y Camp 7:00 p.m. to 10:00 a.m.	N/A	602-254-1571
October 29, 2010	Arrive 10:15a.m. Goldwater Lake- Fishing Activity and Lunch (Prescott, AZ)	Goldwater Lake 10:15 a.m.- 1:00 p.m.	Coach USA	602-769-6758
October 29, 2010	Leave 1:00 p.m. Goldwater Lake	Arrive 3:00 p.m. Orangewood Elementary	Coach USA	

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:

Parents complete a scholarship form and return to their teacher. The 6th grade team and principal evaluate and disperse funds.

No eligible student will be denied the field trip due to financial hardship.

Yes ☒

Please indicate accommodations for students with special circumstances. NOTE: Additional N/A chaperones are required to accommodate specific student needs.

N/A

No eligible student will be denied the field trip due to special education/health needs.

Yes ☒

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
Miss Darling		Mr. Stevens
Mr. Vasey		Mrs. Howland
Mrs. Gonzales		Mr. Hermansen
Mrs. Griffin		Mrs. Hermansen
		Mrs. Rodriguez
		Mr. Rodriguez
		Mr. Baker
		Mrs. Wesley

For Academic Services Use Only	
Natalie McWhorter	8-16-10
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: \$ N/A (should match attached travel agent¹ quote)

Includes:

\$ 11,500.00 Lodging

\$ 2,300.00 Food: ☐ Included ☐ Sack Lunch ☒ Individual Purchase

\$ 5,000.00 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ _____ Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ 510.00 Other Hoover Dam Tour and Stargazing Activity

\$ 19,310.00 TOTAL (should match package price above)

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

Students participating: 100

TOTAL PER STUDENT COST: \$ 172.41

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

Chaperones participating: 12

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

Additional parents: N/A

Payment method: _____

Scholarship students: 25

Funding source: Tax Credits, PTO

(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

For Finance Department Use Only		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra K. Karns	08/16/10
	Signature	Date

For Purchasing Department Use Only		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	08/16/10
	Signature	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.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: August 26, 2010 Information
1st Reading

AGENDA ITEM: *Acceptance of the Arizona Republic and Media In Education Grant in the Amount of \$3,940.00, the Raymond Foundation Grant in the Amount of \$7,000.00, the Salt River Project (SRP) Grant in the Amount of \$350.00, the Wells Fargo Foundation Grants in the Amount of \$985.76 and the Washington Education Foundation Grant in the Amount of \$16,000.00

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

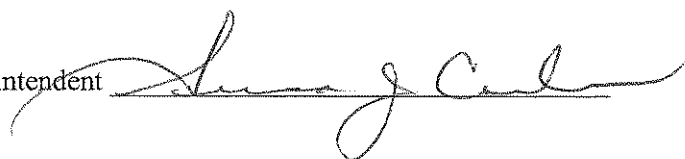
Funder	Location	Amount	Purpose
Arizona Republic and Media In Education	Moon Mountain Elementary (N)	\$3,940.00	Laptop computers
Raymond Foundation	Ocotillo Elementary (N)	\$7,000.00	Library books and visiting authors
Salt River Project (SRP)	Mountain Sky Junior High (N)	\$350.00	Science materials
Wells Fargo Foundation	Manzanita Elementary (N)	\$485.76	Document camera
Wells Fargo Foundation	Washington Elementary (N)	\$500.00	Literacy intervention
Washington Education Foundation	District Social Services (N)	\$16,000.00	Play therapy services

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the acceptance of the Arizona Republic and Media In Education grant in the amount of \$3,940.00, the Raymond Foundation grant in the amount of \$7,000.00, the Salt River Project (SRP) grant in the amount of \$350.00, the Wells Fargo Foundation grants in the amount of \$985.76 and the Washington Education Foundation grant in the amount of \$16,000.00.

Superintendent



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

Agenda Item *X.E.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Cancellation of RFP No. 10.014, Bus Advertising Services 1st Reading
INITIATED BY: Howard Kropp, Administrator of Purchasing Services SUBMITTED BY: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: A.A.C. R7-2-1032

SUPPORTING DATA

Funding Source: Revenues
Budgeted: No

On May 27, 2010, the Governing Board authorized the issuance of RFP No. 10.014, Bus Advertising Services. This solicitation was to obtain the services of a qualified firm to assist the District in the development and implementation of a successful bus advertising campaign in accordance with A.R.S. 15-342 (27).

Sixty-One (61) vendors were notified of the solicitation. There were no proposals received by the opening date of August 5, 2010 and Howard Kropp, Administrator of Purchasing, recommends the cancellation of this RFP. The District has assembled an advertising committee that will meet to discuss further actions in relation to bus advertising services.

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board cancel RFP No. 10.014, Bus Advertising Services in its entirety.

Superintendent



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

Agenda Item *X.F.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: August 26, 2010 Information
 AGENDA ITEM: *Award of Contract – Bid No. 10.006, Student Travel Agent Services to Sundance/Tzell Travel and Terra Travel 1st Reading

INITIATED BY: Howard Kropp, Administrator of Purchasing and Cary Case, Manager of MMC
 SUBMITTED BY: Cathy Thompson, Director of Business Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Student Activities, Tax Credit, Gifts and Donations, Grants
 Budgeted: Yes

On February 11, 2010, the District approved issuance of RFP No. 10.006, Student Travel Agent Services. These services are necessary due to the current contract expiring. All out of state travel must be booked through this contract.

Nineteen (19) vendors were notified of the RFP. Five (5) responses were received and opened on June 7, 2010. Larry Larson, Contract Manager and Cyndi Hawk, Assistant Buyer, evaluated the proposals and recommend a tiered award. The committee is recommending that Sundance/Tzell Travel be the first vendor that the District goes to for these services and if they are not able to provide the services, that the District then go to Terra Travel. A multiple award is the most advantageous to ensure the best service and the most complete product availability for the District.


The award of this solicitation will result in a one-year contract with the option to renew for four (4) additional years or portion thereof. The estimated requirements cover the period of the contracts and are reasonable and continuing. Included is a provision for cancellation by the District with thirty (30) days prior written notice.

Funding for these services will be collected prior to departure for the field trip and will be purchased on an as-needed basis.

Copies of the solicitation and responses are available for review in the Purchasing Department.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award the contract regarding Bid No. 10.006, Student Travel Agent Services to Sundance/Tzell Travel and Terra Travel.

Superintendent 

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

Agenda Item *X.G.

The evaluation committee based the award recommendation upon the following criterion:

- Offeror's availability for service. *(300 points possible)*
- Responsiveness of the proposal in clearly stating and understanding the scope of work, and in meeting the requirements of the RFP. *(200 points possible)*
- Cost – While cost is a significant factor in considering the placement of the awards, it is not the only factor. The award will not be based on price alone, nor will it be based solely upon the lowest fees submitted. *(200 points possible)*
- District's assessment of the Offeror's abilities to meet and satisfy the needs of the District, taking into consideration additional services, or expertise offered that exceed the requirements, or the vendor's inability to meet some of the requirements of the specifications. *(150 points possible)*
- Performance. *(100 points possible)*
- Information obtained by the District from Offeror's references or other clients. *(50 points possible)*

Award(s) will be made to the most advantageous offer(s) to the District, taking into consideration the factors outlined in this Request for Proposal.

Only Sundance/Tzell Travel and Terra Travel were within the scope of work presented within the RFP. Sundance is offering a tiered discount on the per person fee.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Award of Contract – Bid No. 10.009, Bus/Vehicle Parts, Lubricants/Fluids, Radiator Repair and Repair Services 1st Reading
INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

On June 3, 2010, the District issued Bid No. 10.009, Bus/Vehicle Parts, Lubricants/Fluids, Radiator Repair and Repair Services. This bid is to obtain qualified vendor(s) to supply bus, vehicle, miscellaneous garage items and repair services to be utilized by our Transportation Department. No school or department can spend more than is budgeted without prior approval from the Finance Department.

One Hundred Thirty Four (134) vendors were notified of the Bid. Twenty Eight (28) responsive, responsible proposals was received and opened on June 22, 2010. Ralph England, Fleet Supervisor, and Dave Taylor, Lead Mechanic, evaluated the bids and recommend the vendors as presented on the attached sheet for award. The vendors selected provided the District with the lowest cost per line item. A multiple award is the most advantageous to ensure the best service and the most complete product availability for the District.

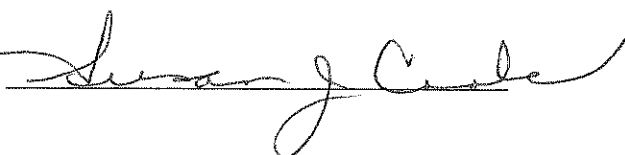
The award of this proposal will result in a one-year contract with the option to renew for four (4) additional years or portion thereof. The estimated requirements cover the period of the contracts and are reasonable and continuing. Included is a provision for cancellation by the District with thirty (30) days prior written notice.

Funding for this expenditure is included in the Transportation Department's 2010-2011 M&O budgets and will be purchased on an as-needed basis.

Copies of the solicitation and responses are available for review in the Purchasing Department.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award contract regarding Bid No. 10.009, Bus/Vehicle Parts, Lubricants/Fluids, Radiator Repair and Repair Services, to the presented attached list of vendors.

Superintendent 

	Motion	Second	Aye	Nay	Abstain
Adams					
Graziano					
Jahneke					
Lambert					
Maza					

Agenda Item *X.H.

***Award of Contract –Bid No. 10.009, Bus/Vehicle Parts, Lubricants/Fluids, Radiator Repair and Repair Services**

August 26, 2010

Page 2

Vendors who submitted bid package:

AAPAK	Firebird Truck & Auto Body	Southwest Diesel & Elect.
Arizona Brake & Clutch	Fleetpride	The Lighthouse
Auto Safety House	Interstate Battery	Total Automotive
Battery Systems	NAPA Auto Parts	Turbo & Electric
Bill's Radiator	Performance Plus Dist.	Unity Bus Parts
Canyon State Bus	Pioneer Distributing	Valley Truck & Trailer
Chalk's Truck Parts	Quality Auto & Fleet	Westpac
Colby Welding & Radiator	Quality Discount Auto Parts	Western Refining
Commercial Radiator	RWC International	
Desert Rat	S&K Allison Transmission	

Recommended for Award:

Vendor	2009-2010 Expenditure	Vendor	2009-2010 Expenditure
AAPAK	\$8,546.40	NAPA Auto Parts	\$0.00
Arizona Brake & Clutch	\$41,500.00	Performance Plus Dist.	\$21,000.00
Auto Safety House	\$32,862.49	Pioneer Distributing	\$11,505.00
Battery Systems	\$0.00	Quality Discount Auto Parts	\$70,220.80
Canyon State Bus	\$122,000.00	S&K Allison Transmission	\$35,000.00
Chalk's Truck Parts	\$0.00	Southwest Diesel & Elect.	\$128,500.00
Colby Welding & Radiator	\$8,884.68	The Lighthouse	\$2,000.00
Firebird Truck & Auto Body	\$53,399.01	Valley Truck & Trailer	\$120,000.00
Fleetpride	\$517.31	Westpac	\$6,131.17
Interstate Battery	\$97.65		

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Award of Contract – Bid No.10.019, Paint and Related Products/Services 1st Reading
INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

On July 14, 2010, the District issued Bid No. 10.019, Paint and Related Products/Services. The purpose of this Bid is for the District to enter into a contract with a qualified vendor(s) for paint, painting supplies, and service support. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Forty One (41) vendors were notified of the Bid. One (1) responsive, responsible bid and one (1) nonresponsive bid were received and opened on August 2, 2010. Mark Zehr, Structural Supervisor and Paulo Gonzalez, Painter, evaluated the bid and recommend Dunn Edwards Paints 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.

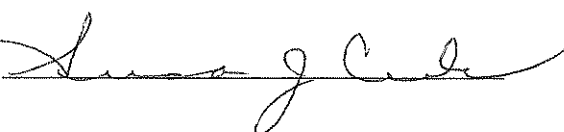
The award of this bid will result in a one-year contract with the option to renew for four (4) additional years or portion thereof. The estimated requirements cover the period of the contracts and are reasonable and continuing. Included is a provision for cancellation by the District with thirty (30) days prior written notice.

Funding for this expenditure is included in the Maintenance Department's or individual school's 2010-2011 M&O budget and this service will be purchased on an as-needed basis. Last year \$60,963.29 was encumbered for this service.

Copies of the solicitation and responses are available for review in the Purchasing Department.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award the contract regarding Bid No. 10.019, Paint and Related Products/Services, to Dunn Edwards Paints.

Superintendent 

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

Agenda Item *X.I.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Award of Contract – Bid No.10.021, Vehicle Glass Replacement 1st Reading
INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

On June 10, 2010, the District issued Bid No. 10.021, Vehicle Glass Replacement. The purpose of this Bid is to enter into a contract with a qualified vendor to provide and replace windshield, door and window glass for buses and support vehicles. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Seven (7) vendors were notified of the Bid. One (1) responsive, responsible bid was received and opened on June 30, 2010. Ralph England, Fleet Supervisor and Dave Taylor, Lead Mechanic evaluated the bid and recommend Bunkers Glass 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 award of this bid will result in a one-year contract with the option to renew for four (4) additional years or portion thereof. The estimated requirements cover the period of the contracts and are reasonable and continuing. Included is a provision for cancellation by the District with thirty (30) days prior written notice.

Funding for this expenditure is included in the Transportation Department's 2010-2011 M&O budget and will be purchased on an as-needed basis. The total spent on this service for the 2009-2010 school year was \$4,686.55.

Copy of the solicitation and response is available for review in the Purchasing Department.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award the contract regarding Bid No. 10.021, Vehicle Glass Replacement, to Bunkers Glass.

Superintendent 

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

Agenda Item *X.J.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Award of Contract – RFP No. 10.022, IBN Facilitator, to Susan K. Sparks in an Amount Not 1st Reading
to Exceed \$17,000.00
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: M&O
Budgeted: Yes

On June 24, 2010, the District authorized the issuance of RFP No. 10.22, Interest Based Negotiation (IBN) Facilitator. The purpose of this Request for Proposal is to obtain a qualified firm or individual to provide IBN Facilitator services to the Washington Elementary School District that are impartial to all employee groups to facilitate compensation negotiations. Employee groups consist of administrators, certified staff, and support staff. These services have been provided under written and/or verbal quotes. However, after several years with the same vendor, when the aggregate expense approaches the bid limit, it is advisable to procure services under the RFP process.

Seventy-nine (79) vendors were notified of the solicitation. Three (3) responsive, responsible offers and one (1) no-bid were received and opened on July 20, 2010. Justin Wing, Director of Human Resources, Sue Snyder, Assistant to the Superintendent and Joyce Shiota, Administrative Assistant to the Governing Board, evaluated the proposals and recommend Susan K. Sparks for award.

The award of this solicitation will result in a one (1) year contract with the option to renew for four (4) 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 the contract for RFP No. 10.022, IBN Facilitator, to Susan K. Sparks in an amount not to exceed \$17,000.00.

Superintendent 

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

Agenda Item *X.K.

***Award of Contract – RFP No. 10.022, IBN Facilitator, to Susan K. Sparks in an Amount Not to Exceed \$17,000.00**

August 26, 2010

Page 2

The evaluation committee scored the proposals based on the following criteria:

This Request for Proposal shall be awarded to the most advantageous proposal to the District based upon the following evaluation criteria (listed in their relative order of importance):

1. Responsiveness of the proposal in clearly stating and understanding the scope of work, and in meeting the requirements of the RFP.(250)
2. Past performance.(250)
3. Qualifications of the Offeror, financial and otherwise, to provide the District with these services for the required period of time, provide appropriate staffing, provide necessary resources and show a history of demonstrated competence.(200)
4. District's assessment of the Offeror's abilities to meet and satisfy the needs of the District, taking into consideration additional services, or expertise offered, that exceed the requirements, or the vendor's inability to meet some of the requirements of the specifications.(150)
5. Information obtained by the District from Offeror's references or other clients.(100)
6. Cost – While cost is a significant factor in considering the placement of the awards, it is not the only factor. The award will not be based on price alone, nor will it be based solely upon the lowest fees submitted.(50)

The scoring was as follows:

Susan K. Sparks scored 2630 points of a possible 3000

HR Service Solutions scored 2100 points of a possible 3000

Traaen & Associates, LLC scored 2000 points of a possible 3000

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: August 26, 2010
 AGENDA ITEM: *Award of Contract – Bid No. 10.023, Art Supplies, 18 Vendors as Presented
 INITIATED BY: Howard Kropp, Administrator of Purchasing and Cary Case, Manager of MMC SUBMITTED BY: Cathy Thompson, Director of Business Services
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: M&O
 Budgeted: Yes

On June 29, 2010, the District issued Bid No. 10.023, Art Supplies. Items covered by this bid are needed to restock the Material Management Center and for small dollar purchases placed by individual schools and departments. No school or department can spend more than is budgeted without prior approval from the Finance Department. This contract is also available to members of the Greater Phoenix Purchasing Consortium of School (GPPCS) and Strategic Alliance of Volume Expenditures (SAVE).

Eighty Five (85) vendors were notified of the Bid. Twenty Seven (27) responsive, responsible bids were received and opened on July 19, 2010. Brian Wenrich, Purchasing and Contracts Agent and Cyndi Hawk, Assistant Buyer, tabulated all bid responses for review. Cary Case, Manager of Materials Management, evaluated the bids and recommends the 18 vendors, as presented, for award. A multiple award is the most advantageous to ensure the best service and the most complete product availability for the District.

The award of this bid will result in a one-year contract (with the exception of paper). The estimated requirements cover the period of the contracts and are reasonable and continuing. Included is a provision for cancellation by the District with thirty (30) days prior written notice.

Funding for this expenditure is included in the individual school's or department's 2010-2011 M&O budgets and will be purchased on an as-needed basis.

Copies of the solicitation and responses are available for review in the Purchasing Department.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award the contract regarding Bid No. 10.023, Art Supplies, to the 18 vendors as presented.

Superintendent 

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

Agenda Item *X.L.

***Award of Contract – Bid No. 10.023, Art Supplies, 18 Vendors as Presented**

August 26, 2010

Page 2

Vendors that submitted bid packages:

Blick Art Materials	Ellison Art	Office Depot	School Specialty
Business Stationers	Lakeshore	Oriental Trading	Smith Office Supply
Bye - Mor	Leech Products	Paxton	Standard Stationary
Commercial Art Supply	Liqui-Mark	Pitsco Education	Teacher Direct
Adam Crouse	Lofgreens	Pyramid School Products	Triarco
Elgin School Supply	Marjon Ceramics	Quill Corporation	US Toys
Eliscu & Company	Nasco Modesto	S&S Worldwide	

Vendors recommended for award:

VENDOR	2009-2010 Expenditures	VENDOR	2009-2010 Expenditures
Blick Art Materials	\$4,317.69	Quill Corporation	\$8,116.15
Business Stationers	\$11,750.65	School Specialty	\$24,223.11
Bye - Mor	\$1,666.62	Smith Office Supply	\$1,383.36
Commercial Art Supply	\$32.95	S&S Worldwide	\$981.02
Elgin School Supply	\$2,122.97	Standard Stationary	\$35,295.58
Lofgreens	\$3,208.04	Teacher Direct	\$5,023.47
Marjon Ceramics	\$7,159.34	Triarco	\$1,382.39
Nasco Modesto	\$11,337.71		
Office Depot	\$14,387.53		
Pyramid School Products	\$125,880.19		

Bid #10.023 is approximately 120 line items and award recommendations are made in some cases by line item with the lowest responsible responsive bidder being recommended. The vendors not selected for award bid higher prices per line item.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Issue RFP No. 10.028 for Curriculum Audit Services 1st Reading
INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, DJE and ARS 15-213

SUPPORTING DATA

Funding Source: Title I ARRA
Budgeted: Yes

The purpose of this request for proposal is to enter into a contract with a vendor(s) to provide curriculum audit services. These services will include, but not be limited to auditing the reading program throughout the District and the alignment between the written/intended curriculums, the curriculum currently being taught and testing the current curriculum.

It is not practical or advantageous to procure these services through a competitive sealed bidding process because the District will need to apply subjective criterion to determine the vendor(s) who can provide the most inclusive and quality services for the District.

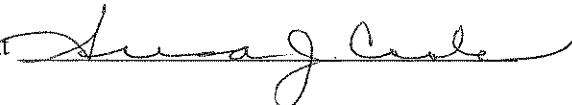
A multi-term contract is recommended for this procurement. In accordance with School District Procurement Rules R7-2-1093, it is determined that:

1. The estimated requirements cover the period of the contract and are reasonable and continuing.
2. The use of the subsequent multi-term contracts will serve the best interest of the school district by encouraging effective competition or otherwise promoting economies of scale in school district procurement.
3. If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor may only be reimbursed for the reasonable value of any nonrecurring costs incurred, but not amortized in the price of the materials or services delivered under the contract or which are otherwise not recoverable. The cost of cancellation may be paid from any appropriations available for such purposes.

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the issuance of RFP No. 10.028 for Curriculum Audit Services.

Superintendent 

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

Agenda Item *X.M.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Utilize Cooperative Purchase Agreements with the State Procurement Office (SPO) 1st Reading

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: DJE, ARS 41-2632 and AAC
R7-2-1191

SUPPORTING DATA

Funding Source: Private School Consortium,
Capital
Budgeted: Yes

On June 24, 2010, the Governing Board approved the renewal of the cooperative purchase agreement with the State Procurement Office (SPO).

The Purchasing Department is requesting authorization to utilize the additional contract listed on the attached sheet for anticipated purchase in excess of the bidding threshold. The Private School Consortium is seeking to purchase one (1) new Isuzu Truck for School on Wheels. Transportation needs to replace three (3) cargo vans. No school or department can spend more than is budgeted without prior approval from the Finance Department.

A.R.S. 11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorize and govern intergovernmental procurements. A school district may 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 by contacting the Purchasing Department.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve purchases made under the State Procurement Office (SPO) Cooperative Purchasing Agreement for the product specified.

Superintendent



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

Agenda Item *X.N.

***Utilize Cooperative Purchase Agreements with the State Procurement Office (SPO)**

August 26, 2010

Page 2

State Procurement Office – Cooperative Agreement

This cooperative purchase agreement allows political subdivisions to utilize statewide contracts.

Contract Title:	Medium and Heavy Duty Cab and Chassis
Vendor:	Midway Chevrolet (SPO Contract # SCC090001-1)
Description of Purchase:	2010 Isuzu NF254 NPR HD Diesel Reg. (School on Wheels)
Estimated 2010-2011 Expenditures:	\$93,250.93
Departments/School Funding:	Private School Consortium
2009-2010 Expenditures:	\$82,275.84

Contract Title:	Vehicles (all fuel types)
Vendor:	Courtesy Chevrolet (SPO Contract # SCC090000-3)
Description of Purchase:	2010 Chevrolet ½ Ton Cargo Vans (3 each)
Estimated 2010-2011 Expenditures:	\$58,000.00
Departments/School Funding:	Transportation (white fleet replacement)
2009-2010 Expenditures:	\$0.00

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO) and Mohave Educational Services Cooperative (MESC) 1st Reading

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: A.R.S. §15-342; A.R.S. 11-952 A.A.C. R7-2-1191- R7-2-1195

SUPPORTING DATA

Funding Source: M&O, Capital, District Service
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.

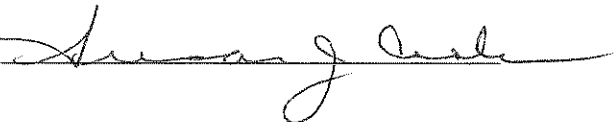
A.R.S. 11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements. A school district may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any materials, services, or construction with one or more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

Superintendent



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

Agenda Item *X.O.

STATE CONTRACT

2010-2011 proposed M&O budget for Human Resources is \$142,318.15

Contract Title:	Legal and Classified Advertising
Vendor(s):	The Arizona Business Gazette (The Arizona Republic)
Description of Purchase:	Classified advertising for certified and administrative positions.
Estimated 2010 - 2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Human Resources/M&O
2009 - 2010 Expenditure:	\$3,435.00

2010-2011 proposed budget capacity for these purchases is \$9,476,108.42

Contract Title:	Copier and Fax Supplies
Vendor(s):	Vision Business Products
Description of Purchase:	Copier and fax supplies
Estimated 2010 - 2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center, individual schools and departments/M&O
2009 - 2010 Expenditure:	\$80,080.34

2010-2011 proposed M&O budget capacity for Transportation Services is \$ 1,733,067.59

Contract Title	Wireless Services (WSCA)
Vendor(s):	AT & T Mobility
Description of Purchase:	Radio services for Edutracker
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Transportation/M&O
2009-2010 Expenditure:	\$4,744.50

2010-2011 proposed budget capacity for Communication Services is \$ 46,395.00

Contract Title	Foreign Language Interpreting/Translation Services
Vendor(s):	Language Line Connection
Description of Purchase:	Translation Services
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Communication Services/M&O
2009-2010 Expenditure:	\$8,054.92

MOHAVE EDUCATIONAL SERVICES COOPERATIVE CONTRACTS

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

Vendor(s):	Northern Chemical Company
Contract Commodity:	Janitorial Products and Services
Description of Purchase:	Purchase of janitorial products and services.
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
2009-2010 Expenditure:	\$0.00

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium of Schools (GPPCS), Strategic Alliance for Volume Expenditures (SAVE) and The Cooperative Purchasing Network (TCPN) 1st Reading
INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: A.R.S. §15-342; A.R.S. 11-952 A.A.C. R7-2-1191-R7-2-1195

SUPPORTING DATA

Funding Source: M&O, Soft Capital
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 renewal of the Intergovernmental Cooperative Purchase Agreements and contract purchases with the Greater Phoenix Purchasing Consortium for Schools (GPPCS), Strategic Alliance for Volume Expenditures (SAVE) and The Cooperative Purchasing Network (TCPN).

Superintendent



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

Agenda Item *X.P.

GPPCS CONTRACTS

2010-2011 proposed M&O budget capacity - \$9,476,108.42, other funding sources are determined as students register

Contract Title:	Disposal Surplus Library & Non-Student Books
Vendor(s):	Alliance Book
Contract Issuer:	Contract issued through Glendale #10.11.004
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools/Departments. M&O
2009-2010 Expenditure:	\$0.00
Contract Title:	PE Uniforms and Printed Apparel
Vendor(s):	Ad-Wear & Specialty of Texas Arizona Cottons Axis Apparel Buddy's All Stars Gameface Athletics The Incentive Mall K&S Sports Promotions Pinnacle Prints & Embroidery Team Sport Outfitters Universal Athletic
Contract Issuer:	Contract issues through Kyrene #K10-48-15
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Individual Schools/Departments. M&O
2009-2010 Expenditure:	\$9,287.68

2010-2011 proposed M&O budget capacity for Special Services is \$4,390,506.10

Contract Title:	Special Education Services
Vendor(s):	360 Degree Customer Achieve Therapy Achievement Therapy Services Arizona Psychological & Support Services Beth Rosen & Associates Bilingual SLP Services Brandon S. Rosenberg Cambridge Healthcare Career Staff Unlimited Charlotte Gaston Comprehensive Education Solutions Conamore Therapy Concentric Healthcare Staffing Core Medical Group Creative Integrations Cross Country Staffing Cumberland Therapy Services Dr. Rose Hamway Education Based Services Educational Therapy Services Elemental Therapy Group Eleutheria Foundation for Blind Children Gary D. Stromberg & Associates Heather Mulno

	Horizon Pediatric Therapy Imagine Pediatric Therapy In Speech Invo Healthcare Associates JCS Speech Therapy Kaleidoscope Family Solutions Kathy Steidle, PT Kids Works KIIDS Leaps and Bound Pediatric Therapy Mediscan MTX Therapy Services Nancy Wood Progressus Therapy Pro-Tech Search PSI Collegium Psycho/Assessment Resources Psychoeducational Assessments School Services Ridge Zeller Therapy Roslyn Locker SAS Educational Services Seidl Innovative Occupational Therapy Skyler Speech Therapy Services Soliant Health Southwest Psychological Services Speech & Language Professional Services Speech Pathology & Associates Speech Pathways Staffing Options and Solutions STARS Supplemental Health Care Team Ed Therapy Consultants (MedPeru) Therapy Matters Therapy Rehabilitation Services (Ditare) Therapy Services Therapy Time Top Echelon Contracting Valley Summit VOCES Bilingual Speech Pathology
Contract Issuer:	Contract issues through Tempe #31-01-15
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Special Services/M&O
2009-2010 Expenditure:	\$1,036,947.57

SAVE CONTRACTS

2010-2010 proposed budgets for Title I and Grants

Contract Title:	Instructional Courseware
Vendor(s):	Adaptive Curriculum - Sebit Archipelago Learning - Study Island Atomic Learning Backbone Communications Cambium Learning Carnegie Learning Digital Direction International

	Exemplars Houghton Mifflin Harcourt Ingenuit Works Learning.com Maps 101 McGraw Hill NCS Pearson Read Naturally Renaissance Learning Scholastic Teacher Curriculum Institute
Contract Issuer:	Contract Issues through Glendale #10.11.007
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:	\$465,413.97

No Cost to The District

Contract Title:	Employer Sponsored 403(b) and 457
Vendor(s):	The Hartford Metlife Security Benefit AIG ING
Contract Issuer:	Cotract issued through Glendale #08.09.003
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	No cost to the District.
2009-2010 Expenditure:	No cost to the District
Contract Title:	Direct Service Claims - Medicaid Reimbursement
Vendor(s):	Southwest Educational Billing Services
Contract Issuer:	Contract issues through Flagstaff #1170-10
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	No cost to the District.
2009-2010 Expenditure:	No cost to the District.

TCPN Contract

Contract Title:	Asphalt Surfaces, Sports Surfaces and Related Construction
Vendor(s):	Sunland Asphalt
Contract Issuer:	Cotract issued through TCPN #M0927
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Construction Services
2009-2010 Expenditure:	New Contract

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 DATE: August 26, 2010 1st Reading

AGENDA ITEM: *Extension and Renewal of Annual Contracts for Specified Goods and Services

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, DJE and ARS 15-213

SUPPORTING DATA

Funding Source: M&O, Grants
 Budgeted: Yes

Presented is a list of contracts which have been previously awarded by the Governing Board. These contracts will soon be expiring. Since performance under these contracts has been satisfactory, extension of the presented 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.

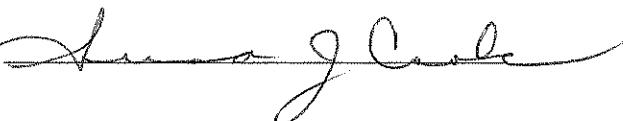
The 2010-2011 proposed budget capacity is provided on the presented list.

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 *X.Q.

Not all Grant budgets have been submitted and/or approved. This is a recurring item that is submitted each year.

Contract Title:	07.019, On-Line Social Studies Cultural Integration Program
Vendor(s):	Proquest
Board Approval	July 12, 2007
Proposed Extention	Third
Renewal Options Remaining:	One
Proposed 2010-2011 Expenditures:	To be used on an as-needed basis.
Expended 2009-2010:	\$8,845.00

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

Contract Title:	07.005, Elevator Maintenance
Vendor(s):	ThyssenKrupp Elevator Corporation
Board Approval	August 23, 2007
Proposed Extention	Third
Renewal Options Remaining:	One
Proposed 2010-2011 Expenditures:	To be used on an as-needed basis.
Expended 2009-2010:	\$25,017.58

2010-2011 proposed M&O budget capacity for Transportation Services is \$ 1,733,067.59

Contract Title:	08.005, Bus Parts & Repair Services
Vendor(s):	Cummins Rocky Mountain
Board Approval	July 10, 2008
Proposed Extention	Second
Renewal Options Remaining:	Two
Proposed 2010-2011 Expenditures:	To be used on an as-needed basis.
Expended 2009-2010:	\$59,902.57
Contract Title:	06.009, Glass Replacement
Vendor(s):	Glendale Glass (non-vehicular)
Board Approval	September 13, 2006
Proposed Extention	Fourth and Final
Renewal Options Remaining:	none
Proposed 2010-2011 Expenditures:	To be used on an as-needed basis.
Expended 2009-2010:	\$9,738.64

2010-2011 proposed M&O budget capacity is \$9,476,108.42, other funding sources are determined as students register

Contract Title:	06.016, Instructional Aids and Supplies
Vendor(s):	ABC School Supply Childcraft Classic School Supply Delta Education Demco EAI Education Educational Furnishings of Arizona ETA Cuisenaire Gardner's Book Service Hearlihy Highsmith Kaplan Early Learning Lakeshore Learning Materials Nasco Nystrom-Herff Jones Oriental Trading Company Pitsco S&S Worldwide Sax Arts Science Kit Teaching Stuff/Teaching Tools (formerly American Teaching Supply) US Toy/Constructive Playthings
Board Approval	December 13, 2006
Proposed Extention	Fourth and Final
Renewal Options Remaining:	none
Proposed 2010-2011 Expenditures:	To be used on an as-needed basis.
Expended 2009-2010:	\$333,728.76

2010-2011 proposed budget capacity for Communication Services is \$ 46,395.00

Contract Title:	07.057, Bulk Mailing Services
Vendor(s):	Complete Printshop
Board Approval	July 10, 2008
Proposed Extention	Second
Renewal Options Remaining:	Two
Proposed 2010-2011 Expenditures:	To be used on an as-needed basis.
Expended 2009-2010:	\$56,433.18

2010–2011 proposed M&O budget capacity for Special Services is \$4,390,506.10

Contract Title:	06.011, Special Education Services
Vendor(s):	Wheels On The Bus
Board Approval	September 26, 2006
Proposed Extention	Fourth and Final
Renewal Options Remaining:	None
Proposed 2010-2011 Expenditures:	To be used on an as-needed basis.
Expended 2009-2010:	\$0.00

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Renewal of Letter of Understanding with Operation Quality Time (QT), Inc. to Provide Grant Funds for After-School and Non-School Time Programs 1st Reading

INITIATED BY: Lori Ritz, Sunnyslope Principal SUBMITTED BY: D. Rex Shumway, Legal Counsel

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Operation Quality Time
Budgeted: Yes

Sunnyslope School has again been invited to participate in the Operation Quality Time (QT) program for the 2010-2011 school year. (The term of the agreement is August 9, 2010 to July 15, 2011.) Operation QT, Inc., a non-profit 501(c)(3) corporation, will provide \$12,000.00 in grant funds through the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, to be used for salaries and benefits, program supplies and materials and field trips. The Program may consist of academic, recreational and cultural activities.

The objective of Operation QT is to promote programs in schools that will enhance positive social, emotional and educational growth and development. Specifically, the Operation QT program is intended to decrease juvenile delinquency and give children and youth hope for the future. Students are supervised in a productive environment by teachers that assist students in learning, building their self-esteem, and enabling them to make friends at school. All of the programs include academic, recreational and/or cultural components. The Program is planned, organized and supervised by the school, with approval by the Operation QT, Inc. Board.

The agreement has been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Letter of Understanding with Operation Quality Time (QT), Inc. to provide grant funds for after-school and non-school time programs and authorize the Superintendent to execute the Letter of Understanding on behalf of the District.

Superintendent



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

Agenda Item *X.R.



OPERATION QT, INC.

NON-PROFIT CORPORATION

5114 West Desert Cove Ave. • Glendale, AZ 85304-4223
Tel. (623) 486-1642 • Cell (623) 687-6425 • Fax (623) 334-1446
E-mail: jackkensler@yahoo.com • www.operationqt.org

Executive
Director
Jack Kensler

Board of
Directors

President
Mildred Norman

Vice President
Lloyd Aycock, Ph.D.

Secretary
Richard Ebert

Carolyn Gong

Nancy Holloran

Governor
Rose Mofford

Mary Joy Stead

Leslie A. "Cap" Dean

Honorary
Board Member
Congressman
Ed Pastor

Education Advisor
Ralph Romero

LETTER OF UNDERSTANDING

Sunnyslope Elementary School and Operation QT, Inc. have mutually agreed on the following duties and responsibilities in relation to the Operation QT program at Sunnyslope Elementary School

Operation QT, Inc. will provide a total of \$ 12,000 to fund the Operation QT program for the 2010-2011 school year. The funds will be used for personnel, benefits and program supplies, materials and/or field trips. All funds must be expended by July 15, 2011. No invoices will be honored after that date and no overdrafts will be paid and no funds will be carried forward.

Sunnyslope Elementary School will be solely responsible for all aspects of implementing the Operation QT program. They will provide the facilities, equipment, insurance, accounting, auditing, security and custodial services. The School and Operation QT, Inc. will jointly plan, organize, supervise and evaluate the program.

Our signatures below attest to this agreement:

Lori Pitz Principal Mildred Norman President QT
Date 8-12-10 Date July 29, 2010
Sunnyslope Elementary School Operation QT, Inc.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: August 26, 2010 Information
 AGENDA ITEM: *Amendment/Continuation for Maricopa County Tobacco Use Prevention Program Contract for Fiscal Year 2010-2011 1st Reading

INITIATED BY: Dorothy Watkins, LCSW – ADMINISTRATOR OF SOCIAL SERVICES SUBMITTED BY: D. Rex Shumway, Legal Counsel

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Tobacco Use Prevention Grant
 Budgeted: Yes

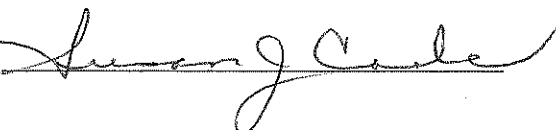
Governing Board approval and the Superintendent's signature are requested for an approval of the continuation and amendment to the contract for the cost reimbursement grant from the Maricopa County Tobacco Use Prevention Program received from the Maricopa County Department of Health on July 1, 2010. The purpose of the amendment is to exercise Section 1, paragraph 24, Right to Extend Contract, for one additional year, changing the expiration date to May 1, 2011. In addition, the contract amount is changed to NTE \$48,000.00 for the budget term July 1, 2010 through May 1, 2011. All participating schools will receive \$1,000.00 each to implement a tobacco use prevention program. For the 2010-2011 school year, the Maricopa County Department of Health selected the following schools:

Acacia Elementary	Cactus Wren Elementary
Cholla Middle School	Desert View Elementary
Lakeview Elementary	Maryland Elementary
Moon Mountain Elementary	Mountain View Elementary
Orangewood Elementary	Richard E. Miller Elementary
Palo Verde Middle School	Roadrunner Elementary
Royal Palm Middle School	Sahuaro Elementary
Shaw Butte Elementary	Sunnyslope Elementary
Sunset Elementary	Washington Elementary
Alta Vista Elementary	Arroyo Elementary
John Jacobs Elementary	Manzanita Elementary
Ocotillo Elementary	Tumbleweed Elementary

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Maricopa County Tobacco Use Prevention Program Contract Amendment for Fiscal Year 2010-2011 and authorize the Superintendent to execute the necessary documents on behalf of the District.

Superintendent



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

Agenda Item *X.S.

***Amendment/Continuation for Maricopa County Tobacco Use Prevention Program Contract for Fiscal Year 2010-2011**

August 26, 2010

Page 2

The total cost reimbursement amount for fiscal year 2010-2011 is \$24,000.00. The Tobacco Use Prevention Grant has been in place in Washington Elementary School District schools over the past five years. Applying schools must be a Title I school for funding consideration. The contract remains the same as last fiscal year except for the above changes.

These changes to the contract have been reviewed by Maricopa County Tobacco Use Prevention staff and Dorothy Watkins, Administrator of Social Services for the District. The grant will be managed by the District Administrator of Social Services.

The amended contract has been reviewed by District Legal Counsel.

AMENDMENT NO. 1
TO INTERGOVERNMENTAL AGREEMENT
BETWEEN
MARICOPA COUNTY DEPARTMENT OF PUBLIC HEALTH
AND
Washington School District
Tobacco Use Prevention Program

- I. The above named Agreement is hereby amended as specified below.
- A. Cover Page, line 3, Contract Amount is changed to NTE \$48,000 (increased by \$24,000 for the budget term July 1, 2010 through May 1, 2011).
 - B. Cover Page, line 6, Expiration Date is changed to May 1, 2011
 - C. List of Participating schools is Attachment "A".
 - D. This Amendment is effective upon execution by both parties.
 - E. All other term and conditions of the original Agreement shall remain in full force and effect.

FOR AND ON BEHALF OF
MARICOPA COUNTY

FOR AND ON BEHALF OF
WASHINGTON SCHOOL DISTRICT

By _____

By _____

Chairman, Board of Supervisors

Date

Date

ATTEST:

ATTEST:

Clerk of the Board

Signature

Date

Date

TUPP is authorized to enter into this Agreement pursuant to the provisions of A.R.S. §11-251 and §11-952.

Contractor is authorized to enter into this Agreement pursuant to the provisions of A.R.S. §15-342 (13).

The foregoing Intergovernmental Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned counsel who have determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

APPROVED AS TO FORM:

APPROVED AS TO FORM:

County Attorney

Signature

Date

Date

SECTION V

ATTACHMENT A

TOBACCO USE PREVENTION PROGRAM

Agreement Year	Name of School	Address City, State Zip	Phone	Fax	Name of Principal	Name of Site Coordinator	Agreement Amount
6	Acacia Elementary School	3021 W. Evans Drive Phoenix, AZ 85053	602 896-5000	602 896-5020	Christine Hollingsworth	Jennifer Lauzon	1,000
6	Cactus Wren Elementary School	9650 N. 39 th Avenue Phoenix, AZ 85051	602 347-2100	602 347-2120	Kaylene Ashbridge	Penni Martinez	1,000
3	Cholla Middle School	3120 W. Cholla, Phoenix, AZ 85029	602 896-5400	602 896-5420	Phil Garitson	Deanna Boughter	1,000
6	Desert View Elementary School	8621 N. 3 rd Street Phoenix, AZ 85020	602 347-4000	602 347-4020	Maria Farmer	Patrick Chavez	1,000
6	Lakeview Elementary School	3040 W. Yucca Phoenix, AZ 85029	602 896-5800	602 896-5820	Jaime Tejada	Vayna Nelson	1,000
6	Maryland Elementary School	6503 N. 21 st Avenue Phoenix, AZ 85015	602 347-2300	602 347-2320	Ann Roberts	Amanda Quine	1,000
6	Moon Mountain School	13425 N. 19 th Avenue Phoenix, AZ 85029	602 896-6000	602 896-6020	MaryLou Palmer	Elena Dowers	1,000
6	Mountain View Elementary School	801 W. Peoria Phoenix, AZ 85029	602 347-4100	602 347-4120	Mike Christensen	Nellie Schneider	1,000
6	Orangewood Elementary School	7337 N. 19 th Avenue Phoenix, AZ 85021	602 347-2900	602 347-2920	Andree Charlson	Janet Beale	1,000
6	Richard E. Miller School	2021 W. Alice Phoenix, AZ 85021	602 347-3000	602 347-3020	Paul O'Toole	TBD	1,000
4	Palo Verde Mid School	7502 N 39 th Ave Phoenix, AZ 85051	602 347-2500	602 347-2520	Carmen Kemery	Barbara Mason	1,000
6	Roadrunner Elementary School	7702 N. 39 th Avenue Phoenix, AZ 85051	602 347-3100	602 347-3120	Karen Menaugh	Katharine Meinikov	1,000
6	Royal Palm Middle School	8520 N. 19 th Avenue Phoenix, AZ 85021	602 347-3200	602 347-3220	Leonard Hoover	Becky Hayes	1,000
3	Sahuaro Elem School	12835 N. 33 rd Ave Phoenix, AZ 85029	602 896-6200	602 896-6220	David Anderson	Laurel Fiore	1,000
6	Shaw Butte Elementary School	12202 N. 21 st Avenue Phoenix, AZ 85029	602 347-4200	602 347-4220	Tracy Maynard	Sandi Crawford	1,000
6	Sunnyslope	245 E. Mountain	602	602	Lori Ritz	Rome	1,000

SECTION V

ATTACHMENT A

TOBACCO USE PREVENTION PROGRAM

Agreement Year	Name of School	Address City, State Zip	Phone	Fax	Name of Principal	Name of Site Coordinator	Agreement Amount
	Elementary School	View Rd Phoenix, AZ 85020	347-4300	347-4320		Bracamonte	
6	Sunset Elementary School	4626 W. Mountain View Rd Glendale, AZ 85302	602 347-3300	602 347-3320	Betty Paterson	Donna Denial	1,000
6	Washington Elementary School	8033 N. 27 th Avenue Phoenix, AZ 85051	602 347-3400	602 347-3420	Dave McNeil	Tish Staples	1,000
2	Alta Vista Elem	8710 N. 31 st Ave Phoenix, AZ 85051	602-347- 2000	602 347-2020	Carla Aronowitz	Sheila Yoder	1,000
2	Arroyo Elem	4535 W. Cholla Glendale, AZ 85304	602-896- 5100	602 896-5120	Pat MacArthur	TBD	1,000
2	John Jacobs Elem	14421 N. 23 rd Ave Phoenix, AZ 85023	602-896- 5700	602 896-5720	Nick Gupton	Jay Montoya	1,000
2	Manzanita Elem	8430 N. 39 th Ave Phoenix, AZ 85051	602-347- 2200	602 347-2220	Tim Fountain	Susie Amado	1,000
2	Ocotillo Elem	3225 W. Ocotillo Rd Phoenix, AZ 85017	602-347- 2400	602 347-2420	Brenda Case	Denise Mota	1,000
2	Tumbleweed Elem	4001 W. Laurel Ln Phoenix, AZ 85029	602-896- 6600	602 896-6620	Adele Russell	Chris King	1,000
	Total						24,000

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Agreement with *Interlingua* to Provide Spanish Classes to MAP Center Students at Sahuaro Elementary School 1st Reading
INITIATED BY: Barbara Post, Administrator for Gifted Services
SUBMITTED BY: Barbara Post, Administrator for Gifted Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: M&O
Budgeted: yes

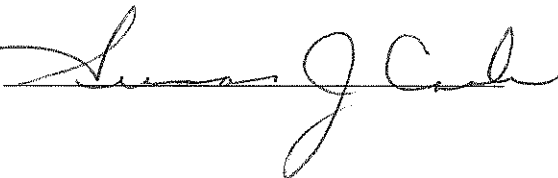
Interlingua of Phoenix, AZ would like to renew an agreement with the Washington Elementary School District No. 6. Under this agreement, *Interlingua* will provide the MAP Center students located at Sahuaro Elementary School with Spanish instruction at a cost of \$6,956.00. Classes will be offered once a week for each of the four classes for a total of 148 lessons. Spanish instructors are professional native Spanish speakers who are thoroughly trained and consistently supervised. Instructors are fingerprinted and background checked through *Interlingua*.

This agreement has been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the agreement with *Interlingua* to provide Spanish classes to students in the MAP Center at Sahuaro Elementary School in an amount not to exceed \$6,956.00 and authorize the Superintendent to execute the necessary documents on behalf of the District.

Superintendent



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

Agenda Item *X.T.

INDEPENDENT CONTRACTOR AGREEMENT

Contractors Providing Services Directly to Children

Interlingua ("Independent Contractor") enters this Independent Contractor Agreement ("Agreement") with the Washington Elementary School District No. 6 ("District"), effective on the date executed by all parties. This Agreement sometimes refers to Independent Contractor and District Collectively as "parties".

RECITALS:

The District desires to retain Independent Contractor to provide four classes per week to the students in the MAP Center program housed at Sahuaro School for a total of 148 lessons during the 37 school calendar weeks. Instructors are trained and supervised professional native Spanish speakers. Instructors use a detailed immersion program.

In consideration of the mutual promises set forth in this Agreement, the parties agree as follows:

1. SCOPE OF SERVICES

Independent Contractor shall furnish all labor, teaching materials, tools, equipment, vehicles, licenses, and registrations necessary to perform the services agreed upon herein. Independent Contractor will complete the services agreed upon herein according to Independent Contractor's own lawful means and methods, which shall be in the exclusive care and control of Independent Contractor and which shall not be subject to the control or supervision of District, except as to the results of the work.

Independent Contractor shall have no right to bind District, to transact any business in the name of District, or to make any promises or representations on behalf of District.

2. EMPLOYEES AND SUBCONTRACTORS OF INDEPENDENT CONTRACTOR

Independent Contractor agrees that it is solely responsible for his or her own acts and omissions and for those of his or her employees and agents (if any) and that Independent Contractor and any employees and agents working for Independent Contractor are the sole responsibility of Independent Contractor for the purposes of any and all legal requirements, including but not limited to obligations and liabilities in the following areas:

Workers' Compensation insurance

Federal And State Unemployment taxes
Federal and State tax withholding and reporting requirements
Unemployment Compensation insurance

3. PERIOD OF INDEPENDENT CONTRACTOR AGREEMENT

This Agreement shall be effective for the 2010 – 2011 school year from the date on which it is signed by the parties.

4. TERMINATION OF AGREEMENT

Either party may terminate this Agreement without cause or penalty by giving the other party 30 days written notice of the intent to terminate this Agreement.

5 FEES TO INDPENDENT CONTRACTOR

Independent Contractor receives \$6956 Payment schedule: 10 payments of \$695.60 due on the 1st of each month beginning September, 2010 and ending June, 2011.

6. STATUS OF INDEPENDENT CONTRACTOR

The parties intend that this Agreement create only an independent contractor relationship. Independent Contractor shall complete the services agreed upon with District according to his or her own means and methods of teaching, which shall be in the exclusive control and Independent contractor and which shall not be subject to the control or supervision of District, except as to the results of the work.

The parties agree that this Agreement does not entitle Independent Contractor or his or her employees or agents (if any) to worker's compensation benefits, unemployment compensation benefits, or any other benefits or protections that accrue from an employment relationship.

Independent contractor is not required to perform work exclusively for District. District will not provide tools or teaching materials to Independent Contractor or his or her employees or agents. District will not provide Independent Contractor or his or her employees or agents any business registrations or licenses that may be required. District will not dictate the number of hours Independent contractor or his or her employees or agents are required to work. District will not terminate this Agreement before expiration except as provided herein or as allowed by law. District will not combine business operations with Independent contractor. Independent Contractor will be paid only as set forth herein and will not be paid a salary or hourly rate, and District will pay the Independent contractor only in the name appearing on this Agreement.

Neither Independent Contractor nor his or her employees or agents are to be considered agents or employees of District for any purpose, including that of federal and state

taxation, and neither Independent Contractor nor his or her employees or agents are entitled to any of the benefits that District may provide to its employees. It is understood and agreed that District does not require Independent Contractor to provide services exclusively to District and that Independent Contractor is free to contract to provide services to other entities while it is under contract with District.

7. FINGERPRINT AND BACKGROUND CHECKS

Independent Contractor shall, at no charge to the District, have a fingerprint check and background check conducted on himself/herself and on each employee or agent of Independent Contractor who will perform services to ascertain that there is no history or behavior that would make Independent Contractor or his or her employees or agents unsuitable to work with children or work in a school setting. The fingerprint and background checks will be conducted in accordance with applicable laws, including, but not limited to A.R.S. §§15-512 and/or 15-534. Independent Contractor must provide District with a copy of the results of each fingerprint/background check.

Neither Independent Contractor nor his or her employees or agents are permitted to perform services for the District until the fingerprint and background check documentation is provided to the District.

8. INDEMNITY

Independent Contractor shall be entirely and solely responsible for his or her actions and the actions of his or her employees and agents while providing services under this Agreement. Independent Contractor agrees to indemnify and hold District harmless against all claims, demands, suits, awards and judgments made or recovered by any persons or agencies due to the actions of Independent contractor or his or her employees and/or agents during the rendering of services under this Agreement.

9. INSURANCE

Independent Contractor agrees to maintain such insurance as will fully protect Independent Contractor and District from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this Agreement, either by Independent Contractor, or his or her employees and/or agents or by anyone directly or indirectly engaged or employed by Independent Contractor or his or her agents. Independent Contractor agrees to maintain such automobile liability insurance as will fully protect Independent Contractor and District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hire or non-owned vehicles used by Independent Contractor, his or her employees or agents, while providing services under this Agreement.

Upon the execution of this Agreement, Independent Contractor will provide District with copies of certificates of insurance. Independent Contractor shall maintain general liability insurance in the amount of at least \$1,000,000.

10. SAFETY

Independent Contractor, at his or her own expense and at all times, shall take all reasonable precautions to protect persons and District property from damage, loss or injury resulting from the activities of Independent Contractor, his or her employees, his or her agents, and or other persons present. Independent Contractor will comply with all specific job safety requirements promulgated by any governmental authority, including without limitation, the requirements of the Occupational Safety Health Act of 1970.

To minimize potential liability, Independent Contractor and its employees or agents shall not transport District students in personal automobiles or carpools unless specifically required by this Agreement.

11. COMPLIANCE WITH LAWS AND REGULATIONS

All services rendered by Independent Contractor and its employees and/or agents under or pursuant to this Agreement shall conform with and be in full compliance with all applicable laws, rules, ordinances and regulations adopted by or required by any federal, state, city or town governmental agency. Independent Contractor shall obtain all necessary permits and licenses required. Independent Contractor shall be entirely and solely responsible for the payment of the employee and employer payroll taxes, contributions, and/or assessments, whether pertaining to federal, state or local requirements, workers' compensation insurance, or other insurance, for Independent Contractor and all of his or her employees providing services under this Agreement. Independent contractor shall indemnify and hold District harmless from any and all claims, loss, expense, damage or harm arising from failure to comply with any such laws and regulations by Independent Contractor or District as to Independent Contractor and/or his or her employees and agents.

12. ENTIRE AGREEMENT

This instrument contains the entire agreement of the parties, and no representations warranties or inducements have been made by either of the parties except as expressly set forth herein.

13. BINDING AGREEMENT AND ASSIGNMENT

This Agreement shall be binding upon the parties and their heirs, legal representatives, successors and assigns. The parties may not assign this Agreement without prior written consent of all parties.

14. ATTORNEY'S FEES AND LEGAL EXPENSES

If any action shall be brought to recover any amount under this Agreement, or for any breach of, or to enforce or interpret any of the terms, covenants, or conditions of this Agreement, the prevailing party shall be awarded its reasonable costs and expenses, including reasonable attorney's fees incurred.

15. SEVERABILITY

If any one or more of the provisions of this Agreement are held to be invalid, illegal, or unenforceable in any respect by a court or arbitrator of competent jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

16. VENUE

The proper venue for any proceeding at law or in equity or under the provisions for arbitration shall be Maricopa County, Arizona, and the parties hereto do hereby waive any right to object to that venue.

17. GOVERNING LAW

This Agreement shall be construed in accordance with and governed by the laws of the State of Arizona.

18. NOTICES

Any notice or demand to be given hereunder by either party shall be effected by personal delivery in writing or by registered mail, postage prepaid, return receipt requested, and shall be deemed communicated forty-eight (48) hours after mailing or upon receipt by the recipient whichever occurs first. Mailed notices shall be sent or delivered to the recipient's address, as set forth below:

INDEPENDENT CONTRACTOR:

Interlingua
Yolima Otálora
100 W. Camelback Rd.
Suite 100
Phoenix, AZ 85013

WASHINGTON SCHOOL DISTRICT:

Dr. Susan J. Cook
Washington School District #6
4650 W. Sweetwater
Glendale, AZ 85304

WASHINGTON SCHOOL DISTRICT

Dr. Susan J. Cook, Superintendent

Date: _____

INDEPENDENT CONTRACTOR

Yolima Otálora
Yolima Otálora, Interlingua Director

Date: July 27/10

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Agreement with Public Consulting Group, Inc. (PCG) 1st Reading
INITIATED BY: Dr. Craig Carter, Director of Special Services SUBMITTED BY: Dr. Craig Carter, Director of Special Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

Arizona districts participate in two Medicaid programs that are under the jurisdiction of the Arizona Health Care Cost Containment System (AHCCCS) and administered by Public Consulting Group, Inc. (PCG) referred to as Medicaid School Based Claiming. Under the first Medicaid program, Direct Service Claiming (DSC), the District is reimbursed for school-based medical services provided to Individual Education Plan (IEP) students who meet AHCCCS eligibility standards. Covered services include the provision of all therapies, assessment activities, transportation, and aides in accordance with established guidelines. The second Medicaid program in which the Washington Elementary School District (WESD) participates is Medicaid Administrative Claiming (MAC). According to program parameters, MAC reimburses the District for some of the costs that are associated with school-based health and outreach activities which cannot be claimed under the DSC program.

Since February 1, 2009, PCG has been the Third Party Administrator (TPA) to process reimbursement claims submitted by WESD. On June 24, 2010, the District received notice from AHCCCS that PCG's contract was renewed effective July 1, 2010 and requires a new participating agreement between PCG and the District. Last school year, the Medicaid School Based Claiming generated approximately \$1,100,000.00 in revenue for the District.

The Agreement has been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Agreement with Public Consulting Group, Inc. for continued participation in the Medicaid Administrative Claiming and Direct Service Claiming programs and authorize the Superintendent to execute the necessary documents.

Superintendent



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

Agenda Item *X.U.

**AGREEMENT BETWEEN PUBLIC CONSULTING GROUP, INC.
(PCG) AND LOCAL EDUCATION AGENCY (LEA)**

Please select which program (s) your LEA will be participating in.

☒ **MEDICAID DIRECT SERVICE CLAIMING PROGRAM**

☒ **MEDICAID ADMINISTRATIVE CLAIMING PROGRAM**

Washington Elementary School District #6
Participating Local Education Agency

4650 W Sweetwater Avenue 1578605424 / 557978
Business Street Address LEA/AHCCCS Identification Number

Glendale AZ 85304-1505
City State Zip Code

Whereas, PCG is duly authorized to execute and administer agreements under its contract with Arizona Health Care Cost Containment System Administration (AHCCCSA); and

Whereas, LEA is a local education agency duly licensed by the State of Arizona; and

Whereas, PCG desires that the LEA arrange for the provision of either 1) specific health services (direct service) or 2) administrative activities, or both 1) and 2) pursuant to the terms and conditions contained herein; and

Therefore, PCG and the LEA agree to abide by all terms and conditions set forth in the appropriate documents.

Term: The term of this agreement shall be effective on and after July 1, 2010.

For and on behalf of PCG:

For and on behalf of LEA:

Signature Date

Signature Date

Type Name Title

Susan J. Cook, Superintendent

Type Name Title

General Principles

Public Consulting Group, Inc. (PCG) and the Local Education Agency (LEA), hereby agree to the principles, terms and effective dates carried in this agreement. This agreement is set forth to define each party's responsibilities in order to effectively administer the provision of and reimbursement for Medicaid direct service and administrative claiming activities and is necessary to implement parts of the Medicaid state plan under Title XIX of the Social Security Act. Legal authority for this program is found in Title XIX of the Social Security Act. PCG (as a contractor of Arizona Health Care Cost Containment System) has entered into an agreement that authorizes PCG to administer the Medicaid School-Based Claiming program in Arizona. AHCCCS is the single state agency in Arizona under Title XIX of the Social Security Act. Additionally, specific federal governing policies and procedures are found in the Office of Management and Budget's (OMB) Circular A-87 and the Code of Federal Regulations (CFR), Title 45, Parts 74 and 95.

This agreement is to be based on the following general principles:

- 1.01 The aforementioned parties have a common and concurrent interest in providing and reimbursing Medicaid school-based claiming activities, within parameters set by the federal Centers for Medicare & Medicaid Services (CMS) and only as approved by CMS. Any changes in the program required by CMS are to be implemented by both of the aforementioned parties.
- 1.02 This agreement is in no way intended to modify the responsibilities or authority delegated to the parties.
- 1.03 This agreement is not intended to override or obsolete any other agreements or memorandums of understanding, which may already exist between these parties.
- 1.04 Any LEA contractors involved with Medicaid school-based claiming activities are bound by this agreement with regard to administrative policies and procedures.
- 1.05 This agreement provides a mechanism for payment of federal funds from CMS and the parties agree that it in no way creates a requirement for AHCCCS to reimburse any LEA from AHCCCS state funds.
- 1.06 This Agreement is authorized by an intergovernmental agreement between AHCCCS and the Arizona Department of Education (ADOE) under which Medicaid-eligible special needs students receive appropriate services.

Basic Rights, Responsibilities and Obligations of the LEA

- 2.01 Compliance with Laws, Rules, Regulations, Policies, Procedures and Program Requirements The LEA will comply with all applicable federal, state and local laws, rules and regulations, program requirements, AHCCCS policies and procedures governing performance of duties under this agreement. Including but not limited to an annual audit conducted in accordance with the Single Audit Act of 1984 and all applicable amendments.

- 2.02 Record Retention The LEA agrees to maintain and furnish records and documents from the date of payment, both medical and non-medical, as may be required by applicable federal and state laws, rules and regulations and AHCCCS Medical Records Standards. The LEA will allow PCG and AHCCCS or designees reasonable access during regular business hours to review, copy or obtain specific records or documents and will cooperate with PCG or designee to facilitate the information and record exchanges necessary for quality management, utilization management or other processes required for program operations.
- 2.03 Non-Federal Matching Dollars The LEA must provide the required funding to satisfy the local match requirement for federal Medicaid funding. Each LEA must sign and return to PCG the quarterly certification form, and/or other documentation determined by AHCCCS to be necessary to verify that the match requirement has been met.
- 2.04 The LEA shall comply with Federal Regulations of the Occupational Safety and Health Administration including, without limitation, the regulations concerning Bloodborne Pathogens Standards at 29 CFR Part 1910.1030, which became effective January 1, 1992.

Basic Rights and Obligations of PCG

- 3.01 Compliance Reviews, Monitoring and Evaluation PCG will be entitled to review, monitor and evaluate the LEA's operations related to services provided pursuant to this agreement and the cost to do so.
- 3.02 Communication Channels PCG will assign an Account Manager to the LEA to serve as the LEA's primary contact with PCG. The Account Manager will coordinate contracting, education and training, technical assistance and communication between PCG and the LEA and will provide training materials and program handbooks.
- 3.03 Visitation and Inspection The LEA will provide PCG with reasonable access to personnel and will gather provider documentation needed to inspect the operations and premises of the LEA to ensure that adequate provision of services meet the needs of qualified children.
- 3.04 Compensation PCG will compensate the LEA in the manner described in the contract between AHCCCS and PCG, subject to the terms and conditions of this agreement. PCG is obligated to reimburse funds to the extent that PCG receives funds from AHCCCS, excluding appropriate fees as agreed between AHCCCS and PCG.

Basic Rights and Obligations of PCG and LEA

- 4.01 Terms This agreement will commence on the effective date set forth on the signatory page and will automatically renew every 12 month period until one of the following occurs:

1. Either party gives thirty days written notice prior to the next renewal date of intention not to renew.
 2. The agreement is terminated pursuant section 4.02 of this agreement.
- 4.02 Termination This agreement may be terminated with or without cause upon thirty days written notice of either party, or within five (5) years of the agreement's execution pursuant to ARS 38-511 regarding conflicts of interest. PCG retains the right to terminate this agreement immediately upon written notice when any of the following occur:
1. Cancellation, termination or material modification of the applicable PCG contract with AHCCCSA.
 2. Cancellation, termination or material modification of the qualifications, or certification, to provide health services to qualified children, of a health care provider contracted with or employed by the LEA.
 3. Failure by a health care provider either contracted or employed by the LEA to maintain appropriate license, certification or credentials required to perform covered services.
- 4.03 Disputes This agreement will be governed by and interpreted in accordance with the laws of Arizona applicable to contracts executed and wholly performed within Arizona and in accordance with applicable federal laws. If any provision of this Agreement is held by a court of competent jurisdictions to be invalid, void or unenforceable the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any manner.
- 4.04 Independent Relationship This agreement is not intended to create nor shall it be construed to create any relationship between PCG and the LEA other than that of independent contractors or entities subcontracting for the purpose of effecting the provisions of this agreement.
- 4.05 Indemnification To the extent allowed by law, each party shall indemnify and hold harmless the other party from and against any and all losses, damages, liabilities, costs, expenses (including attorneys' fees) and any other claims whatsoever which the party may suffer arising out of or relating to this agreement or the services provided hereunder if the claim against the party arises out of negligent or intentional acts or omissions of the other party. Indemnification shall include all employees, agents, officers, directors, shareholders and contractors of the party.
- 4.06 Severability If any provisions of this agreement are held invalid or unenforceable, the remaining provisions will continue valid and enforceable to the full extent permitted by law.
- 4.07 Waiver No provision of this agreement shall be waived unless in writing, signed by all parties hereto. Waiver of any provision of this Agreement shall not be deemed to be a continuing waiver of any other provision. This agreement may be modified or amended only by written agreement executed by all parties hereto.

- 4.08 Notices All notices given pursuant to this agreement shall be in writing sent by certified mail, return receipt requested, and shall be addressed as follows:

Public Consulting Group
101 N. First Avenue, Suite 1800
Phoenix, AZ 85003
Attn: Direct Service Claiming

- 4.09 Exercise of Rights Failure to exercise any right, power or privilege under this agreement will not operate as a waiver.

- 4.10 Amendments PCG may amend this agreement by providing thirty days prior written notice to the LEA.

- 4.11 In the event that state or federal laws, rules or regulations change, are altered or modified such that the terms, benefits and conditions of this agreement must be changed accordingly, then upon notice of PCG, the LEA agrees to continue to perform services under this agreement as modified.

In the event that any updates or revisions to the most current HCPCS, CPT or ICD-9 codes should occur during the terms of this agreement, the LEA agrees to employ the most recent update or revision. PCG will use its best efforts to communicate with LEAs in advance about the substance and effective dates of updates and revisions however it is the LEAs responsibility to employ any updates and revisions without notice by PCG.

- 4.12 Entire Agreement This agreement constitutes the entire, complete and final agreement between the parties and supersedes any prior written or oral agreements with respect to the subject matter of this Agreement.

- 4.13 Limitation of Liability In no event shall either party be liable for indirect, special, consequential or punitive damages. The LEA shall be solely responsible for disallowances or refunds of funds claimed or received.

Definitions

- 5.01 Administrative Claiming Program is the quarterly claim which provides reimbursement for a percentage of time LEAs spend providing administrative support for direct services, as well as efforts by LEAs to assure the Title XIX eligible children and their families are informed about the Title XIX EPSDT program, are helped to understand its importance, and are encouraged to seek EPSDT services.
- 5.02 AHCCCS Medical Policy Manual (AMPM) provides information to Contractors and Providers regarding services covered within the AHCCCS program.
- 5.03 AHCCCSA is the Arizona Health Care Cost Containment System Administration and is defined by Arizona Revised Statutes, Title 36, Chapter 29.
- 5.04 ADOE is the Arizona Department of Education.
- 5.05 Claim refers to provider services documented on a CMS1500 form or transmitted to PCG electronically, either directly or through use of a PCG-approved clearinghouse.
- 5.06 Clean Claim refers to a claim that may be processed without obtaining additional information from the LEA or other provider of service. This is defined in Arizona Revised Statutes 36-2904.G.1, and rules within Title 9 of the Arizona Administrative Code governing AHCCCS programs and programs administered by AHCCCS.
- 5.07 Centers for Medicare & Medicaid Services (CMS) Federal governing entity that oversees the Medicare and Medicaid programs in the United States of America.
- 5.08 Contract refers to the present and future agreements between PCG and AHCCCS that authorize PCG to provide administrative services for payment of claims for qualified children under the Medicaid school-based claiming programs through contracts/agreements between PCG and LEAs.
- 5.09 Covered Services are all services available to qualified children pursuant to AHCCCS policies, the contract and PCG policies and procedures.
- 5.10 Direct Service Claiming Payment is the amount paid by PCG to the LEA for providing covered services, calculated according to the formula detailed in the Method of Compensation section of the Medicaid Direct Service Contract Document.
- 5.11 Direct Service Claiming Program is the program implemented by AHCCCS and ADOE to allow reimbursement for services AHCCCSA identified as being covered, are provided by the LEAs to Title XIX, Medicaid eligible children, and are part of the child's IEP.
- 5.12 Federal Funding a classification (originating source) of funding used to reimburse school district personnel.

- 5.13 Individuals with Disabilities Education Act (IDEA) was established in Federal statute and ensures children with special educational needs receive a free and appropriate public education.
- 5.14 Individualized Education Plan (IEP) is the written plan developed and implemented to provide special education and other related services to a child with a disability that is determined eligible for such services under IDEA, Part B.
- 5.15 The Local Education Agency (LEA) recorded within the General Provisions of this agreement is a public school district, non-affiliated charter school or the Arizona School for the Deaf and the Blind (ASDB) that desires to participate in the PCG contract network and employs or contracts with health care providers who registered with AHCCCS to provide covered services to qualified children and hereinafter shall be referred to as the Participating Healthcare Provider.
- 5.16 Medicaid Administrative Claiming (MAC) Program provides a means for school districts/charter schools to receive federal reimbursement for Medicaid outreach and administrative activities that support students receiving health services, such as referrals made for health services, and the coordination of health services.
- 5.17 Medically Necessary generally refers to covered services that prevent disease, disability or other adverse health conditions or progression of such, or prolong life. They must be provided by a qualified provider within the scope of his/her practice under state law. AHCCCS rules, requirements and policies determine if a particular service is medically necessary for the purposes of Direct Service Claiming compensation.
- 5.18 Participating Provider refers to independent providers under contract with or employed by the LEA to provide specific covered services to qualified children.
- 5.19 Participating LEA is a LEA that signed a participation agreement with PCG for the purpose of billing AHCCCSA for covered services provided to qualified children.
- 5.20 Participating Healthcare Provider (PHP) is a health care provider duly licensed/certified in the State of Arizona, if applicable.
- 5.21 Qualified Child is a child at least three years old and under age 22, and who has been determined by AHCCCSA to be eligible under Title XIX of the Social Security Act, and who has been determined by the LEA to be eligible for special education services provided under IDEA and A.R.S §36-2907.
- 5.22 Qualified Provider is an individual who is eligible to provide services under the Direct Service Claiming Program. Such provider must be a registered AHCCCS provider either employed or under contract with a LEA, or an employee or contractor of the LEA providing services for which the LEA is a registered provider.
- 5.23 Related Services are the services defined by 34 CFR 300.34 that are provided to children who qualify for special education services in order to benefit from special education services under IDEA.

- 5.24 Record is the health or medical record of a qualified child that documents the covered services that were received by a qualified child. These records include but are not limited to the student's IEP, treatment plans, billing records, evaluations, summary of progress, treatment dates and descriptions, and signatures of the providers of service.
- 5.25 Random Moment Time Study (RMTS) is a federally accepted method for documenting the time school district personnel spend on Medicaid outreach and administrative activities.
- 5.26 Special Education Services are services defined under 34 CFR 300.39 that are provided to a qualified child in order that the child may benefit from the free and appropriate education guaranteed under IDEA.
- 5.27 Third Party is a person, entity or program that is or may be liable to pay all or part of the medical cost of injury, disability or disease for an AHCCCS applicant, eligible person or qualified child, as defined by Arizona Administrative Code R9-22-1001.
- 5.28 Third Party Liability refers to, as defined by Arizona Administrative Code R9-22-1001, the obligation of a person, entity or program by agreement, circumstances or otherwise to pay all or part of the medical expenses incurred by the applicant, eligible person or qualified child.
- 5.29 Title XIX of the Social Security Act means Medicaid as defined in 42 U.S.C. 7.19.

[End of Definitions]

(1) MEDICAID DIRECT SERVICE CLAIMING CONTRACT DOCUMENTS

Direct Service Provisions

Basic Rights, Responsibilities and Obligations of the LEA

- 1.01 Covered Services The LEA will provide or arrange for the provision of specific covered services to qualified children in accordance with the terms of this agreement, as set forth in A.R.S. §36-2907 and pursuant to the child's Individualized Education Plan (IEP) and the AHCCCS Medical Policy Manual (AMPM). Failure to comply with the above mentioned regulations may result in claim denial.
- 1.02 Requesting Fees The LEA will not request fees from qualified children, qualified children's legal representatives, parents or guardians for covered services.
- 1.03 Notice of Credential or License Change The LEA agrees to notify PCG within one week of any legal or administrative proceeding or investigation that applies to the LEA, or health care providers contracted with or employed by the LEA to provide covered services, that may result in revision, revocation, censure, dismissal, suspension or limitation of any of the following:
1. Transportation provider driver's license
 2. License to provide health care service
 3. Narcotics license
 4. Certification or authority to treat patients covered by Medicare or Medicaid
- 1.04 Professional Standards The LEA will provide covered services in a manner consistent with the professional standards of care generally accepted by the medical or other relevant community of the LEA.
- 1.05 Confidentiality The LEA will treat records of qualified children as confidential and will comply with all applicable federal and state laws, rules and regulations, regarding release of a qualified child's records to PCG or AHCCCSA without written permission from the qualified child or his/her representative.
- 1.06 Grievances Actions by PCG may be grieved or appealed by the LEA. The LEA agrees to adhere to grievance policies and procedures. The LEA also agrees to assist PCG in investigating or resolving any grievance.
- 1.07 Claims Reporting and Compensation The LEA will file claims and receive compensation from PCG in accordance with applicable provisions included in this agreement.
- 1.08 LEA Registration The LEA must register with AHCCCS as a group biller and ensure that all providers who must also register with AHCCCS are in fact registered and that they have authorized the LEA to serve as a billing agent.

- 1.09 NPI Number The LEA must obtain a National Provider ID (NPI), notify AHCCCS of the number and ensure that all providers requiring an NPI (all except Health Aides and Transportation) obtain one and notify AHCCCS of the number.
- 1.10 The LEA shall ensure that the student meets the definition of a qualified child prior to billing PCG for the medically necessary claim. Failure to verify eligibility may result in a claim denial.
- 1.11 The LEA agrees to render services to qualified children who are diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or AIDS-related Complex (ARC) in the same manner and to the extent as other qualified children and under the compensation terms set forth herein.
- 1.12 The LEA agrees to utilize current CPT, HCPCS and ICD-9 coding guidelines or any alternative coding authorized by AHCCCS.
- 1.13 The LEA and all PHPs contracted with or employed by it shall maintain in full force and effect and be covered at all times during the term of this agreement by liability insurance including both nose and tail coverage as well as the other insurance requirements contained within Section 4.05 of the General Provisions of this agreement.
- 1.14 The LEA shall provide covered services on-site except in cases when the IEP requires that an eligible student be educated or treated in an alternative setting (e.g., at home, private special education program) other than at the school. In these cases, covered services provided to qualified children in these alternative settings may be reimbursed. Covered services provided to students at other locations (e. g., clinics, hospitals, etc.) are not reimbursable to the LEA.
- 1.15 By law, AHCCCS is the payer of last resort. It is the LEA's responsibility to determine the extent of third party coverage and bill all third party payers prior to billing PCG. Any payments received from a third party payer for a covered service must be reported on the claim form submitted to PCG.
- 1.16 The LEA must follow all applicable regulations regarding obtaining permission to bill any third party payer from a qualified child's parent or legal guardian.
- 1.17 The LEA must maintain a medical record for each qualified child who receives covered services through the Medicaid School-Based Claiming Program. Medical records should be well organized and comprehensive, with sufficient detail to promote effective patient care and quality review. Medical records shall be retained by the LEA for a period not less than five (5) years from the date of payment. Records under review by a state or federal agency must be maintained until review has been finalized even if time period of records exceed 5 years.
- 1.18 As defined by the AHCCCS Office of Medical Policy & Programs, each medical record must include:
- A copy of the qualified child's IEP
 - Applicable diagnostic or evaluation documentation
 - A plan of treatment with outcomes oriented goals

- An IEP is considered current and valid when the date of service falls within the date-span reflected on the IEP, and the IEP has been signed and dated by the appropriate qualified medical providers for each claimable service.
 - The IEP must contain a “prescription” or recommendation for each medical service including details regarding the scope, frequency and duration. The appropriate qualified provider for each particular service identified in the IEP must determine and include in the IEP the scope, frequency and duration for the medical service under his/her direction. The IEP must be signed and dated by the appropriate qualified medical provider(s).
 - Periodic summary reports, that are signed and dated, of the qualified child’s progress toward treatment goals
 - Provider-signed and dated service logs, including the date and description of services and/or modalities (also known as clinical notes) provided by the signing provider
- 1.19 A LEA receiving DSC funds will be subject to a compliance review conducted no less than once every three years. LEAs not meeting compliance standards will be subject to sanctions for failure to comply as defined in the program handbook.
- 1.20 The LEA will cooperate with periodic DSC compliance reviews conducted by PCG and will comply with recommendations that result from those compliance reviews.
- 1.21 Any recoupment or disallowance of funds due to an audit exception or compliance review, deferral or denial deemed appropriate by CMS or AHCCCS will be the responsibility of the LEA, even after withdrawal from the program. PCG shall have no liability in such circumstances.
- 1.22 The LEA will designate an employee(s) to act as liaison with PCG for issues concerning this agreement, administration of the program and financial information. The LEA may choose to designate more than one person based on roles and responsibilities. If the designated employee(s) changes roles or leaves the district the LEA must provide notice to PCG within twenty (20) business days.

Covered Services

- 2.01 Covered services are those services as defined in the AHCCCS Medical Policy Manual AMPM.
- 2.02 The LEA shall provide or arrange for the provision of AHCCCS covered services to qualified children in accordance with the AMPM, program procedures and applicable statutes and regulations.
- 2.03 The LEA shall authorize the issuance of the claim in accordance with the Billing and Reporting Requirements section.

Billing and Reporting Requirements

3.01 In accordance with A.R.S. 36-2904 and Title 9 of the Arizona Administrative Code, the LEA must submit to PCG claims for covered services provided to a qualified child by the LEA within six months from date of service or the notification by AHCCCS of the retro enrollment of the qualified child, whichever date is later. Denied claims that were initially timely may be re-submitted within twelve months from the date of service or the notification of AHCCCS of the retro enrollment of the qualified child, whichever date is later.

3.02 At a minimum, all claims shall provide the following information and data:

1. Qualified child's name, sex and date of birth
2. Qualified child's AHCCCS ID number
3. Diagnosis Code(s) (ICD-9 Codes)
4. Procedure Code(s) (Current CPT Codes and/or HCPCS Codes),
5. Place of service
6. Date of service
7. The LEA's name, address and authorized signature
8. The LEA's group biller AHCCCS ID number
9. The LEA's National Provider ID (NPI) number
10. The provider's AHCCCS ID number
11. The provider's NPI number, if required
12. Explanation of Benefits, if applicable
13. Applicable costs to provide the service

Failure to submit any of the above information and data within the prescribed time period may result in payment delay and/or claim denial.

3.03 Claims for reimbursement of eligible services may be subject to a pre-payment review of the appropriate documentation necessary to support the claim. If the supporting information is not submitted, claims will be denied reimbursement.

3.04 Claims may be submitted to PCG directly through the web-based claiming system, CMS1500 form or through another PCG approved method. Original CMS 1500 forms must be mailed to:

Public Consulting Group
101 N. First Avenue, Suite 1800
Phoenix, AZ 85003
Attn: DSC Claims

Faxes or copies of CMS1500 forms will not be accepted.

Method of Compensation

- 4.01 PCG shall pay the LEA for the delivery of covered services to qualified children during the terms of this agreement on a fee-for-service payment basis. PCG will pay the LEA for covered services in accordance with the AHCCCS fee schedule or the actual cost to the LEA to provide the services, whichever is less, times the appropriate FMAP rate, less any applicable administration fees. The LEA shall not charge qualified children, their legal representatives, parents or guardians for services for which AHCCCS has denied payment as not a medically necessary service or not a covered service. The LEA shall not seek any additional reimbursement from qualified children. All payments shall be sent from PCG to the LEA directly or to a designee of the LEA. The LEA is responsible for payment to all employed staff or contracted providers. PCG shall retain administrative fees associated with claim recoupments identified by PCG during a compliance review. PCG shall only be obligated to pay the LEA such amounts as PCG receives from AHCCCS with respect to the LEA.

(2) MEDICAID ADMINISTRATIVE CLAIMING CONTRACT DOCUMENTS

Medicaid Administrative Claim Provisions

Basic Rights, Responsibilities and Obligations of the LEA

- 1.01 The LEA agrees to participate in the Administrative Claiming Program.
- 1.02 The time accounting system used by the LEA or its contractor must comply with the requirements contained in OMB Circular A-87 and 45 CFR.
- 1.03 The LEA must follow the policies and procedures contained in the AHCCCS "Medicaid Administrative Claiming Program Guide" as submitted to CMS for approval.
- 1.04 Any recoupment or disallowance of funds due to an audit exception or compliance review, deferral or denial deemed appropriate by CMS or AHCCCS will be the responsibility of the LEA, even after withdrawal from the program. PCG shall have no liability in such circumstances.
- 1.05 The LEA will maintain or coordinate a contractor's assistance in maintaining an AHCCCS/CMS approved administrative claiming program to include training, the use of standardized sample forms, sampling, the development and maintenance of clearly identifiable cost accounting pools and the application of sample percentages to accounting pools in a manner which will document the process for audits.
- 1.06 The LEA will submit claims to PCG for administrative activities on a quarterly basis. Each claim will be accompanied by an AHCCCS certification of funds form indicating that sufficient funds were available to support the non-federal share of the cost of each claim. The certification of funds form must be signed by an authorized financial representative on behalf of the LEA. The non-federal share must be funds other than federal dollars.
- 1.07 The LEA will maintain and be able to produce within specified time frames requested records and material for CMS or AHCCCS audits.
- 1.08 The LEA will designate an employee to act as liaison with PCG for issues concerning this agreement, administration of the program and financial information. The LEA may choose to designate more than one person based on roles and responsibilities. If the designated employee (s) changes roles or leaves the district the LEA must provide notice to PCG within twenty (20) business days.
- 1.09 The authorized financial LEA representative is required to certify the funds reported for the quarterly Medicaid Administrative claim and certification of match.
- 1.10 The LEA will maintain an active group biller number with AHCCCS.

- 1.11 The LEA will participate in the Medicaid Direct Service Program.
- 1.12 The LEA will meet all deadlines to submit required information to PCG for the purposes of the program.
- 1.13 The LEA shall monitor employee participation to ensure that every RMTS form is completed. LEAs not meeting the minimum compliance rate quarterly may be subject to sanctions as defined in the program handbook.
- 1.14 A LEA receiving MAC funds will be subject to a compliance review conducted no less than once every three years. LEAs not meeting compliance standards will be subject to sanctions for failure to comply as defined in the program handbook.
- 1.15 The LEA will cooperate with periodic MAC compliance reviews conducted by PCG and will comply with recommendations that result from those compliance reviews.

Basic Rights and Obligations of PCG

- 2.01 PCG has developed a description of Medicaid reimbursable administrative claiming activities performed by LEA contract or salaried staff. This list is in accordance with Center for Medicare and Medicaid Services (CMS) guidelines. A description of the Administrative claiming activities can be found in the AHCCCS "Medicaid Administrative Claiming Guide."
- 2.02 PCG will review LEA administrative claims for Medicaid reimbursement on a quarterly basis.
- 2.03 PCG will complete all required documentation as set forth by CMS guidelines and reimburse the LEA based on federally established rates of 50 percent of the cost of allowable administrative activities performed by designated personnel.
- 2.04 PCG will complete all required documentation as set forth by CMS guidelines and reimburse the LEA 100 percent of the federal share of actual and reasonable costs for Medicaid administrative activities provided by LEAs, as determined by CMS approved cost allocation methodologies and time study formulas.
- 2.05 PCG will prepare claims for AHCCCS to forward for funding to CMS for Title XIX participation.
- 2.06 PCG will produce any Medicaid specific reports deemed necessary for the LEA.
- 2.07 PCG will notify the LEA in the event of any changes made by CMS to federal matching percentages or costs eligible for match.
- 2.08 PCG will reimburse the LEA for administrative claiming where allowed under CMS's policies and procedures for the program.
- 2.09 PCG will periodically monitor the LEA files pertaining to administrative claiming for compliance with record keeping requirements for reporting reimbursable activities and capturing time, as well as the sampling process and results.

- 2.10 PCG will develop procedures for recoupment from the LEA, if warranted by appropriate state or federal monitoring authorities.
- 2.11 PCG will conduct a compliance review for LEAs that receive DSC and/or MAC funds no less than once every three years. PCG will make appropriate recommendations to the LEA that does not meet compliance standards consistent with the Medicaid School Based Claiming Program.

Confidentiality

- 3.01 The LEA agrees to safeguard the use and disclosure of information pertaining to current or former Medicaid beneficiaries and agrees to comply with all state and federal laws pertaining to confidentiality of patient and student information.

Effective Date, Changes, Life of this Agreement

- 4.01 The effective date of this agreement will be the first day of the first quarter during which valid time studies were conducted where the LEA participated and are subject to CMS approval.
- 4.02 Changes may be made to the agreement in the form of amendments and must be signed by all parties.
- 4.03 Changes in the CMS matching percentage or costs eligible for match will not be made via this agreement but will be applied pursuant to changes in applicable Medicaid federal regulations and effective the date specified by CMS.
- 4.04 This agreement will commence on the effective date set forth on the signatory page and will automatically renew for every 12 month period until one of the following occurs:
 - 1. Either party gives thirty days written notice prior to the next renewal date of intention not to renew.
 - 2. The agreement is terminated pursuant to section 4.05 or 4.06 of this agreement.
- 4.05 This agreement may be terminated with or without cause upon thirty days written notice of either party.
- 4.06 This agreement may be terminated pursuant to ARS 38-511.

Compensation

- 5.01 PCG will compensate the LEA in the manner described by AHCCCS in the scope of work in the RFP or subsequent methodology documents. PCG is obligated to reimburse funds to the extent that PCG receives funds from AHCCCS, excluding appropriate fees as agreed between AHCCCS and PCG.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action

FROM: Dr. Susan J. Cook, Superintendent Discussion

DATE: August 26, 2010 Information

AGENDA ITEM: *Memoranda of Understanding with Communities in Schools Arizona on Behalf of Royal Palm Middle School, Sunnyslope School, Mountain View School, Shaw Butte School, Maryland School and Desert View School 1st Reading

INITIATED BY: Dorothy Watkins, LCSW, Administrator of Social Services SUBMITTED BY: D. Rex Shumway, Legal Counsel

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: DDA

SUPPORTING DATA

Funding Source: Grants
Budgeted: Yes

Over the years, Communities in Schools Arizona (CISA) has partnered with the Washington Elementary School District (WESD) to bring community resources to meet the academic and non-academic needs of students in several WESD schools, with specific emphasis on vital resources and services to address the needs of low-income and disadvantaged youth. CISA provides resources and services such as after-school programs, food assistance, clothing, school supplies, parent education and involvement activities, ESL programs, and health and dental care across the school campuses. CISA uses existing resources efficiently and leverages funding to effectively provide students with the National Communities in Schools five basic principles:

- A one-on-one relationship with a caring adult.
- A safe place to learn and grow.
- A healthy start and a healthy future.
- A marketable skill to use upon graduation.
- A chance to give back to peers and community.

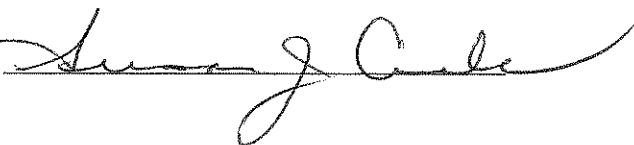
The terms for each of the MOUs is September 13, 2010 through August 27, 2011.

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Memoranda of Understanding with Communities in Schools Arizona on behalf of Royal Palm Middle School, Sunnyslope School, Mountain View School, Shaw Butte School, Maryland School and Desert View School and authorize the WESD Officials named in the respective MOUs to execute the memoranda on behalf of the District.

Superintendent



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

Agenda Item *X.V.



MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is being entered into by and between Communities In Schools Arizona and its regional network, Communities In Schools Greater Phoenix with its principal place of business at 333 East Virginia Avenue, Suite 208, Phoenix, Arizona 85004 (hereinafter referred to as "CIS Greater Phoenix") and Washington Elementary School District and Royal Palm Middle School, a K-8 school located at 8520 N. 19th Avenue., Phoenix, AZ. 85021 (hereinafter referred to as "Royal Palm Middle School") and is effective September 13, 2010, upon execution by both parties. This Memorandum of Agreement shall hereinafter be referred to as "memorandum" or "memorandum of agreement".

In consideration of the mutual promises stated herein and other good and valuable consideration as may be involved, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to work together in support of the students and their families of Royal Palm Middle School and, more specifically, to carry out the commitments stated below for each of the Parties. Communities In Schools believes that every child needs and deserves these "Five Basics":

1. A one-on-one relationship with a caring adult
2. A safe place to learn and grow
3. A healthy start and a healthy future
4. A marketable skill to use upon graduation
5. A chance to give back to peers and community

CIS Greater Phoenix programs are designed to provide students with at least one of these real basics through supportive guidance, academic intervention, educational enrichment, health/human services, and college/career readiness.

Purpose

The purpose of this memorandum of agreement is to outline the scope of services that CIS Greater Phoenix will provide for Royal Palm Middle School. Principal objectives for the relationship shall be to:

1. Enter into a collaborative relationship for the delivery of services for Royal Palm Middle School.
2. Extend access to the students and families of Royal Palm Middle School to community resource and referrals through utilization of the CIS Arizona "community school" service model.

Term

It is mutually agreed that CIS Greater Phoenix and Royal Palm Middle School will collaborate in the provision of services as described below during a period beginning September 13, 2010 through August 27, 2011 under the following terms and conditions.

Modifications

This memorandum may be amended at any time by an agreement in writing executed by authorized representatives of Communities In Schools of Arizona, Communities In Schools of Greater Phoenix, Washington Elementary School District and Royal Palm Middle School.

Services to Be Rendered

Communities In Schools Greater Phoenix Responsibilities and Action Items:

In order to provide the foundation for sustainable community-based partnerships with Royal Palm Middle School, CIS Greater Phoenix will:

1. Provide a FTE site-based Community Resource Coordinator (AmeriCorps member or CIS Arizona staff) on campus five days a week as a point of contact in planning and managing all CIS Arizona operations in partnership with school staff.
2. Conduct a comprehensive school- and student-level needs assessment based on multiple sources of data.
3. Perform a community asset assessment and identification of potential partners.
4. Create and implement campus plans for school-level prevention and individual intervention strategies.
5. Deliver appropriate combinations of widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students with significant risk factors.
6. Implement a systematic data collection plan to evaluate the effectiveness of services as it relates to achieving school-wide goals, addressing individual student needs, monitoring and adjustment of services as needed to maximize effectiveness and impact.
7. Provide monthly opportunities for information exchange between CIS Greater Phoenix staff and school site stakeholders (administrators, counselors, social workers, parent/family liaisons, etc.), including information related to the CIS Greater Phoenix referral process.
8. Document the value of all donations and services received through CIS Greater Phoenix for the school, and update the site team on the value of resources on a quarterly basis.

Royal Palm Middle School Responsibilities and Action Items:

In order to assist CIS Greater Phoenix in creating sustainable partnerships to support the needs of students and eliminate the barriers to their success, Royal Palm Middle School will:

1. Participate in at least two site visits per year by CIS Greater Phoenix management.
2. Provide access to a workspace location – including a computer with internet access, dedicated email address, individual phone and copier access – on the campus for the appropriate delivery of programs and services.
3. Agree to focus programming efforts within the CIS “Five Basics” (referenced in the overview).
4. Ensure that processes are in place to accommodate widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students.
5. Provide a point of contact at the school site to serve as a liaison to CIS Greater Phoenix staff.
6. Ensure that the CIS Greater Phoenix staff member responsibilities will not result in the displacement of employed workers or impair existing contracts for services.
7. Provide timely and consistent communication regarding problems or issues in the effective delivery of the program or service.
8. Develop a school site team to meet as needed with CIS Greater Phoenix staff for the purpose of planning and developing appropriate strategies for school programming, including needs assessment and annual objectives.
9. Include Community Resource Coordinator in school staff meetings/trainings, treating the assigned staff as a member of the school.
10. Display appropriate signage designating the school as a CIS Greater Phoenix program site.
11. Use the CIS Greater Arizona logo on all partnership marketing materials generated by the school and/or district.
12. Provide CIS Greater Arizona staff access to the principal, teachers and students in order to feature stories about the challenges facing our schools and highlight the ways the community can support improvement efforts.
13. Provide access and assistance to appropriate data and information for program evaluation, including (but not limited to): distribution of approved surveys, as needed; student demographic

information; information regarding district variances and mobility; student and teacher access to technology and academic materials

Entire Understanding

This Memorandum of Agreement sets forth the entire arrangement between the parties and supersedes all prior oral and written understandings, representations, and discussions between the parties respecting the subject matter of this agreement.

Termination

Either party upon 30 days written notice to the other party may terminate this agreement.

All parties shall not discriminate against any applicant for service because of race, color, religion, sex, national origin, age, familial status, or physical/mental handicap.

All parties agree to comply with all state and federal laws, rules, rules, regulations and executive orders, including, but not limited to, the confidentiality limitation imposed regarding student education records under the Family Educational Rights and Privacy

Signature	Date
Lloyd Hopkins, Regional Director, Communities In Schools – Greater Phoenix	

Signature	Date
Laura Magruder, M. Ed., State Director & CEO, Communities In Schools Arizona	

Signature	Date
Leonard Hoover, Principal, Royal Palm Middle School	

Signature	Date
Dr. Susie Cook, Superintendent, Washington Elementary School District	



Communities
In Schools

Greater Phoenix

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is being entered into by and between Communities In Schools Arizona and its regional network, Communities In Schools Greater Phoenix with its principal place of business at 333 East Virginia Avenue, Suite 208, Phoenix, Arizona 85004 (hereinafter referred to as "CIS Greater Phoenix") and Washington Elementary School District and Sunnyslope School, a K-8 school located at 245 E. Mountain View Rd., Phoenix, AZ. 85020 (hereinafter referred to as "Sunnyslope School") and is effective September 13, 2010, upon execution by both parties. This Memorandum of Agreement shall hereinafter be referred to as "memorandum" or "memorandum of agreement".

In consideration of the mutual promises stated herein and other good and valuable consideration as may be involved, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to work together in support of the students and their families of Sunnyslope School and, more specifically, to carry out the commitments stated below for each of the Parties. Communities In Schools believes that every child needs and deserves these "Five Basics":

1. A one-on-one relationship with a caring adult
2. A safe place to learn and grow
3. A healthy start and a healthy future
4. A marketable skill to use upon graduation
5. A chance to give back to peers and community

CIS Greater Phoenix programs are designed to provide students with at least one of these real basics through supportive guidance, academic intervention, educational enrichment, health/human services, and college/career readiness.

Purpose

The purpose of this memorandum of agreement is to outline the scope of services that CIS Greater Phoenix will provide for Sunnyslope School. Principal objectives for the relationship shall be to:

1. Enter into a collaborative relationship for the delivery of services for Sunnyslope School.
2. Extend access to the students and families of Sunnyslope School to community resource and referrals through utilization of the CIS Arizona "community school" service model.

Term

It is mutually agreed that CIS Greater Phoenix and Sunnyslope School will collaborate in the provision of services as described below during a period beginning September 15, 2010 through August 27, 2011 under the following terms and conditions.

Modifications

This memorandum may be amended at any time by an agreement in writing executed by authorized representatives of Communities In Schools of Arizona, Communities In Schools of Greater Phoenix, Washington Elementary School District and Sunnyslope School.

Services to Be Rendered

Communities In Schools Greater Phoenix Responsibilities and Action Items:

In order to provide the foundation for sustainable community-based partnerships with Sunnyslope School, CIS Greater Phoenix will:

1. Provide a FTE site-based Community Resource Coordinator (AmeriCorps member or CIS Arizona staff) on campus five days a week as a point of contact in planning and managing all CIS Arizona operations in partnership with school staff.
2. Conduct a comprehensive school- and student-level needs assessment based on multiple sources of data.
3. Perform a community asset assessment and identification of potential partners.
4. Create and implement campus plans for school-level prevention and individual intervention strategies.
5. Deliver appropriate combinations of widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students with significant risk factors.
6. Implement a systematic data collection plan to evaluate the effectiveness of services as it relates to achieving school-wide goals, addressing individual student needs, monitoring and adjustment of services as needed to maximize effectiveness and impact.
7. Provide monthly opportunities for information exchange between CIS Greater Phoenix staff and school site stakeholders (administrators, counselors, social workers, parent/family liaisons, etc.), including information related to the CIS Greater Phoenix referral process.
8. Document the value of all donations and services received through CIS Greater Phoenix for the school, and update the site team on the value of resources on a quarterly basis.

Sunnyslope School Responsibilities and Action Items:

In order to assist CIS Greater Phoenix in creating sustainable partnerships to support the needs of students and eliminate the barriers to their success, Sunnyslope School will:

1. Participate in at least two site visits per year by CIS Greater Phoenix management.
2. Provide access to a workspace location – including a computer with internet access, dedicated email address, individual phone and copier access – on the campus for the appropriate delivery of programs and services.
3. Agree to focus programming efforts within the CIS “Five Basics” (referenced in the overview).
4. Ensure that processes are in place to accommodate widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students.
5. Provide a point of contact at the school site to serve as a liaison to CIS Greater Phoenix staff.
6. Ensure that the CIS Greater Phoenix staff member responsibilities will not result in the displacement of employed workers or impair existing contracts for services.
7. Provide timely and consistent communication regarding problems or issues in the effective delivery of the program or service.
8. Develop a school site team to meet as needed with CIS Greater Phoenix staff for the purpose of planning and developing appropriate strategies for school programming, including needs assessment and annual objectives.
9. Include Community Resource Coordinator in school staff meetings/trainings, treating the assigned staff as a member of the school.
10. Display appropriate signage designating the school as a CIS Greater Phoenix program site.
11. Use the CIS Greater Arizona logo on all partnership marketing materials generated by the school and/or district.
12. Provide CIS Greater Arizona staff access to the principal, teachers and students in order to feature stories about the challenges facing our schools and highlight the ways the community can support improvement efforts.
13. Provide access and assistance to appropriate data and information for program evaluation, including (but not limited to): distribution of approved surveys, as needed; student demographic

information; information regarding district variances and mobility; student and teacher access to technology and academic materials

Entire Understanding

This Memorandum of Agreement sets forth the entire arrangement between the parties and supersedes all prior oral and written understandings, representations, and discussions between the parties respecting the subject matter of this agreement.

Termination

Either party upon 30 days written notice to the other party may terminate this agreement.

All parties shall not discriminate against any applicant for service because of race, color, religion, sex, national origin, age, familial status, or physical/mental handicap.

All parties agree to comply with all state and federal laws, rules, rules, regulations and executive orders, including, but not limited to, the confidentiality limitation imposed regarding student education records under the Family Educational Rights and Privacy

Signature	Date
Lloyd Hopkins, Regional Director, Communities In Schools – Greater Phoenix	

Signature	Date
Laura Magruder, M. Ed., State Director & CEO, Communities In Schools Arizona	

Signature	Date
Lori Ritz, Principal, Sunnyslope School	

Signature	Date
Dr. Susie Cook, Superintendent, Washington Elementary School District	



MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is being entered into by and between Communities In Schools Arizona and its regional network, Communities In Schools Greater Phoenix with its principal place of business at 333 East Virginia Avenue, Suite 208, Phoenix, Arizona 85004 (hereinafter referred to as "CIS Greater Phoenix") and Washington Elementary School District and Mountain View School, a K-8 school located at 801 E. Mountain View Rd., Phoenix, AZ. 85029 (hereinafter referred to as "Mountain View School") and is effective September 13, 2010, upon execution by both parties. This Memorandum of Agreement shall hereinafter be referred to as "memorandum" or "memorandum of agreement".

In consideration of the mutual promises stated herein and other good and valuable consideration as may be involved, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to work together in support of the students and their families of Mountain View School and, more specifically, to carry out the commitments stated below for each of the Parties. Communities In Schools believes that every child needs and deserves these "Five Basics":

1. A one-on-one relationship with a caring adult
2. A safe place to learn and grow
3. A healthy start and a healthy future
4. A marketable skill to use upon graduation
5. A chance to give back to peers and community

CIS Greater Phoenix programs are designed to provide students with at least one of these real basics through supportive guidance, academic intervention, educational enrichment, health/human services, and college/career readiness.

Purpose

The purpose of this memorandum of agreement is to outline the scope of services that CIS Greater Phoenix will provide for Mountain View School. Principal objectives for the relationship shall be to:

1. Enter into a collaborative relationship for the delivery of services for Mountain View School.
2. Extend access to the students and families of Mountain View School to community resource and referrals through utilization of the CIS Arizona "community school" service model.

Term

It is mutually agreed that CIS Greater Phoenix and Mountain View School will collaborate in the provision of services as described below during a period beginning September 15, 2010 through August 27, 2011 under the following terms and conditions.

Modifications

This memorandum may be amended at any time by an agreement in writing executed by authorized representatives of Communities In Schools of Arizona, Communities In Schools of Greater Phoenix, Washington Elementary School District and Mountain View School.

Services to Be Rendered

Communities In Schools Greater Phoenix Responsibilities and Action Items:

In order to provide the foundation for sustainable community-based partnerships with Mountain View School, CIS Greater Phoenix will:

1. Provide a FTE site-based Community Resource Coordinator (AmeriCorps member or CIS Arizona staff) on campus five days a week as a point of contact in planning and managing all CIS Arizona operations in partnership with school staff.
2. Conduct a comprehensive school- and student-level needs assessment based on multiple sources of data.
3. Perform a community asset assessment and identification of potential partners.
4. Create and implement campus plans for school-level prevention and individual intervention strategies.
5. Deliver appropriate combinations of widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students with significant risk factors.
6. Implement a systematic data collection plan to evaluate the effectiveness of services as it relates to achieving school-wide goals, addressing individual student needs, monitoring and adjustment of services as needed to maximize effectiveness and impact.
7. Provide monthly opportunities for information exchange between CIS Greater Phoenix staff and school site stakeholders (administrators, counselors, social workers, parent/family liaisons, etc.), including information related to the CIS Greater Phoenix referral process.
8. Document the value of all donations and services received through CIS Greater Phoenix for the school, and update the site team on the value of resources on a quarterly basis.

Mountain View School Responsibilities and Action Items:

In order to assist CIS Greater Phoenix in creating sustainable partnerships to support the needs of students and eliminate the barriers to their success, Mountain View School will:

1. Participate in at least two site visits per year by CIS Greater Phoenix management.
2. Provide access to a workspace location – including a computer with internet access, dedicated email address, individual phone and copier access – on the campus for the appropriate delivery of programs and services.
3. Agree to focus programming efforts within the CIS “Five Basics” (referenced in the overview).
4. Ensure that processes are in place to accommodate widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students.
5. Provide a point of contact at the school site to serve as a liaison to CIS Greater Phoenix staff.
6. Ensure that the CIS Greater Phoenix staff member responsibilities will not result in the displacement of employed workers or impair existing contracts for services.
7. Provide timely and consistent communication regarding problems or issues in the effective delivery of the program or service.
8. Develop a school site team to meet as needed with CIS Greater Phoenix staff for the purpose of planning and developing appropriate strategies for school programming, including needs assessment and annual objectives.
9. Include Community Resource Coordinator in school staff meetings/trainings, treating the assigned staff as a member of the school.
10. Display appropriate signage designating the school as a CIS Greater Phoenix program site.
11. Use the CIS Greater Arizona logo on all partnership marketing materials generated by the school and/or district.
12. Provide CIS Greater Arizona staff access to the principal, teachers and students in order to feature stories about the challenges facing our schools and highlight the ways the community can support improvement efforts.
13. Provide access and assistance to appropriate data and information for program evaluation, including (but not limited to): distribution of approved surveys, as needed; student demographic

information; information regarding district variances and mobility; student and teacher access to technology and academic materials

Entire Understanding

This Memorandum of Agreement sets forth the entire arrangement between the parties and supersedes all prior oral and written understandings, representations, and discussions between the parties respecting the subject matter of this agreement.

Termination

Either party upon 30 days written notice to the other party may terminate this agreement.

All parties shall not discriminate against any applicant for service because of race, color, religion, sex, national origin, age, familial status, or physical/mental handicap.

All parties agree to comply with all state and federal laws, rules, rules, regulations and executive orders, including, but not limited to, the confidentiality limitation imposed regarding student education records under the Family Educational Rights and Privacy

Signature

Lloyd Hopkins, Regional Director, Communities In Schools – Greater Phoenix

Date

Signature

Laura Magruder, M. Ed., State Director & CEO, Communities In Schools Arizona

Date

Signature

Mike Christensen, Principal, Mountain View School

Date

Signature

Dr. Susie Cook, Superintendent, Washington Elementary School District

Date

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is being entered into by and between Communities In Schools Arizona and its regional network, Communities In Schools Greater Phoenix with its principal place of business at 333 East Virginia Avenue, Suite 208, Phoenix, Arizona 85004 (hereinafter referred to as "CIS Greater Phoenix") and Washington Elementary School District and Shaw Butte Elementary School, a K-8 school located at 12202 N. 21st Avenue., Phoenix, AZ. 85029 (hereinafter referred to as "Shaw Butte Elementary School") and is effective September 13, 2010, upon execution by both parties. This Memorandum of Agreement shall hereinafter be referred to as "memorandum" or "memorandum of agreement".

In consideration of the mutual promises stated herein and other good and valuable consideration as may be involved, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to work together in support of the students and their families of Shaw Butte Elementary School and, more specifically, to carry out the commitments stated below for each of the Parties. Communities In Schools believes that every child needs and deserves these "Five Basics":

1. A one-on-one relationship with a caring adult
2. A safe place to learn and grow
3. A healthy start and a healthy future
4. A marketable skill to use upon graduation
5. A chance to give back to peers and community

CIS Greater Phoenix programs are designed to provide students with at least one of these real basics through supportive guidance, academic intervention, educational enrichment, health/human services, and college/career readiness.

Purpose

The purpose of this memorandum of agreement is to outline the scope of services that CIS Greater Phoenix will provide for Shaw Butte Elementary School. Principal objectives for the relationship shall be to:

1. Enter into a collaborative relationship for the delivery of services for Shaw Butte Elementary School.
2. Extend access to the students and families of Shaw Butte Elementary School to community resource and referrals through utilization of the CIS Arizona "community school" service model.

Term

It is mutually agreed that CIS Greater Phoenix and Shaw Butte Elementary School will collaborate in the provision of services as described below during a period beginning September 13, 2010 through August 27, 2011 under the following terms and conditions.

Modifications

This memorandum may be amended at any time by an agreement in writing executed by authorized representatives of Communities In Schools of Arizona, Communities In Schools of Greater Phoenix, Washington Elementary School District and Shaw Butte Elementary School.

Services to Be Rendered

Communities In Schools Greater Phoenix Responsibilities and Action Items:

In order to provide the foundation for sustainable community-based partnerships with Shaw Butte Elementary School, CIS Greater Phoenix will:

1. Provide a FTE site-based Community Resource Coordinator (AmeriCorps member or CIS Arizona staff) on campus five days a week as a point of contact in planning and managing all CIS Arizona operations in partnership with school staff.
2. Conduct a comprehensive school- and student-level needs assessment based on multiple sources of data.
3. Perform a community asset assessment and identification of potential partners.
4. Create and implement campus plans for school-level prevention and individual intervention strategies.
5. Deliver appropriate combinations of widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students with significant risk factors.
6. Implement a systematic data collection plan to evaluate the effectiveness of services as it relates to achieving school-wide goals, addressing individual student needs, monitoring and adjustment of services as needed to maximize effectiveness and impact.
7. Provide monthly opportunities for information exchange between CIS Greater Phoenix staff and school site stakeholders (administrators, counselors, social workers, parent/family liaisons, etc.), including information related to the CIS Greater Phoenix referral process.
8. Document the value of all donations and services received through CIS Greater Phoenix for the school, and update the site team on the value of resources on a quarterly basis.

Shaw Butte Elementary School Responsibilities and Action Items:

In order to assist CIS Greater Phoenix in creating sustainable partnerships to support the needs of students and eliminate the barriers to their success, Shaw Butte Elementary School will:

1. Participate in at least two site visits per year by CIS Greater Phoenix management.
2. Provide access to a workspace location – including a computer with internet access, dedicated email address, individual phone and copier access – on the campus for the appropriate delivery of programs and services.
3. Agree to focus programming efforts within the CIS "Five Basics" (referenced in the overview).
4. Ensure that processes are in place to accommodate widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students.
5. Provide a point of contact at the school site to serve as a liaison to CIS Greater Phoenix staff.
6. Ensure that the CIS Greater Phoenix staff member responsibilities will not result in the displacement of employed workers or impair existing contracts for services.
7. Provide timely and consistent communication regarding problems or issues in the effective delivery of the program or service.
8. Develop a school site team to meet as needed with CIS Greater Phoenix staff for the purpose of planning and developing appropriate strategies for school programming, including needs assessment and annual objectives.
9. Include Community Resource Coordinator in school staff meetings/trainings, treating the assigned staff as a member of the school.
10. Display appropriate signage designating the school as a CIS Greater Phoenix program site.
11. Use the CIS Greater Arizona logo on all partnership marketing materials generated by the school and/or district.
12. Provide CIS Greater Arizona staff access to the principal, teachers and students in order to feature stories about the challenges facing our schools and highlight the ways the community can support improvement efforts.
13. Provide access and assistance to appropriate data and information for program evaluation, including (but not limited to): distribution of approved surveys, as needed; student demographic

information; information regarding district variances and mobility; student and teacher access to technology and academic materials

Entire Understanding

This Memorandum of Agreement sets forth the entire arrangement between the parties and supersedes all prior oral and written understandings, representations, and discussions between the parties respecting the subject matter of this agreement.

Termination

Either party upon 30 days written notice to the other party may terminate this agreement.

All parties shall not discriminate against any applicant for service because of race, color, religion, sex, national origin, age, familial status, or physical/mental handicap.

All parties agree to comply with all state and federal laws, rules, regulations and executive orders, including, but not limited to, the confidentiality limitation imposed regarding student education records under the Family Educational Rights and Privacy

Signature	Date
Lloyd Hopkins, Regional Director, Communities In Schools – Greater Phoenix	

Signature	Date
Laura Magruder, M. Ed., State Director & CEO, Communities In Schools Arizona	

Signature	Date
Tracy Maynard, Principal, Shaw Butte Elementary School	

Signature	Date
Dr. Susie Cook, Superintendent, Washington Elementary School District	



MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is being entered into by and between Communities In Schools Arizona and its regional network, Communities In Schools Greater Phoenix with its principal place of business at 333 East Virginia Avenue, Suite 208, Phoenix, Arizona 85004 (hereinafter referred to as "CIS Greater Phoenix") and Washington Elementary School District and Maryland School, a K-8 school located at 6503 N. 21st Avenue., Phoenix, AZ. 85015 (hereinafter referred to as "Maryland School") and is effective September 13, 2010, upon execution by both parties. This Memorandum of Agreement shall hereinafter be referred to as "memorandum" or "memorandum of agreement".

In consideration of the mutual promises stated herein and other good and valuable consideration as may be involved, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to work together in support of the students and their families of Maryland School and, more specifically, to carry out the commitments stated below for each of the Parties. Communities In Schools believes that every child needs and deserves these "Five Basics":

1. A one-on-one relationship with a caring adult
2. A safe place to learn and grow
3. A healthy start and a healthy future
4. A marketable skill to use upon graduation
5. A chance to give back to peers and community

CIS Greater Phoenix programs are designed to provide students with at least one of these real basics through supportive guidance, academic intervention, educational enrichment, health/human services, and college/career readiness.

Purpose

The purpose of this memorandum of agreement is to outline the scope of services that CIS Greater Phoenix will provide for Maryland School. Principal objectives for the relationship shall be to:

1. Enter into a collaborative relationship for the delivery of services for Maryland School.
2. Extend access to the students and families of Maryland School to community resource and referrals through utilization of the CIS Arizona "community school" service model.

Term

It is mutually agreed that CIS Greater Phoenix and Maryland School will collaborate in the provision of services as described below during a period beginning September 13, 2010 through August 27, 2011 under the following terms and conditions.

Modifications

This memorandum may be amended at any time by an agreement in writing executed by authorized representatives of Communities In Schools of Arizona, Communities In Schools of Greater Phoenix, Washington Elementary School District and Maryland School.

Services to Be Rendered

Communities In Schools Greater Phoenix Responsibilities and Action Items:

In order to provide the foundation for sustainable community-based partnerships with Maryland School, CIS Greater Phoenix will:

1. Provide a FTE site-based Community Resource Coordinator (AmeriCorps member or CIS Arizona staff) on campus five days a week as a point of contact in planning and managing all CIS Arizona operations in partnership with school staff.
2. Conduct a comprehensive school- and student-level needs assessment based on multiple sources of data.
3. Perform a community asset assessment and identification of potential partners.
4. Create and implement campus plans for school-level prevention and individual intervention strategies.
5. Deliver appropriate combinations of widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students with significant risk factors.
6. Implement a systematic data collection plan to evaluate the effectiveness of services as it relates to achieving school-wide goals, addressing individual student needs, monitoring and adjustment of services as needed to maximize effectiveness and impact.
7. Provide monthly opportunities for information exchange between CIS Greater Phoenix staff and school site stakeholders (administrators, counselors, social workers, parent/family liaisons, etc.), including information related to the CIS Greater Phoenix referral process.
8. Document the value of all donations and services received through CIS Greater Phoenix for the school, and update the site team on the value of resources on a quarterly basis.

Maryland School Responsibilities and Action Items:

In order to assist CIS Greater Phoenix in creating sustainable partnerships to support the needs of students and eliminate the barriers to their success, Maryland School will:

1. Participate in at least two site visits per year by CIS Greater Phoenix management.
2. Provide access to a workspace location – including a computer with internet access, dedicated email address, individual phone and copier access – on the campus for the appropriate delivery of programs and services.
3. Agree to focus programming efforts within the CIS “Five Basics” (referenced in the overview).
4. Ensure that processes are in place to accommodate widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students.
5. Provide a point of contact at the school site to serve as a liaison to CIS Greater Phoenix staff.
6. Ensure that the CIS Greater Phoenix staff member responsibilities will not result in the displacement of employed workers or impair existing contracts for services.
7. Provide timely and consistent communication regarding problems or issues in the effective delivery of the program or service.
8. Develop a school site team to meet as needed with CIS Greater Phoenix staff for the purpose of planning and developing appropriate strategies for school programming, including needs assessment and annual objectives.
9. Include Community Resource Coordinator in school staff meetings/trainings, treating the assigned staff as a member of the school.
10. Display appropriate signage designating the school as a CIS Greater Phoenix program site.
11. Use the CIS Greater Arizona logo on all partnership marketing materials generated by the school and/or district.
12. Provide CIS Greater Arizona staff access to the principal, teachers and students in order to feature stories about the challenges facing our schools and highlight the ways the community can support improvement efforts.
13. Provide access and assistance to appropriate data and information for program evaluation, including (but not limited to): distribution of approved surveys, as needed; student demographic

information; information regarding district variances and mobility; student and teacher access to technology and academic materials

Entire Understanding

This Memorandum of Agreement sets forth the entire arrangement between the parties and supersedes all prior oral and written understandings, representations, and discussions between the parties respecting the subject matter of this agreement.

Termination

Either party upon 30 days written notice to the other party may terminate this agreement.

All parties shall not discriminate against any applicant for service because of race, color, religion, sex, national origin, age, familial status, or physical/mental handicap.

All parties agree to comply with all state and federal laws, rules, rules, regulations and executive orders, including, but not limited to, the confidentiality limitation imposed regarding student education records under the Family Educational Rights and Privacy

Signature	Date
Lloyd Hopkins, Regional Director, Communities In Schools – Greater Phoenix	

Signature	Date
Laura Magruder, M. Ed., State Director & CEO, Communities In Schools Arizona	

Signature	Date
Ann Roberts, K-8 Principal, Maryland School	

Signature	Date
Dr. Susie Cook, Superintendent, Washington Elementary School District	



MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is being entered into by and between Communities In Schools Arizona and its regional network, Communities In Schools Greater Phoenix with its principal place of business at 333 East Virginia Avenue, Suite 208, Phoenix, Arizona 85004 (hereinafter referred to as "CIS Greater Phoenix") and Washington Elementary School District and Desert View Elementary, a K-8 school located at 8621 N. 3rd St., Phoenix, AZ. 85020 (hereinafter referred to as "Desert View Elementary ") and is effective September 13, 2010, upon execution by both parties. This Memorandum of Agreement shall hereinafter be referred to as "memorandum" or "memorandum of agreement".

In consideration of the mutual promises stated herein and other good and valuable consideration as may be involved, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to work together in support of the students and their families of Desert View Elementary and, more specifically, to carry out the commitments stated below for each of the Parties. Communities In Schools believes that every child needs and deserves these "Five Basics":

1. A one-on-one relationship with a caring adult
2. A safe place to learn and grow
3. A healthy start and a healthy future
4. A marketable skill to use upon graduation
5. A chance to give back to peers and community

CIS Greater Phoenix programs are designed to provide students with at least one of these real basics through supportive guidance, academic intervention, educational enrichment, health/human services, and college/career readiness.

Purpose

The purpose of this memorandum of agreement is to outline the scope of services that CIS Greater Phoenix will provide for Desert View Elementary. Principal objectives for the relationship shall be to:

1. Enter into a collaborative relationship for the delivery of services for Desert View Elementary.
2. Extend access to the students and families of Desert View Elementary to community resource and referrals through utilization of the CIS Arizona "community school" service model.

Term

It is mutually agreed that CIS Greater Phoenix and Desert View Elementary will collaborate in the provision of services as described below during a period beginning September 15, 2010 through August 27, 2011 under the following terms and conditions.

Modifications

This memorandum may be amended at any time by an agreement in writing executed by authorized representatives of Communities In Schools of Arizona, Communities In Schools of Greater Phoenix, Washington Elementary School District and Desert View Elementary.

Services to Be Rendered

Communities In Schools Greater Phoenix Responsibilities and Action Items:

In order to provide the foundation for sustainable community-based partnerships with Desert View Elementary, CIS Greater Phoenix will:

1. Provide a FTE site-based Community Resource Coordinator (AmeriCorps member or CIS Arizona staff) on campus five days a week as a point of contact in planning and managing all CIS Arizona operations in partnership with school staff.
2. Conduct a comprehensive school- and student-level needs assessment based on multiple sources of data.
3. Perform a community asset assessment and identification of potential partners.
4. Create and implement campus plans for school-level prevention and individual intervention strategies.
5. Deliver appropriate combinations of widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students with significant risk factors.
6. Implement a systematic data collection plan to evaluate the effectiveness of services as it relates to achieving school-wide goals, addressing individual student needs, monitoring and adjustment of services as needed to maximize effectiveness and impact.
7. Provide monthly opportunities for information exchange between CIS Greater Phoenix staff and school site stakeholders (administrators, counselors, social workers, parent/family liaisons, etc.), including information related to the CIS Greater Phoenix referral process.
8. Document the value of all donations and services received through CIS Greater Phoenix for the school, and update the site team on the value of resources on a quarterly basis.

Desert View Elementary Responsibilities and Action Items:

In order to assist CIS Greater Phoenix in creating sustainable partnerships to support the needs of students and eliminate the barriers to their success, Desert View Elementary will:

1. Participate in at least two site visits per year by CIS Greater Phoenix management.
2. Provide access to a workspace location – including a computer with internet access, dedicated email address, individual phone and copier access – on the campus for the appropriate delivery of programs and services.
3. Agree to focus programming efforts within the CIS “Five Basics” (referenced in the overview).
4. Ensure that processes are in place to accommodate widely accessible prevention services and resources for the entire school population, coupled with coordinated, targeted and sustained intervention services and resources for individual students.
5. Provide a point of contact at the school site to serve as a liaison to CIS Greater Phoenix staff.
6. Ensure that the CIS Greater Phoenix staff member responsibilities will not result in the displacement of employed workers or impair existing contracts for services.
7. Provide timely and consistent communication regarding problems or issues in the effective delivery of the program or service.
8. Develop a school site team to meet as needed with CIS Greater Phoenix staff for the purpose of planning and developing appropriate strategies for school programming, including needs assessment and annual objectives.
9. Include Community Resource Coordinator in school staff meetings/trainings, treating the assigned staff as a member of the school.
10. Display appropriate signage designating the school as a CIS Greater Phoenix program site.
11. Use the CIS Greater Arizona logo on all partnership marketing materials generated by the school and/or district.
12. Provide CIS Greater Arizona staff access to the principal, teachers and students in order to feature stories about the challenges facing our schools and highlight the ways the community can support improvement efforts.
13. Provide access and assistance to appropriate data and information for program evaluation, including (but not limited to): distribution of approved surveys, as needed; student demographic

information; information regarding district variances and mobility; student and teacher access to technology and academic materials

Entire Understanding

This Memorandum of Agreement sets forth the entire arrangement between the parties and supersedes all prior oral and written understandings, representations, and discussions between the parties respecting the subject matter of this agreement.

Termination

Either party upon 30 days written notice to the other party may terminate this agreement.

All parties shall not discriminate against any applicant for service because of race, color, religion, sex, national origin, age, familial status, or physical/mental handicap.

All parties agree to comply with all state and federal laws, rules, rules, regulations and executive orders, including, but not limited to, the confidentiality limitation imposed regarding student education records under the Family Educational Rights and Privacy

Signature	Date
Lloyd Hopkins, Regional Director, Communities In Schools – Greater Phoenix	

Signature	Date
Laura Magruder, M. Ed., State Director & CEO, Communities In Schools Arizona	

Signature	Date
Maria Farmer, Principal, Desert View Elementary	

Signature	Date
Dr. Susie Cook, Superintendent, Washington Elementary School District	

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: August 26, 2010 Information
AGENDA ITEM: *Memorandum of Understanding with Valle del Sol – Family Service Center 1st Reading
INITIATED BY: Dorothy Watkins, LCSW SUBMITTED BY: Dorothy Watkins, Administrator
Administrator of Social Services of Social Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

Valle del Sol (VdS) is one of Arizona's largest non-profit, community-based organizations that provides services to children and families. Valle del Sol has been working with Washington Elementary School District #6 (WESD) for several years to provide community-based programming through a Family Resource Center on two campuses, Royal Palm and Washington.

Valle del Sol's Family Resource Centers serve families and children on a year-round basis. The Resource Centers offer a safe environment for families to access resources and educational opportunities, as well as become more involved in the community through the parent volunteer program.

Services focus on basic needs, family strengths, and family preservation while addressing topics such as self-esteem, problem solving, parenting, substance abuse and suicide prevention. Valle del Sol involves the whole community by collaborating with community organizations, school districts, principals, teachers, parents, children and family members. All services are available in English and Spanish.

WESD Administrator of Social Services, Dorothy Watkins, has reviewed services and concluded that a continued collaboration with VdS would most advantageously address the District's needs.

The previous memorandum of understanding was effective through June 30, 2010. Services through VdS began July 1, 2010 and will go through July 30, 2011. The MOU will automatically be renewed for the additional period of July 1, 2011 until June 30, 2012, unless either party provides written notification to the other party of its intent not to renew within 30 days prior to the expiration of the initial term. Either party may terminate this MOU at any time upon 30 days written notice.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Memorandum of Understanding with Valle Del Sol and authorize the Superintendent to execute the necessary documents.

Superintendent



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

Agenda Item *X.W.

***Memorandum of Understanding with Valle del Sol – Family Service Center**

August 26, 2010

Page 2

There is no cost for this program. The District is responsible for providing access and resources as outlined in the MOU.

The attached Memorandum of Understanding has been reviewed by District Legal Counsel.

MEMORANDUM OF UNDERSTANDING

Between

**Valle del Sol
3807 North 7th Street
Phoenix, Arizona 85014**

**Washington Elementary School District
4650 West Sweetwater
Glendale, AZ 85304**

This document defines the responsibilities of Valle del Sol (“VdS”) and the Washington Elementary School District (“WESD”). The following agreement is designed to assist VdS in the delivery of effective programs and services to children and families in WESD.

Valle del Sol is committed to providing school-based programs to strengthen families by coordinating existing social, educational and health resources and then bringing them to a school campus. By providing preventive measures through education and other support systems, we seize the opportunity to greatly reduce the risk factors faced by families living in our communities.

ESL, Computer skills, and all classes listed below can be delivered to children and families in the Washington Elementary School District in community settings, which is welcoming and convenient to the participants.

Youth Life Skills Promoting Health and Personal Development: Program emphasizes social skills necessary for students to successfully meet life’s challenges like tobacco use and drug abuse.

Grow With Us Coalition – A community-driven coalition focused on reducing youth marijuana use and abuse and its negative effects in and around the 85021 and 85051 ZIP codes.

Parent Training Program: A parenting program designed to incorporate participants’ cultural roots throughout the curriculum. Parents are guided through the process of helping their children become ethnically and culturally proficient to help them resist violence and substance abuse.

Valle del Sol’s Mission is inspiring positive change by investing in human services strengthening self-sufficiency for Families, and building the next generation of Latino Leaders. We join the Washington Elementary School District to strengthen families by encouraging parental involvement in their child’s school activities and performance, helping families to develop healthy behaviors and working to assist school staff in coordinating existing educational, social & health resources.

This agreement is based on the following outcomes as agreed upon by the Partnership Site Team:

Valle del Sol Overall Partnership Goal:

Our partnership goal is to work collaboratively with the Washington School District and other partners in both the development and sustainability of the Family Resource Centers.

Valle del Sol Partnership Outcomes

Long Term: Increase the number of Valle del Sol, Family Resource Centers within the Washington School District.

Mid Term: Meet established measures in the United Way contract.

Short Term: Establish the Valle del Sol, Family Resource Centers Model in Washington Elementary and Royal Palm Middle School.

Valle del Sol will:

1. Provide one (2) Resource Center Coordinator, 4 days a week on two-school campuses, Royal Palm Middle School and Washington Elementary. The Resource Center Coordinators will act as a point of contact and, serve as a liaison to the school administrators, parents and staff.
2. Provide timely and consistent communication regarding problems or issues regarding the effective delivery of the program service.
3. Provide opportunities for the school to access services for students, teachers and families to programs and services that may include:

Educational Programs

Parenting Classes
ESL Adults
Computer Training Adults
Life Skill Classes Youth

Social Activities/ Programs

Volunteer Program
Parental School Involvement
Holiday Assistance
Assistance with Recreational/ Social Activities for Families- Fairs, Sports, PTO
Educational Programs
Grow With Us Coalition

Health Resources

Prevention Workshops
Uniform Assistance as available
Food Boxes
Clothing Closet as available
Referrals to other Services

4. Create tools to measure progress on agreed upon outcomes including satisfaction surveys. Gather data for outcome measurement and report data to United Way Valley of the Sun and Valle del Sol's internal Quality Management Committee and designated Washington Elementary School District representative.
5. Document the value of all donations and services brought to the Washington Elementary School District and update site team on the value of resources on as needed basis.
6. The School and Valle del Sol have an option to accept or decline services based on needs, capacity or interest.

The Washington Elementary Public Schools will:

1. Provide both a school-based and regional staff person as point of contact to serve as liaison to Valle del Sol, Inc.
2. Provide WESD email
3. Designate school and district participation in the Grow With Us Coalition. This includes but is not limited to monthly and/or quarterly participation in coalition meetings.
4. Provide timely and consistent communication regarding problems or issues in the effective delivery of the programs and/or services.
5. Provide access to a workspace location on the campus for the appropriate delivery of programs and services, including telephone, basic furniture, copier, printing, internet service, and other on campus facilities/services as needed.
6. Provide access and assistance to appropriate data and information for program evaluation to include, but not limited to:
 - Distributing school approved surveys to school staff, parents and/or students as needed.
 - Share demographic information and appropriate data with Valle del Sol as needed.
 - Share ATOD suspension, detention or referral data as appropriate with the Grow With Us Coalition.
 - Assist in administering survey's for evaluation services
7. Incorporate Valle del Sol, Inc. Management staff into regional site teams for the purpose of planning and developing appropriate strategies for school programming.
8. Encourage and engage volunteers in meaningful ways at the schools and in classrooms.
9. Support Valle del Sol, Inc. with required site visits by Valle del Sol, Inc. funding partners like United Way Valley of the Sun.
10. Promote all partners on marketing and collateral.

Duration

The initial term of this MOU shall be from July 1, 2010 until June 30, 2011. The MOU will be automatically renewed for the additional period of July 01, 2011 until June 30, 2012, unless either party provides written notification to the other party of its intent not to renew within 30 days prior to the expiration of the initial term. Either party may terminate this MOU at any time upon 30 days written notice.

Modifications

This Memorandum of Understanding may be amended at any time by an agreement in writing executed by authorized representatives of Valle del Sol, Inc. and the Washington Elementary School District.

Compensation

There is no compensation exchanged between Valle del Sol, Inc. and the Washington Elementary School District. Future changes will require renegotiation of this MOU.

Indemnification: In fulfilling VdS's duties pursuant to this agreement, the VdS agrees to indemnify and hold harmless WESD, its affiliates, and their respective officers, directors agents and employees, against any and all losses, claims, damages and expenses, including reasonable and necessary attorney's fees, to the extent any such losses claims, damages and expenses are due to the acts or omissions of VdS, its officers, directors agents and employees. VdS, in its sole discretion, shall select counsel to defend any action pursuant to this indemnity. WESD hereby covenants not to settle or compromise any claim or cause of action for which indemnification is sought from VdS without the written permission of VdS. The obligation of VdS to so Indemnify WESD is expressly contingent upon WESD notifying VdS, in writing, with seven (7) calendar days after MPS knows, or reasonably should have known, of any claim, complaint, potential cause of action or proceeding. Failure by WESD to timely notify VdS shall relieve VdS of its obligation to so indemnify WESD to the extent any such delay materially prejudices the substantive rights and defenses available to VdS, or otherwise increases the damages, settlement costs, or costs of defense. VdS shall have no obligation to indemnify WESD should any such losses, claims, damages and expenses result, in whole or in part, from acts, omissions, willful misconduct or gross negligence of WESD, its affiliates, officers, directors, agents and employees.

Valle del Sol, Inc.: _____
Luz Sarmina
President & CEO

Date

Washington School District: _____

Date

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent X Discussion
 DATE: August 26, 2010 Information
 AGENDA ITEM: 2009-2010 Revised Expenditure Budget #3 1st Reading

INITIATED BY: Cathy Thompson, Director of Business Services SUBMITTED BY: Cathy Thompson, Director of Business Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, ARS 15-825

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

Per ARS #15-825(B), "The county school superintendent of any county in which a pupil is placed as described in this subsection shall issue a Certificate of Educational Convenience [CEC] for the pupil to attend school in the school district or adjoining school district to that in which the pupil is placed by an agency of this state or a state or federal court of competent jurisdiction in one of the following: 1) a state rehabilitation or corrective institution; 2) a foster home or child care agency or institution which is licensed and supervised by the department of economic security or department of health services; 3) a residential facility operated or supported by the department of economic security or department of health services." This statute only applies to students who have a Group B disability.

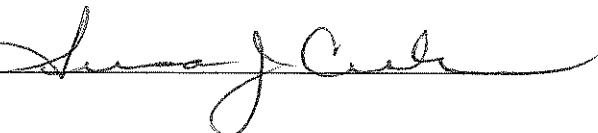
Each year, Washington Elementary School District has students in attendance who meet the above qualifications; consequently, the District may receive additional budget capacity for resulting costs that exceed the normal regular education costs. District staff estimate the additional capacity for the final budget revision each May, because the actual calculations are not finalized by the Arizona Department of Education (ADE) until after that date.

For the 2010 fiscal year there was a delay in the completion of the final CEC calculations by staff at the Arizona Department of Education. In response, ADE has opened a window in which districts can revise their 2009-2010 budgets to reflect any additional capacity not already included in their final revision. WESD had estimated excess capacity of \$93,458.00, including excess costs based on trends of qualifying students and budget capacity. After final payments of invoices for outside vendors, the actual reported excess cost for 2009-2010 has increased, resulting in additional budget capacity of \$23,247.00 and a total CEC budget capacity of \$116,705.00. The new amount of CEC budget capacity is on page 7, line 5.D of the attached expenditure budget. The additional capacity is also reflected on page 1 of 8, line 1, purchased services.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the 2009-2010 Revised Expenditure Budget #3 to include additional CEC capacity in the amount of \$23,247.00 as requested by the Arizona Department of Education for a total of \$116,705.00.

Superintendent



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

Agenda Item XI.A.



FY 2010
STATE OF ARIZONA
SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET
DISTRICTWIDE BUDGET

Revised #3
Version

BY THE GOVERNING BOARD

We hereby certify that the Budget for the Fiscal Year 2010 was

Proposed June 25, 2009
Adopted July 9, 2009
Revised August 26, 2010
Date

President	
Vice President	
Member	
Member	
Member	
Member	
Member	
SIGNED	SIGNED

The budget file(s) for FY 2010 sent to the Arizona Department of Education, via the internet, on _____ contain(s) the data for the budget described above.

Superintendent _____ Business Manager _____
District Contact Employee: Cathy Thompson
Telephone: 602-347-2615 E-mail: cathy.thompson@wendschools.org

REVENUES AND PROPERTY TAXATION (This section is not applicable to budget revisions)

- Total Budgeted Revenues for Fiscal Year 2009 \$ 152,815,151
- Estimated Revenues by Source for Fiscal Year 2010 (excluding property taxes)

Local	1000	\$	10,391,341
Intermediate	2000	\$	3,000
State	3000	\$	103,652,769
Federal	4000	\$	40,760,842
TOTAL		\$	154,807,952

- District Tax Rates for Current and Budget Fiscal Years (A.R.S. §15-903.D.4)

Primary Tax Rate:	Current FY 2009	Est. Budget FY 2010
	2.1398	2.1319

Secondary Tax Rates:

M&O Override	0.4866
K-3 Override	0.2445
Capital Override	0.0000
Class A Bonds	0.5071
Class B Bonds	0.3139
IFIED	0.0000
Total Secondary Tax Rate	1.5521

A. TOTAL AGGREGATE SCHOOL DISTRICT BUDGET LIMIT (A.R.S. §15-905.H)

- General Budget Limit (from Budget, page 7, line 11) \$ 133,173,542
- Unrestricted Capital Budget Limit (from Budget, page 8, line A.14) \$ 8,067,747
- Soft Capital Allocation Limit (from Budget, page 8, line B.12) \$ 2,385,133
- Subtotal (line A.1 + A.2 + A.3) \$ 143,626,422
- Federal Projects (from Budget, page 6, line 16) \$ 33,234,565
- Total Aggregate School District Budget Limit (line A.4 + A.5) \$ 176,860,987

B. BUDGETED EXPENDITURES

- Maintenance and Operation (from Budget, page 1, line 31) \$ 133,173,542
- Unrestricted Capital Outlay (from Budget, page 4, line 10) \$ 8,067,747
- Soft Capital Allocation (from Budget, page 4, line 19) \$ 2,385,133
- Total Budget Subject to Budget Limits (line B.1 + B.2 + B.3) \$ 143,626,422

(This line cannot exceed line A.4.)

FUND 001 (M&O)

MAINTENANCE AND OPERATION FUND

Expenditures	No. of Personnel		Salaries	Employee Benefits	Purchased Services 6300, 6400, 6500	Supplies 6600	Debt Service and Miscellaneous 6800	Totals		% Increase/Decrease
	Current FY	Budget FY						Current FY 2009	Budget FY 2010	
100 Regular Education										
1000 Classroom Instruction	1,035.35	944.49	57,485,238	12,268,933	71,440	698,387	0	52,694,636	50,523,998	-4.1%
2000 Support Services										
2100 Students	62.20	57.75	2,115,545	622,588	9,839	29,390	0	3,056,753	2,777,362	-9.1%
2200 Instructional Staff	65.10	58.86	2,313,243	651,584	36,193	39,150	0	3,499,598	3,040,170	-13.1%
2300 General Administration	9.30	15.80	770,105	236,647	404,295	20,918	13,716	1,277,076	1,445,681	13.2%
2400 School Administration	140.50	135.63	5,851,348	1,673,567	39,600	27,770	3,410	7,595,693	7,595,693	-5.0%
2500 Central Services	39.00	54.75	2,384,423	688,147	1,000,624	121,100	11,753	4,911,134	4,306,057	-12.3%
2600 Operation & Maintenance of Plant	228.13	223.69	6,024,552	1,947,310	3,868,900	6,482,483	9,200	18,520,713	18,332,445	-2.6%
2900 Other	0.00	0.00	0	0	0	0	0	226,200	0	-100.0%
3000 Operation of Noninstructional Services	8.70	8.70	204,170	78,241	0	0	0	618,996	282,611	-54.3%
5000 Debt Service (1)	0.00	0.00	0	0	0	0	25,000	797,653	25,000	-96.9%
610 School-Sponsored Curricular Activities	0.00	0.00	0	0	0	0	0	0	0	0.0%
620 School-Sponsored Athletics	0.00	0.00	145,991	27,570	0	0	0	232,439	173,561	-25.3%
630, 700, 800, 900 Other Programs	0.00	0.00	0	0	0	0	0	0	0	0.0%
Regular Education Subsection Subtotal (lines 1-13)	1,608.28	1,499.67	57,294,615	18,194,787	5,330,901	7,419,198	63,079	94,121,666	88,502,580	-6.0%
200 Special Education										
1000 Classroom Instruction	339.44	310.92	9,765,779	3,075,172	3,911,979	103,879	0	16,607,601	16,854,800	1.5%
2000 Support Services										
2100 Students	128.42	100.56	5,566,446	1,468,065	1,983,479	41,045	900	10,255,645	9,059,934	-11.7%
2200 Instructional Staff	6.35	3.35	347,831	80,912	49,627	15,623	2,013	415,403	496,006	19.4%
2300 General Administration	0.00	0.00	0	0	0	0	0	0	0	0.0%
2400 School Administration	0.00	0.00	0	0	0	0	0	0	0	0.0%
2500 Central Services	0.50	0.00	18,723	5,498	0	0	0	27,797	0	0.0%
2600 Operation & Maintenance of Plant	0.00	0.00	1,900	461	3,000	0	0	6,291	24,221	-12.9%
2900 Other	0.00	0.00	0	0	0	0	0	0	3,361	-14.8%
3000 Operation of Noninstructional Services	0.00	0.00	0	0	0	0	0	0	0	0.0%
Subtotal (lines 15-23)	455.71	414.83	15,698,679	4,630,108	3,948,076	160,547	2,913	27,312,737	26,440,322	-3.2%
300 Special Education Disability ISEA, Title VIII (from Supplement, page 1, line 10)	0.00	0.00	0	0	0	0	0	0	0	0.0%
400 Pupil Transportation										
2700 Student Transportation	206.25	188.00	4,545,301	1,718,122	1,091,279	936,073	5,316	8,403,104	8,296,091	-1.3%
510 Desegregation (from Desegregation Supplement-Districtwide, page 2, line 44)	123.71	125.15	4,851,645	1,450,388	21,745	26,022	200	6,350,000	6,350,000	0.0%
520 Special K-3 Program Override (from Supplement, page 1, line 20)	100.13	69.50	2,753,634	830,915	0	0	0	5,508,472	3,584,549	-34.9%
530 Dropout Prevention Programs	0.00	0.00	0	0	0	0	0	0	0	0.0%
540 Joint Career and Technical Education and Vocational Education Center (from Supplement, page 1, line 30)	0.00	0.00	0	0	0	0	0	0	0	0.0%
Total Expenditures (lines 14, and 24-30) (Cannot exceed page 7, line 11)	2,494.08	2,297.15	85,143,874	26,824,320	12,592,001	8,541,840	71,508	141,701,979	133,173,542	-6.0%

(1) Function code 5000, object code 6820-Judgments Against the District should be used to budget for excessive property tax valuation judgments to be paid in FY 2010. This amount should also be included on page 7, line 9(i).

(A.R.S. §15-761)

Proposed Ratios for Special Education
(A.R.S. §§15-903.E.1 and 15-764.A.5)

Estimated FTE Certified Employees
(A.R.S. §15-903.E.2)

Teacher-Pupil 1 to 16
Staff-Pupil 1 to 8

* Include program codes 100, 610, 620, 630, 700, 800, and 900. (M&O Fund only)

Amount Budgeted in M&O Fund for a Performance Pay Component

(1) Do not report budgeted amounts for the Performance Pay Component of the Classroom Site Fund on this line

A. FY 2009 Average Daily Membership: Resident	21,958,309	Attending	21,938,630
B. FY 2008 Average Daily Membership: Resident	22,606,105	Attending	22,503,100

Enter the amount budgeted in M&O for Food Service (Fund 001, Function 3100). This amount will be used to determine district compliance with state matching requirements pursuant to Code of Federal Regulations (CFR) Title 7, §210.17(a).

Enter the estimated transportation revenues (object code 1400) to be received \$ 26,000

(1) Program 200 Budget FY column total (line 23) should agree to page 1, line 24, Total Current FY, and Budget FY expenditures by program type totals (line 23) must agree with the total for Programs 200 and 300 expenditures on page 1, lines 24 and 25.

DISTRICT NAME Washington Elementary School District #6

COUNTY Maricopa

CITY NUMBER 070406000

VERSION Revised #3

Expenditures	Salaries 8100	Employee Benefits 6200	Purchased Services 6900, 6000, 6500 (1)	Supplies 6600	Other Interest 4850 (2)	Totals Current FY 2009	Budget FY 2010	% Increase/ Decrease
Classroom Site Fund 011 - Base Salary								
1000 Regular Education						1,908,676	1,453,175	-25.7%
2100 Classroom Instruction	1,236,452	222,721				28,246	30,087	6.5%
2200 Support Services - Students	35,487	4,600				43,698	44,544	-1.9%
Program 100 Subtotal (lines 1-3)	37,066	6,518				2,042,620	1,538,114	-24.7%
200 Special Education	1,902,915	215,179				335,441	322,965	-3.9%
1000 Classroom Instruction	273,075	49,290				121,803	122,655	-0.7%
2100 Support Services - Students	129,314	23,341				6,194	3,316	-43.9%
2200 Support Services - Instructional Staff	2,995	41				465,438	478,556	-2.9%
Program 200 Subtotal (lines 5-7)	405,384	73,172				0	0	0.0%
Other Programs (Specify)						0	0	0.0%
1000 Classroom Instruction						0	0	0.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 8-11)						0	0	0.0%
Classroom Site Fund 012 - Performance Pay						2,508,058	2,015,670	-19.6%
100 Regular Education						3,719,311	2,631,947	-29.1%
1000 Classroom Instruction						52,208	42,382	-18.8%
2100 Support Services - Students	2,229,509	402,438				140,571	131,776	-6.2%
2200 Support Services - Instructional Staff	35,902	6,480				3,809,080	2,806,105	-28.3%
Program 100 Subtotal (lines 14-16)	111,637	20,459				547,765	566,719	-7.5%
200 Special Education	2,377,038	429,661				196,535	135,226	-31.2%
1000 Classroom Instruction	429,256	77,453				2,610	3,703	41.9%
2100 Support Services - Students	134,950	20,976				746,910	645,568	-13.6%
2200 Support Services - Instructional Staff	3,137	586				0	0	0.0%
Program 200 Subtotal (lines 18-20)	546,543	98,725				0	0	0.0%
Other Programs (Specify)						0	0	0.0%
1000 Classroom Instruction						0	0	0.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 22-24)						0	0	0.0%
Classroom Site Fund 013 - Other						4,556,000	3,451,773	-25.9%
100 Regular Education						3,558,266	2,972,812	-16.9%
1000 Classroom Instruction	2,484,381	448,431				35,902	60,308	67.7%
2100 Support Services - Students	31,087	9,221				90,114	89,507	-0.7%
2200 Support Services - Instructional Staff	76,160	13,747				4,104,901	3,083,027	-24.9%
Program 100 Subtotal (lines 27-29)	2,611,628	471,399				676,710	646,155	-4.6%
200 Special Education						258,902	305,886	18.2%
1000 Classroom Instruction	547,357	98,798				10,389	7,088	-31.8%
2100 Support Services - Students	259,200	46,786				946,001	959,270	1.4%
2200 Support Services - Instructional Staff	6,004	1,084				0	0	0.0%
Program 200 Subtotal (lines 31-33)	812,561	146,668				0	0	0.0%
500 Dropout Prevention Programs						0	0	0.0%
1000 Classroom Instruction						0	0	0.0%
Other Programs (Specify)						0	0	0.0%
1000 Classroom Instruction						0	0	0.0%
2100 Support Serv. Students & Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 36-37)						0	0	0.0%
200 Special Education						0	0	0.0%
1000 Classroom Instruction						0	0	0.0%
2100 Support Services - Students						0	0	0.0%
2200 Support Services - Instructional Staff						0	0	0.0%
Other Programs Subtotal (lines 39-41)						0	0	0.0%
Total Expenditures (lines 30, 34, 35, and 39)	3,624,182	618,927	0	0	0	5,050,994	4,042,256	-20.9%
Total Classroom Site Funds (lines 13, 26, and 39)	8,556,489	1,454,310	0	0	0	12,214,982	9,510,699	-22.1%

(1) Per FY 2010, the district has budgeted \$5 in Fund 010, object code 6990 for Classroom Site Fund use through payments to district-sponsored charter schools. This amount is not included in the amounts reported for Fund 013.

(2) Include amounts budgeted for registered union expense in Funds 011, 012, and 013 on lines 13, 26, and 39, respectively.

FUNDS 610 AND 625

UNRESTRICTED CAPITAL OUTLAY AND SOFT CAPITAL ALLOCATION FUNDS

Expenditures	Rentals 6440	Library Books, Textbooks, & Instructional Aids (2) 6641-6643	Property (2) 6700	Redemption of Principal (3) 6830	Interest (4) 6840, 6850 (excluding 6900)	All Other Object Codes	Totals		% Increase/ Decrease
							Current FY 2009	Budget FY 2010	
Unrestricted Capital Outlay Override (1)	1.						0	0	0.0%
Unrestricted Capital Outlay Fund 610									
1000 Instruction	0		1,522,286			278,228	820,460	1,800,514	119.5%
2000 Support Services									
2100, 2200 Students and Instructional Staff			2,496				1,957	2,496	27.5%
2300, 2400, 2500, 2900 Administration			1,826,238				1,126,043	1,826,238	62.2%
2600 Operation & Maintenance of Plant			645,057				393,977	645,057	63.7%
2700 Student Transportation			681,472				427,995	681,472	59.2%
3000 Operation of Noninstructional Services (5)							0	0	0.0%
4000 Facilities Acquisition and Construction			232,520			2,605,432	2,662,827	2,857,952	7.3%
5000 Debt Service							168,000	254,018	51.2%
Total Unrestricted Capital Outlay Fund (lines 2-9)	0	0	4,930,069	254,018	0	2,883,660	5,601,259	8,067,747	44.0%
Soft Capital Allocation Fund 625									
1000 Instruction									
2000 Support Services		1,878,511	51,081				4,190,982	1,929,592	-54.0%
2100, 2200 Students and Instructional Staff			4,843				220,237	13,301	-93.9%
2300, 2400, 2500, 2900 Administration		8,658	200				0	200	0.0%
2600 Operation & Maintenance of Plant							0	0	0.0%
2700 Student Transportation							0	0	0.0%
3000 Operation of Noninstructional Services (5)							0	0	0.0%
4000 Facilities Acquisition and Construction							0	0	0.0%
5000 Debt Service							748,936	441,840	-41.0%
Total Soft Capital Allocation Fund (lines 11-18)	0	1,887,169	56,124	441,840	0		5,160,155	2,385,133	-53.8%

(1) Amounts in the Unrestricted Capital Outlay Override line 1 above must be included in the appropriate individual line items for Fund 610 and in the Budget Year Total Column.

(2) Detail by object code:

	Unrestricted Capital Outlay	Soft Capital Allocation
6641 Library Books		8,658
6642 Textbooks	3,318	43,357
6643 Instructional Aids	274,910	43,924
6731 Furniture and Equipment	231,659	30,545
6734 Vehicles	274,646	0
6737 Tech Hardware & Software	1,541,303	12,013

(3) Includes principal on Capital Equity Fund loans of

\$ - , principal on capital leases of \$ 643,688 , and principal on bonds of

\$ - , interest on capital leases of \$ 52,170 , and interest on bonds of

Unrestricted
Capital Outlay

\$ -

Soft Capital
Allocation

\$ -

BOND BUILDING AND CAPITAL FUNDS

Expenditures	Salaries 6100	Employee Benefits 6200	Property (1) 6700	Redemption of Principal 6830	Other Interest 6850	All Other Object Codes (excluding 6890)	Totals Current FY 2009	Budget FY 2010	% Increase/ Decrease	Renovation (2)	New Construction (2)
Bond Building Fund 630											
1000 Instruction							0	0	0.0%		
2000 Support Services											
2100, 2200 Students and Instructional Staff											
2300, 2400, 2500, 2900 Administration							88,280	0	0.0%		
2600 Operation & Maintenance of Plant									-100.0%		
2700 Student Transportation									0.0%		
3000 Operation of Noninstructional Services									0.0%		
4000 Facilities Acquisition and Construction									0.0%		
5000 Debt Service									0.0%		
Total Bond Building Fund Expenditures (lines 1-8)							20,640,931	5,278,071	-74.4%		
Building Renewal Fund 690											
1000 Instruction											
2000 Support Services											
2100, 2200 Students and Instructional Staff									0.0%		
2300, 2400, 2500, 2900 Administration									0.0%		
2600 Operation & Maintenance of Plant									0.0%		
2700 Student Transportation							678,710	580,345	-14.5%		
3000 Operation of Noninstructional Services									0.0%		
4000 Facilities Acquisition and Construction									0.0%		
5000 Debt Service									0.0%		
Total Building Renewal Fund Expenditures (lines 10-17)							4,519,225	1,149,352	-74.6%		
New School Facilities Fund 695											
1000 Instruction											
2000 Support Services											
2100, 2200 Students and Instructional Staff									0.0%		
2300, 2400, 2500, 2900 Administration									0.0%		
2600 Operation & Maintenance of Plant									0.0%		
2700 Student Transportation									0.0%		
3000 Operation of Noninstructional Services									0.0%		
4000 Facilities Acquisition and Construction									0.0%		
5000 Debt Service									0.0%		
Total New School Facilities Fund Expenditures (lines 19-26)							5,197,935	1,729,697	-66.7%		

(1) The original acquisition of fixed equipment is coded to function 4000. The cost of replacing fixed equipment is coded to function 2600. Nonfixed equipment, if any, allowed by the School Facilities Board guidelines to be purchased from the Building Renewal Fund is coded to function 1000-4000, based on its purpose.

(2) The budgeted expenditures for renovation and new construction are shown by fund to comply with A.R.S. §15-904.B.

SPECIAL PROJECTS

FEDERAL PROJECTS

1. 100-130 ESEA Title I - Helping Disadvantaged Children
2. 140-150 ESEA Title II - Prof. Dev. and Technology
3. 160 ESEA Title IV - 21st Century Schools
4. 170-180 ESEA Title V - Promote Informed Parent Choice
5. 190 ESEA Title III - Limited Eng. & Immigrant Students
6. 200 ESEA Title VII - Indian Education
7. 210 ESEA Title VI - Flexibility and Accountability
8. 220 IDEA Part B
9. 230 Johnson-O'Malley
10. 240 Workforce Investment Act
11. 250 AEA - Adult Education
12. 260-270 Vocational Education - Basic Grants
13. 280 ESEA Title X - Homeless Education
14. 290 Medicaid Reimbursement
15. 300-399 Other Federal Projects
16. Total Federal Project Funds (lines 1-15)

CALCULATION OF FY 2010 GENERAL BUDGET LIMIT
(A.R.S. §15-947.C)

		A. Maintenance and Operation	B. Unrestricted Capital Outlay
1. (a) FY 2010 Revenue Control Limit (RCL) (from Work Sheet E, line VIII, or Work Sheet F, line IV)	\$ 107,010,857		
* (b) Plus adjustment for growth (1)	633,258		
* (c) Increase or (decrease) in 03 district high school tuition payments (A.R.S. §15-905.F) (1)			
(d) Adjusted RCL	\$ 107,644,115	\$ 104,410,857	\$ 3,233,258
2. FY 2010 Capital Outlay Revenue Limit (CORL) (A.R.S. §15-961) (from Work Sheet H, line VII.G)	\$ 4,957,667	3,966,134	991,533
3. FY 2010 Override Authorization (A.R.S. §§15-481 and 15-482)			
* (a) Maintenance and Operation (2)		10,764,412	
(b) Unrestricted Capital Outlay			0
* (c) Special K-3 Program (2) (3)		3,584,549	0
*4. Small School Adjustment for Districts with a Student Count of 125 or less in K-8 or 100 or less in 9-12 (A.R.S. §15-949) (If phase-down applies, see Work Sheets K and K2) (4)		0	0
*5. Tuition Revenue (A.R.S. §§15-823 and 15-824)			
Local			
(a) Private		0	0
(b) Other Arizona Districts		0	0
(c) Out-of-State Districts		0	0
State			
(d) Certificates of Educational Convenience (A.R.S. §§15-825, 15-825.01, and 15-825.02)		116,705	0
*6. State Assistance (A.R.S. §15-976)		0	0
*7. Allowable Budget Increase for ESEA, Title VIII Districts			
(a) Add-on for Children with Disabilities and Indian Students (A.R.S. §15-905.K and .O) (from Work Sheet P, line III)		0	0
(b) Add-on for Children in Military Reservation Accommodation Schools (A.R.S. §15-905.K) (5)		0	0
(c) Administrative Costs (from Work Sheet L, line VI) (A.R.S. §15-905.P)		0	0
*8. Increase Authorized by County School Superintendent for Accommodation Schools (from Work Sheet S, line II.B.5) (A.R.S. §15-974.B)		0	
9. Budget Increase for:			
(a) Desegregation Expenditures (ARS §15-910.G-K, amended by Laws 09, 3rd S.S., Ch. 12, §29) (6)		6,350,000	0
(b) Tuition Out Debt Service (from all Work Sheets O, line VI) (A.R.S. §15-910.L)		0	
* (c) Budget Balance Carryforward (from Work Sheet M, line 12) (A.R.S. §15-943.01)		3,917,292	
(d) Dropout Prevention Programs (Laws 1992, Ch. 305, §32 and Laws 2000, Ch. 398, §2)		0	
* (e) Assistance for Education (A.R.S. §15-973.01) (1)		0	
(f) Interest Expense Incurred for FY 2009 and 2010 due to Delayed/Deferred State Aid Payments (Laws 2009, 1st Regular Session, Ch. 11, §2 and Laws 2009, 3rd S.S., Ch. 12, §56)		74,915	0
(g) Registered Warrant or Tax Anticipation Note Interest Expense Incurred in FY 2008 (A.R.S. §15-910.M)		0	
* (h) Joint Career and Technical Education and Vocational Education Center (A.R.S. §15-910.01)			
* (i) FY 2009 Career Ladder Unexpended Budget Carryforward (from Work Sheet M, line 6.g) (A.R.S. §15-918.04.C)		0	
* (j) FY 2009 Optional Performance Incentive Program Unexpended Budget Carryforward (from Work Sheet M, line 6.h) (A.R.S. §15-919.04)		0	
* (k) FY 2009 Performance Pay Unexpended Budget Carryforward (from Work Sheet M, line 6.i) (A.R.S. §15-920)		0	
(l) Excess Property Tax Valuation Judgments (A.R.S. §§42-16213 and 42-16214) (7)			
(m) Transportation Revenues for Attendance of Nonresident Pupils (A.R.S. §15-947, as amended by Laws 2009, 1st Regular Session, Ch. 95, §34)			
*10. Adjustment to the General Budget Limit (A.R.S. §15-905.M, 15-272, and 15-910.02 as added by Laws 2009, 1st Regular Session, Ch. 101, §5) (Do not use this line as a subtotal)		(11,322)	
11. FY 2010 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 31 cannot exceed this amount)	\$ 133,173,542		
12. Total Amount to be Used for Capital Expenditures (column B, lines 1 through 9) (A.R.S. §15-905.F) (to page 8, line A.12)			\$ 4,224,791

* Subject to adjustment prior to May 15 as allowed by A.R.S. and described in the budget revision memo to be issued in April 2010.

- (1) For budget adoption, this line should be left blank.
- (2) District sponsored charter school pupils may not be included in the district's student count for the purpose of computing the RCL used to determine the maximum allowable override unless the charter school is located within the boundaries of the school district (A.R.S. §15-185.A.6). For purposes of computing the override limitations, the RCL should exclude Type 03 tuition cost (A.R.S. §15-951.B). If the RCL is reduced after budget adoption, the M&O and Special K-3 Program override amounts may also need to be reduced. In accordance with Laws 2009, 3rd S.S., Ch. 12, §74, districts may compute a RCL that assumes that the base level is \$3,291.42 for FY 2010.
- (3) In accordance with A.R.S. §15-482.B, the maximum amount of Special K-3 Program override authorized by an election shall not exceed 5% of the RCL attributable to the weighted student count in preschool programs for children with disabilities, kindergarten, and grades 1-8.
- (4) Small school districts budgeting pursuant to A.R.S. §15-949.A must include an amount on this line to ensure that page 1, line 31 does not exceed the GBL for M&O.
- (5) The GBL may be increased for children residing within the boundaries of an accommodation school that is located on a military reservation and that is classified as a heavily impacted district, as described in A.R.S. §15-905.K.
- (6) In accordance with A.R.S. §15-910.K, as amended by Laws 2009, 3rd S.S., Ch. 12, §29, the total amount of desegregation expenditures budgeted in the M&O and UCO Funds cannot exceed the amount budgeted in FY 2009.
- (7) Excess property tax valuation judgments per A.R.S. §§42-16213 and 42-16214 should also be included on page 1, line 10.

UNRESTRICTED CAPITAL BUDGET LIMIT, SOFT CAPITAL ALLOCATION LIMIT, AND CLASSROOM SITE FUND BUDGET LIMIT (A.R.S. §15-947.D and .E as amended by Laws 2009, 1st Regular Session, Ch. 95, §34, and A.R.S. §15-978)

CALCULATION OF UNRESTRICTED CAPITAL BUDGET LIMIT

A. 1. Total Amount Available for FY 2009 Capital Expenditures (from FY 2009 latest revised Budget, page 8, line A.14)	\$ 5,601,259
2. Total Unrestricted Capital Budget Limit (UCBL) Adjustment for prior years as notified by ADE on BUDG 75 report (For budget adoption, use zero. Show negative amount in parentheses.) (1)	\$
3. Adjusted Amount Available for FY 2009 Capital Expenditures (line A.1 + A.2)	\$ 5,601,259
4. Amount Budgeted in Fund 610 in FY 2009 (from FY 2009 latest revised Budget, page 4, line 10)	\$ 5,601,259
5. Lesser of lines A.3 or A.4	\$ 5,601,259
6. FY 2009 Fund 610 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through the end of the fiscal year.)	\$ 1,831,815
7. Unexpended Budget Balance in Fund 610 (line A.5 minus A.6) If negative, use zero in calculation, but show negative amount here in parentheses.	\$ 3,769,444
8. Interest Earned in Fund 610 in FY 2009	\$ 73,512
9. Federal Impact Adjustment (from Work Sheet R, line V) (A.R.S. §15-964) Do not use this line if line A.13 is used.	\$ 0
10. Monies deposited in Fund 610 from School Facilities Board for donated land (A.R.S. §15-2041.F)	\$
11. Adjustment to UCBL for FY 2010 (A.R.S. §15-905.M) Explanation	\$
12. Amount to be Used for Capital Expenditures (from page 7, line 12)	\$ 4,224,791
13. FY 2010 State Board Approval to Budget and Accumulate Cash Balance for Construction, Building Renovation, or Soft Capital (A.R.S. §15-962.F) Do not use this line if line A.9 is used. (2)	\$
14. FY 2010 Unrestricted Capital Budget Limit (lines A.7 through A. 13)	\$ 8,067,747

CALCULATION OF SOFT CAPITAL ALLOCATION LIMIT

B. 1. FY 2009 Soft Capital Allocation Limit (SCAL) (from FY 2009 latest revised Budget, page 8, line B.12)	\$ 5,160,155
2. Total SCAL Adjustment for prior years as notified by ADE on BUDG 75 report (For budget adoption, use zero. Show negative amount in parentheses.) (1)	\$
3. Adjusted FY 2009 SCAL (line B.1 + B.2)	\$ 5,160,155
4. Amount Budgeted in Fund 625 in FY 2009 (from FY 2009 latest revised Budget, page 4, line 19)	\$ 5,160,155
5. Lesser of lines B.3 or B.4	\$ 5,160,155
6. FY 2009 Fund 625 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	\$ 4,124,272
7. Unexpended Budget Balance in Fund 625 (line B.5 minus B.6) If negative, use zero in calculation, but show negative amount here in parentheses.	\$ 1,035,883
8. Interest Earned in Fund 625 in FY 2009	\$ 5,392
9. Soft Capital Allocation (from Work Sheet I, line V.G)	\$ 4,940,977
10. Capital Transportation Adjustment Approved by State Board of Education (A.R.S. §15-963.B)	\$
11. Adjustment to SCAL for FY 2010 (A.R.S. §15-905.M) Explanation PER BUDG25 04/08/2010	\$ (3,597,119)
12. FY 2010 Soft Capital Allocation Limit (Add lines B.7 through B.11) (4)	\$ 2,385,133

CALCULATION OF CLASSROOM SITE FUND BUDGET LIMIT

C. 1. FY 2009 Classroom Site Fund Budget Limit (from FY 2009 latest revised Budget, page 8, line C.7)	\$ 12,214,962
2. FY 2009 Classroom Site Fund Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through fiscal year-end.)	\$ 9,013,759
3. Unexpended Budget Balance in Classroom Site Fund (line C.1 minus C.2)	\$ 3,201,203
4. Interest Earned in the Classroom Site Fund in FY 2009	\$ 88,090
5. FY 2010 Classroom Site Fund Allocation (provided by ADE, based on \$244)	\$ 6,221,406
6. Adjustments to FY 2010 Classroom Site Fund Budget Limit (5)	\$ 0
7. FY 2010 Classroom Site Fund Budget Limit (Sum of lines C.3 through C.6) (6)	\$ 9,510,699

- (1) Amounts included on these lines must be negative. Positive adjustments approved by ADE in accordance with A.R.S. §15-915 should be included on line A.11 for the Unrestricted Capital Outlay Fund and on line B.11 for the Soft Capital Allocation Fund.
- (2) This amount cannot exceed the lesser of the FY 2009 Federal Impact Aid (ESEA, Title VIII) Entitlement or the M&O Fund ending cash balance at June 30, 2009, after encumbrances, less any amount used to fund nonlevy overrides or budget balance carryforward.
- (3) The amount budgeted on page 4, line 10 cannot exceed this amount.
- (4) The amount budgeted on page 4, line 19 cannot exceed this amount.
- (5) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years. This amount should not exceed the difference as noted by ADE on the FY 2010 BUDGCSF Report for the FY 2009 Classroom Site Fund Budget
- (6) The sum of the amounts budgeted on page 3, line 40 and footnote (1) on that page, cannot exceed this amount.

FY 2010
STATE OF ARIZONA



SUPPLEMENT
TO
SCHOOL DISTRICT ANNUAL EXPENDITURE BUDGET
FOR
SPECIAL EDUCATION DISABILITY ESEA, TITLE VIII
SPECIAL K-3 PROGRAM OVERRIDE (A.R.S. §15-482)
JOINT CAREER AND TECHNICAL EDUCATION AND VOCATIONAL EDUCATION CENTER (A.R.S. §15-910.01)
ENGLISH LANGUAGE LEARNERS (A.R.S. §§15-756.04 and 15-756.11)

STATE FISCAL STABILIZATION FUND (Laws 2009, Third Special Session, Ch. 11, §14)

M&O Fund Supplement	Expenditures	No. of Personnel	Current FY	Budget FY	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Debt Service and Miscellaneous 6800	Totals		% Increase/ Decrease
										Current FY 2009	Budget FY 2010	
300 Special Education Disability ESEA, Title VIII	1000 Classroom Instruction	1. 0.00								0	0	0.0%
	2000 Support Services	2. 0.00								0	0	0.0%
	2100 Students	3. 0.00								0	0	0.0%
	2200 Instructional Staff	4. 0.00								0	0	0.0%
	2300 General Administration	5. 0.00								0	0	0.0%
	2400 School Administration	6. 0.00								0	0	0.0%
	2500 Central Services	7. 0.00								0	0	0.0%
	2600 Operation & Maintenance of Plant	8. 0.00								0	0	0.0%
	2900 Other	9. 0.00								0	0	0.0%
	3000 Operation of Noninstructional Services	10. 0.00								0	0	0.0%
Subtotal (lines 1-9) (to Budget, page 1, line 25)												
520 Special K-3 Program Override	1000 Classroom Instruction	11. 100.13	69.50		2,753,634	830,915				5,477,377	3,584,549	-34.6%
	2000 Support Services	12. 0.00								0	0	0.0%
	2100 Students	13. 0.00								31,095	0	-100.0%
	2200 Instructional Staff	14. 0.00								0	0	0.0%
	2300 General Administration	15. 0.00								0	0	0.0%
	2400 School Administration	16. 0.00								0	0	0.0%
	2500 Central Services	17. 0.00								0	0	0.0%
	2600 Operation & Maintenance of Plant	18. 0.00								0	0	0.0%
	2900 Other	19. 0.00								0	0	0.0%
	3000 Operation of Noninstructional Services	20. 100.13	69.50		2,753,634	830,915	0	0	0	5,508,472	3,584,549	-34.9%
Subtotal (lines 11-19) (to Budget, page 1, line 28)												
540 Joint Career and Technical Education & Vocational Education Center	1000 Classroom Instruction	21. 0.00								0	0	0.0%
	2000 Support Services	22. 0.00								0	0	0.0%
	2100 Students	23. 0.00								0	0	0.0%
	2200 Instructional Staff	24. 0.00								0	0	0.0%
	2300 General Administration	25. 0.00								0	0	0.0%
	2400 School Administration	26. 0.00								0	0	0.0%
	2500 Central Services	27. 0.00								0	0	0.0%
	2600 Operation & Maintenance of Plant	28. 0.00								0	0	0.0%
	2900 Other	29. 0.00								0	0	0.0%
	3000 Operation of Noninstructional Services	30. 0.00	0.00		0	0	0	0	0	0	0	0.0%
Subtotal (lines 21-29) (to Budget, page 1, line 30)												

Unrestricted Capital Outlay Fund Supplement	Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6830	Interest 6840, 6850	All Other Object Codes (excluding 6900)	Totals		% Increase/ Decrease
							Current FY 2009	Budget FY 2010	
Expenditures									
300 Special Education Disability ESEA, Title VIII									
1000 Classroom Instruction							0	0	0.0% 31.
2000 Support Services							0	0	0.0% 32.
3000 Operation of Noninstructional Services							0	0	0.0% 33.
4000 Facilities Acquisition & Construction							0	0	0.0% 34.
5000 Debt Service							0	0	0.0% 35.
Subtotal (lines 31-35)	0	0	0	0	0	0	0	0	0.0% 36.
520 Special K-3 Program Override									
1000 Classroom Instruction							0	0	0.0% 37.
2000 Support Services							0	0	0.0% 38.
3000 Operation of Noninstructional Services							0	0	0.0% 39.
4000 Facilities Acquisition & Construction							0	0	0.0% 40.
5000 Debt Service							0	0	0.0% 41.
Subtotal (lines 37-41)	0	0	0	0	0	0	0	0	0.0% 42.
540 Joint Career and Technical Education & Vocational Education Center									
1000 Classroom Instruction							0	0	0.0% 43.
2000 Support Services							0	0	0.0% 44.
3000 Operation of Noninstructional Services							0	0	0.0% 45.
4000 Facilities Acquisition & Construction							0	0	0.0% 46.
5000 Debt Service							0	0	0.0% 47.
Subtotal (lines 43-47)	0	0	0	0	0	0	0	0	0.0% 48.
Total (lines 36, 42, & 48)	0	0	0	0	0	0	0	0	0.0% 49.
(Include in Fund 610 Budget, page 4, lines 2-9)									

English Language Learners Supplement Expenditures	No. of Personnel	Current FY	Budget FY	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500	Supplies 6600	Property 6700	Debt Service and Miscellaneous 6800	Totals		% Increase/ Decrease
										Current FY 2009	Budget FY 2010	
Structured English Immersion Fund 071												
1000 Classroom Instruction	1.	0.00	0.00							0	0	0.0%
2000 Support Services	2.	0.00	0.00							0	0	0.0%
2100 Students	3.	0.00	0.00							0	0	0.0%
2200 Instructional Staff	4.	0.00	0.00							0	0	0.0%
2300 General Administration	5.	0.00	0.00							0	0	0.0%
2400 School Administration	6.	0.00	0.00							0	0	0.0%
2500 Central Services	7.	0.00	0.00							0	0	0.0%
2600 Operation & Maintenance of Plant	8.	0.00	0.00							0	0	0.0%
2700 Student Transportation	9.	0.00	0.00							0	0	0.0%
2900 Other	10.	0.00	0.00	0	0	0	0	0	0	0	0	0.0%
Total (lines 1-9) (to Budget, page 6, Other Funds, line 4)		0.00	0.00	0	0	0	0	0	0	0	0	0.0%
Compensatory Instruction Fund 072												
1000 Classroom Instruction	11.	0.00	0.00	696,582	73,229	11,389	11,040			579,638	792,240	36.7%
2000 Support Services	12.	0.00	0.00							0	0	0.0%
2100 Students	13.	0.00	0.00							0	0	0.0%
2200 Instructional Staff	14.	0.00	0.00							0	0	0.0%
2300 General Administration	15.	0.00	0.00							0	0	0.0%
2400 School Administration	16.	0.00	0.00							0	0	0.0%
2500 Central Services	17.	0.00	0.00							0	0	0.0%
2600 Operation & Maintenance of Plant	18.	0.00	0.00							0	0	0.0%
2700 Student Transportation	19.	0.00	0.00							0	0	0.0%
2900 Other	20.	0.00	0.00	696,582	73,229	11,389	11,040			579,638	792,240	36.7%
Total (lines 11-19) (to Budget, page 6, Other Funds, line 5)		0.00	0.00	696,582	73,229	11,389	11,040			579,638	792,240	36.7%

State Fiscal Stabilization Fund (SFSF) Monies Budgeted in M&O Fund 001	No. of Personnel		Salaries	Employees Benefits	Purchased Services	Supplies	Debt Service and Miscellaneous	Totals		% Increase/Decrease
	Current FY	Budget FY						Current FY	Budget FY	
M&O Expenditures-SFSF										
199 Regular Education-SFSF		0.00	5,210,736	3,209,883					8,420,619	
261 English Language Learners Incremental Costs-SFSF										
266 English Language Learners Compensatory Instruction-SFSF										
271 Vocational and Technological Education-SFSF										
281-299 Special Education Other-SFSF (disability and other categories)		0.00	1,023,983	897,122					1,921,105	
439, 479, 499 Pupil Transportation-SFSF		0.00	58,461	335,371					393,832	
699 Other Instructional Programs-SFSF										
Total (lines 1-7) (Also include in Budget, page 1, lines 1-10, 13, 15-23, and 26)		0.00	6,293,180	4,442,376					10,735,556	
State Fiscal Stabilization Fund (SFSF) Monies Budgeted in UCO and SCA Funds 610 and 625										
UCO Expenditures-SFSF										
199 Regular Education-SFSF										
261 English Language Learners Incremental Costs-SFSF										
266 English Language Learners Compensatory Instruction-SFSF										
271 Vocational and Technological Education-SFSF										
281-299 Special Education Other-SFSF (disability and other categories)										
439, 479, 499 Pupil Transportation-SFSF										
699 Other Instructional Programs-SFSF										
Total (lines 9-15) (Include in Fund 610 Budget, page 4, lines 2-9)										
SCA Expenditures-SFSF										
199 Regular Education-SFSF										
261 English Language Learners Incremental Costs-SFSF										
266 English Language Learners Compensatory Instruction-SFSF										
271 Vocational and Technological Education-SFSF										
281-299 Special Education Other-SFSF (disability and other categories)										
439, 479, 499 Pupil Transportation-SFSF										
699 Other Instructional Programs-SFSF										
Total (lines 17-23) (Include in Fund 625 Budget, page 4, lines 11-18)										

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent X Discussion
 DATE: August 26, 2010 Information
 AGENDA ITEM: Appointment of Community Member to the Trust Board 1st Reading
 INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: EIC

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

On December 31, 2009, the term of Trust Board member Mr. Michael Jacka expired. Mr. Jacka was a dedicated member of the Trust Board, serving from August 23, 2006 through December 31, 2009. His expertise in the insurance area was a valuable asset to the Trust and contributed to the outstanding management of the Trust assets. Mr. Jacka elected to not seek reappointment for another term.

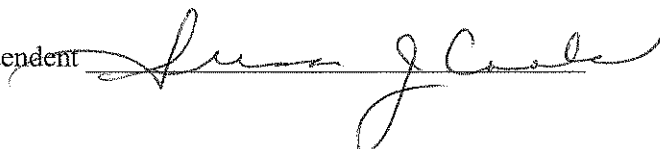
Dr. Cook has received the attached letters of interest to serve on the Trust Boards from the following community representatives that reside in the District: Virginia Ginter, Sharon Hensley, Paul W. Verhelst, and Jerry T. Wood.

The term of service shall be effective from the date of appointment through December 31, 2012. A copy of Policy EIC is attached.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board appoint a community representative to serve as a Member of the Washington Elementary School District Trust Boards for the term expiring on December 31, 2012.

Superintendent



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

Agenda Item XI.B.

To Members of the Board,

I am interested in this position and I believe based on my background and my desire to service the community utilizing my knowledge I meet the needs of this volunteer position.

You may contact Aaron Jahneke as a reference.

I may be reached at 602 942 6093.

Virginia Ginter
1902 W. Joan De Arc
Phoenix, Arizona 85029

- | | |
|------------|--|
| 1956 | Graduated in 1956 from St Francis School of Nursing in Evanston Illinois. I was a diploma graduate (3years training) |
| 1956 | Licensed as a Register Nurse |
| 1956- 1972 | Employed in various areas , as a Med surgical nurse ,general duty in hospitals then 7 years as a office nurse in a 4 physician office in Ankeny, Iowa
Worked at Broadlawns Polk county hospital -Pediatric ward |
| 1972-1976 | In Texas I worked for Blue cross and Blue shield for 2 years , then Texas Medical foundation with their Medicaid program |
| 1976-1985 | In Phoenix, employed at St Luke's as a Utilization Review Coordinator. |
| 1985-1995 | Intracorp performing Hospital bill Review and Legal med review for Insurance companies |
| 1995-1997 | Last two employers were Cigna and Aetna during which time compliance reviews were accomplished at the Physician offices. At Aetna also performed Quality assurance review for Medical director . |

Retired since 1997, presently President of two organizations, NARFE and LAFRA.
Treasurer of Block Watch, Volunteer Ombudsman at Christian Care, Past board member of Area Agency on Aging, Volunteer on Phoenix Neighbor Hood on Patrol , Eucharistic minister at church, Democratic Precinct committee person, Volunteer at VA Hospital.

Dear Governing Board members:

Please consider this letter an expression of my interest to fill the vacant position on the Washington Elementary School District Trust Board. I understand the Board oversees WESD's workers' compensation claims, general liability claims and the employee's health benefit claims. I think my education and work history, as outlined below, would make me an asset to your Board.

I graduated with distinction from the University of Illinois, Champaign-Urbana in 1982 with a B.S.W. Thereafter, I graduated cum laude from Arizona State College of Law in 1986 and worked for approximately two and a half years in private practice. My practice involved a variety of types of litigation, including some personal injury, construction defect and school district work. Interestingly, I worked during this time with your current legal counsel, Rex Shumway.

In 1989, I began working as an in-house attorney for SCF Arizona, the State's largest workers' compensation carrier and have worked in this field for over twenty years. I represent SCF and our policyholders in all aspects of workers' compensation matters at both the Industrial Commission and the appellate courts. I am certified by the State Bar of Arizona as a workers' compensation specialist. I have served as the co-chair of the State Bar's workers' compensation section's continuing legal education committee, the president of the Arizona Workers' Compensation Defense Council Association, and am currently serving on the State Bar's Workers' Compensation Advisory Council, the entity which drafts and grades the specialization test.

I am the mother of two children who attended elementary and junior high in the Washington Elementary School District. I served a two year term on the site council at Lookout Mountain Elementary School and a two year term on the site council at Mountain Sky Junior High. I was one of the founding members of SOSAz and am currently serving as an interim board member to that organization, while it is undergoing some structural changes.

If you have any questions or feel you need additional information, please contact me during the day at (602) 631-2168 or shenslev@scfaz.com or in the evening at (602) 980-0305 or shenslevaz@cox.net.

Sincerely

Sharon Hensley

Paul W. Verhelst
4335 W. Garden Dr.
Glendale, AZ. 85304

Susie J. Cook, Superintendnet
WESD
4650 W. Sweetwater
Glendale, AZ. 85304

Dear Ms. Cook,

After speaking with Rex Shumway regarding the open position on your school Trust Boards, I would like to submit the following outline of my experience for your consideration in filling the position.

I moved to Arizona from New York in 1980. Aside from my family, I moved my entire direct mail publishing business as well. I published a monthly magazine entitled "Catalog Shopping in America". In 1985 I merged my company with one in California, where I lived in the Burbank area for 15 years.

Returning to Phoenix in 2000, I have been involved in promotional advertising, commercial TV production and since 2004 personal life and health insurance. As an independent agent I have worked with most of the major carriers in the state, up to the current time.

Prior to operating my various enterprises, I worked in NYC, for Conde Nast, House & Garden magazine, Dell Publishing and several other publishing firms. I also worked on the development and leasing of exhibit space in the "Better Living" building at the 1964 New York Worlds Fair.

My experience has introduced me to many facets of corporate and private industry. I feel that I possess the capability and flexibility to serve as a productive member of your Board, and therefore wish to express my sincere interest in the position.

Yours truly,



Paul Verhelst
(602) 993-0466

Cc: Rex Shumway

JERRY T. WOOD

116 W. CANTERBURY LANE

PHOENIX, AZ 85023

602-770-7846

I would be interested in serving as a Trust Board member for the Washington Elementary School District No. 6. My wife Dana and I have two children that have graduated from Lookout Mountain and Mountain Sky. I see this as a way I could use my background in the financial services industry to give back to a school district that has greatly benefited my family. I presently serve as a volunteer for Arizona Saves. We are a group that brings financial knowledge and habits to less fortunate kids and adults. I see Volunteer work as greatly rewarding and a way that one may gain in knowledge while helping others. The work that the board does should fit into my skill set. I am hoping to become a valuable asset to the board.

Thank you,

Jerry T. Wood

RESUME

JERRY T. WOOD

116 W. CANTERBURY LANE

PHOENIX, AZ 85023

602-770-7846

EDUCATION AND LICENSES

- 1971-1975 East High School, Graduate
- 1978-1982 Phoenix College, Associates in Business Administration.
- 1982-1986 Arizona State University, Bachelors in Business Marketing, minor in Statistics.
- 1988-Present State of Arizona Property and Casualty, Life and Health License.
- 1990-Present Certified Banker State Farm Bank
- 1999-Present Series 6 and 64 Security Exchange Commission License.

EMPLOYMENT AND ACCOMPLISHMENTS

- 1975-1977 Air Conditioning Mechanic, Shell Service Stations.
- 1977-1981 U.S.A.F. Avionic Instruments Technician, McDonnell Douglas F-4C, Luke Air Force Base.
Repaired and maintained 95% of all pilot and copilot instruments from cockpit to engine.
- 1981-1984 Sperry Avionics, Instrument Technician,
Repaired and tested gyroscopic instruments on several different business class jets.
- 1984-1988 Minico, Operations Manager Mini Storage Security Systems.
Sold and serviced security systems for mini storage facilities from coast to coast.
- 1988-Present State Farm Insurance Agent.
- 1995-Present President, Jerry T. Wood Insurance Agency Incorporated.
Sell and service all lines of insurance, securities, and banking products. 195 different items in house.

E-4700 EIC
SELF - INSURANCE PROGRAMS
(Trust Board)

The Governing **Board** shall establish **trust** funds to provide a mechanism for implementation of self-insurance retention programs in accordance with A.R.S. 15-382 and any other applicable laws. The funds appropriated shall be designated to cover:

- Employee health plan benefits allowed under section 501(C)(9) of the Internal Revenue Code of 1954.
- Workers' compensation benefits pursuant to Title 23 of the Arizona Revised Statutes.
- Specified property and liability losses, and any other losses the District may elect to self-insure.
- Management and administration of the self-retention programs, including defense costs, insurance premiums, and other related expenses.

Funds budgeted for the self-insurance programs shall be subject to District budgetary requirements. Additionally, an audit of **trust** funds shall be performed annually by a certified public accountant.

The **trust** funds shall be administered by a **Trust Board** consisting of at least five (5) joint trustees, of whom no more than one (1) may be a member of the Governing **Board** and no more than one (1) may be an employee of the District. Trustees shall be appointed by the Governing **Board** and shall serve at the discretion of the Governing **Board** for three-year staggered terms, except that in no event shall the employee or Governing **Board** representatives serve beyond their employment or membership on the Governing **Board**, respectively. Trustees shall be provided with errors and omissions insurance during their tenure.

The **Trust Board** shall be responsible for the management of the **trust** funds including:

- Interpreting and applying all provisions of the insurance plans approved by the Governing **Board**;
- Formulating, issuing, and applying rules and regulations which are consistent with applicable law and the terms and provisions of the insurance plans approved by the **Board**;
- Making appropriate claim determinations and calculations, and directing the payment of benefits accordingly;
- Arranging for all fund-related reports which may be required either by law or

for fund management and administration;

- Contracting for and paying premiums for any insurance which is purchased in furtherance of the insurance plans;
- Recommending plans, plan design changes and funding levels to the Governing **Board** that are designed to insure the cost-effectiveness and financial solvency of the District's self-insurance programs;
- Developing and implementing preventative programs pertaining to the safety and health of students and employees, and administering said programs in conformity with approved plans and all applicable laws; and
- Insuring compliance with approved plans and all applicable laws pertaining to the safety and health of students and employees, and managing all litigation arising from claims brought against the District.

The **Trust Board** shall develop and codify procedures to address each responsibility.

Adopted: date of manual adoption

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

15-381

15-382

15-383

15-384

15-386

15-387

15-388

15-502

A.G.O. I80-216

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent X Discussion
 DATE: August 26, 2010 Information
 AGENDA ITEM: Head Start Program Planning Procedures 1st Reading

INITIATED BY: Susan Burns, Director of SUBMITTED BY: Susan Burns, Director of
Preschool/Head Start Preschool/Head Start

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

Pursuant to 45 C.F.R. 1304.50 (d) (1) (iii) and 1304.50(d) (1) (IV), the Governing Board is obligated to approve the Washington Elementary School District (WESD) Head Start Program Planning procedures.

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Head Start Program Planning procedures for the school year 2010-2011.

Superintendent



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

Washington Elementary School District Head Start Program Planning 2010 – 2011

July

- Start of new program/budget year
- Review, revise, if needed, and submit for printing Preschool/Head Start Parent Handbook and Staff Handbook
- Mail enrollment notification letters to families
- Develop Staff Training Plan
- Complete PIR (Program Information Report) Information

- **Submit to Grantee:**
 - Administrative Cost Report
 - Submit PIR Information
 - Current Parent Handbook
 - Disabilities Services Summary for Program Year 2009 - 10
 - Summary of program Transition Activities

August

- Conduct Staff orientation
- Distribute Year 45 Staff Calendar
- Conduct annual Staff training of Dept. of Health Services Child Care Licensure Regulations, Head Start Performance Standards, WESD Head Start program Service Plans and WESD District Policies
- Attend City of Phoenix annual Head Start Summer Conference
- Conduct classroom Family Orientations
- Conduct Home visits and development screenings
- First day of class
- Conduct classroom Family Training Survey
- Develop Family Training Plan
- Develop Disabilities Training Plan
- Election of classroom Policy Committee Representatives

- **Policy Committee Meeting** (last meeting for previous year Policy & Community reps and first meeting for current year Policy & Community reps): (August 31, 2010)
 - PC approval of:
 - June Policy Committee Minutes
 - Hiring and termination recommendations (as needed)
 - Conduct Policy Committee orientation
 - PC review:
 - Proposed Policy Committee meeting dates for Sept. 2010 – Aug. 2011
 - Policy Committee By-laws
 - Parent Reimbursement Plan and Procedures
 - Program Holiday & Celebration Plan and Procedures
 - WESD Head Start Program Planning Procedures Calendar 2010 – 2011
 - Shared Governance Procedures
 - Dispute and Impasse Procedures
 - Program Budget and Expenditures

- **Submit to Grantee:**
 - PIR Information
 - Monthly expenditure report and funding request, invoices, disabilities tally updates, and budget modifications, as needed
 - Final Fiscal Report
 - Staff Training Plan
 - Status report for individual staff status towards attainment of Associates or Bachelor's degrees
 - Policy Committee and Governing Board Orientation schedule

Washington Elementary School District Head Start Program Planning 2010 – 2011

September

- Assessment of program bilingual language needs
- **Policy Committee Meeting:** (September 21, 2010)
 - PC election Policy Committee Officers and Policy Council Representatives
 - PC approval of:
 - August Policy Committee Minutes
 - Policy Committee meeting dates for Sept. 2010 – Aug. 2011
 - Policy Committee By-laws, if amended
 - Parent Reimbursement Plan and Procedures
 - Program Holiday & Celebration Plan and Procedures
 - Hiring and termination recommendations (as needed)
 - PC review:
 - Program philosophy
 - Program long and short range goals
 - Program monthly reports
- **Head Start Communication Committee Meeting:** (September 14, 2010)
 - CC review of:
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates, and budget modifications, as needed
 - Quarterly Administrative Costs Report
 - Names and information of newly elected Policy Council Representatives

October

- Data Collection Outcome Measures-Time One
- **Policy Committee Meeting:** (October 26, 2010)
 - PC approval of:
 - Program philosophy
 - Hiring and termination recommendations (as needed)
 - PC review of:
 - Long and Short Range Goals and Objectives
 - Program monthly reports
- **Head Start Communication Committee Meeting:** (October 5, 2010)
 - CC review of:
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates, and budget modifications, as needed
 - Administrative Cost Report

November

- **Governing Board Presentation:**
 - Conduct Governing Board orientation
 - GB approval of:
 - Hiring and termination of Head Start personnel (as needed)
- **Policy Committee Meeting:** (November 16, 2010)

Washington Elementary School District Head Start Program Planning 2010 – 2011

-PC review of:
IGA (Program Refunding Application, Service Plans and Program Option, PY 46)
Program monthly reports
Hiring and termination recommendations (as needed)

-PC approval of:
Long and Short-range Goals and Objectives

- **Submit to Grantee:**
Head Start Refunding Grant/Contract Renewal documents for Program Year 46
Community Assessment Updates
Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

December

- Conduct Parent Satisfaction Survey
- Meet with Grantee to review Refunding Application Packet
- **Policy Committee Meeting:** (December 14, 2010)
-PC review of:
Self Assessment process
Program monthly reports
Hiring and termination recommendations (as needed)
- **Head Start Communication Committee Meeting:** (December 7, 2010)
-CC review of:
Program monthly reports
Policy Committee Updates
Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
Quarterly Administrative Costs Report

January

- **Governing Board Presentation:**
-Review and approval of Self Assessment process
- Data Collection Outcomes Measures – Time Two
- Analyze Parent Satisfaction Survey results
- **Policy Committee Meeting:** (January 25, 2011)
-PC approve of:
Self Assessment process
-PC review of:
Program monthly reports
Hiring and termination recommendations (as needed)
-PC Self Assessment training
- **Head Start Communication Committee Meeting:** (January 11, 2011)
-CC review of:
Self Assessment process/training
Review Parent Satisfaction Survey results
Program monthly reports
Program and Policy Committee Updates
Hiring and termination recommendations (as needed)

Washington Elementary School District Head Start Program Planning 2010 – 2011

- **Submit to Grantee:**

Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
Final submittal of any revised programmatic and fiscal renewal documents of PY 46

February

- Conduct Self Assessment/parents, PC, GB, Communication Committee and staff
- Conduct home visits
- Identify Budget Savings
- **Policy Committee Meeting:** (January 15, 2011)
 - PC review of:
 - Eligibility, Recruitment, Selection, Enrollment and Attendance Criteria Plan and Procedures (ERSEA Plan)
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Head Start Communication Committee Meeting:** (February 8, 2011)
 - CC review of:
 - Parent Satisfaction Survey results
 - Eligibility, Recruitment, Selection, Enrollment and Attendance Criteria Plan and Procedures (ERSEA Plan)
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

March

- Analyze Self Assessment Results
- Design Program Improvement Plan from Self Assessment results
- Begin new program year recruitment
- **Policy Committee Meeting:** (March 29, 2011)
 - PC approval of:
 - Eligibility, Recruitment, Selection, Enrollment and Attendance Criteria Plan and Procedures (ERSEA Plan)
 - PC review of:
 - Self-Assessment Results/Program Improvement Plans (as applicable)
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
 - Quarterly Administrative Costs Report
 - Two copies of Single Audit Report

April

- Conduct staff evaluations
- **Policy Committee Meeting:** (April 19, 2011)
 - PC review of:
 - Program Improvement Plan
 - Program monthly reports
 - Hiring and termination recommendations (as needed)

Washington Elementary School District Head Start Program Planning 2010 – 2011

- **Head Start Communication Committee Meeting:** (April 12, 2011)
 - CC review of:
 - Self-Assessment Results/Program Improvement Plans (as applicable)
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed

May

- Submit Staff Performance Review to WESD Human Resources
- Conduct Staff Training Needs Assessment
- Conduct Parent Satisfaction Survey
- Data Collection Outcomes Measures – Time Three
- Prepare Preschool/Head Start calendar (aligned to WESD calendar)
- Parent and Staff Recognition Event (based on availability of funds)
- **Policy Committee Meeting:** (May 17, 2011)
 - PC review of:
 - Program Refunding Application, Service Plans and Program Option-PY 46 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2011 -2012
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Head Start Communication Committee Meeting:** (May 10, 2011)
 - CC review of:
 - Program Refunding Application, Service Plans and Program Option-PY 46 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2011 - 2012
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
 - Copy of Self-Assessment and Program Improvement Plan

June

- Analyze Staff Training Needs Assessment
- Analyze Parent Satisfaction Survey
- Conduct independent Audit
- Finalize Preschool/Head Start calendar (aligned to WESD calendar)
- **Governing Board Head Start Presentation:**
 - GB approval of:
 - Program Refunding Application, Service Plans and Program Option-PY 46 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2011 - 2012
 - Hiring and termination of Head Start personnel (as needed)
- **Policy Committee Meeting:** (June 15, 2011)
 - Identify Program Goals and Needs
 - PC approval of:
 - Program Refunding Application, Service Plans and Program Option-PY 46 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2011 – 2012
 - PC review of:

Washington Elementary School District Head Start Program Planning 2010 – 2011

Program monthly reports
Hiring and termination recommendations (as needed)

- **Submit to Grantee:**

Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
Quarterly Administrative Costs Report
Final revised/current Methodology/Program Area Plan
Outcomes Measures Analysis for Year 2010-11
Copies of Single Audit Report
Policy Committee/Governing Board approved Annual Planning Calendar

Meetings

Monthly:

- Policy Committee Meeting (except July)
- Parent Classroom Meeting (except June/July)
- Policy Council Meeting
- Governing Board hiring and termination of Head Start personnel (as needed)
- Director Meeting with Grantee
- CORE Meeting (Caseworker(s), Area Supervisor, Head Start Director and/or designee(s) and Program Assistant(s))

Bi-Monthly:

- Staff Meetings
- Head Start Director with Director of Curriculum

Approved by the WESD Head Start Policy Committee on: _____.

Approved by WESD Governing Board on: _____.

Submitted by: _____
Policy Committee Chairperson

Update 5/10
(Plan and Policies, Parent Policy, Governance)

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board				
FROM:	Dr. Susan J. Cook, Superintendent				
DATE:	August 26, 2010				
AGENDA ITEM:	Regulation GCQA-R – Professional Staff Reduction in Force				
INITIATED BY:	Sue Snyder, Assistant to the Superintendent	SUBMITTED BY:	D. Rex Shumway, Legal Counsel, and Justin Wing, Director of Human Resources		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	BGB; HB2011; ARS§15-502, 15-544				

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

On April 22, 2010, the Governing Board voted to approve the Second Reading of Amended Policy GCQA – Professional Staff Reduction in Force, as amended on April 21, 2010. Superintendent Dr. Susan J. Cook advised Board members that the IBN RIF Subcommittee would convene during the summer to develop an associated Regulation and to further review the Reduction in Force Rubric, which would be incorporated into the Regulation.

RIF Subcommittee representatives, including principals, teachers, a classified employee and District administrators, met on June 22, 2010. They identified and addressed outstanding issues regarding the RIF Rubric, one of which was a suggested Governing Board amendment to give teachers points for having had a history of positive performance evaluations. Subcommittee members expressed concern that doing so could violate the intent of HB2011 with regard to seniority; however, they agreed that there should be recourse available to a teacher who has received a poor evaluation after having had a history of good evaluations. A consensus decision was made that the situation described should be addressed through the RIF appeal process and that greater detail about the appeal process and its applications should be included in the RIF Regulation.

Another issue pertaining to the RIF Rubric concerned physical education and other teachers who are not required to be highly qualified. RIF Subcommittee members agreed to revise the RIF Rubric so that those teachers are not penalized:

SUMMARY AND RECOMMENDATION

No action required.

Superintendent 

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

Regulation GCQA-R – Professional Staff Reduction in Force

August 26, 2010

Page 2

- Section 4(a)(3) of the RIF Rubric has been revised to read, “Highly qualified and appropriately certified in non-hard-to-fill area, or appropriately certified in area that does not require highly qualified status”.
- Section 4(c) of the RIF Rubric has been revised to read, “Not highly qualified in any area, but certified; does not pertain to teachers in positions that do not require highly qualified status”.

Subcommittee members then discussed certified reduction in force operational procedures, and they identified key considerations to be addressed when drafting Regulation GCQA-R. They entrusted a small number of the group’s representatives to draft the Regulation, which was subsequently reviewed by other subcommittee members; minor revisions were made based on consensus of the reviewers. The final draft of Regulation GCQA-R is attached for your information and discussion.

Information regarding the RIF Regulation and Amended Policy will be communicated to principals during an upcoming Principals’ Meeting. Principals will then provide training for their certified staff, using a video presentation that is being developed by the Human Resources Department.

REGULATION**REGULATION****PROFESSIONAL STAFF
REDUCTION IN FORCE**

The following process shall be followed in implementing a Reduction in Force that is necessitated by the need to eliminate certificated teaching positions in the District in order to effectuate economies in the operation of the District or to improve the efficient conduct and administration of the schools in the District. The process shall be reviewed annually.

Budgetary and Staffing Level Determination

Based on projected budgetary and staffing levels, the Superintendent shall determine whether a reduction in force may be necessary. The timing of this determination shall permit sufficient time to complete the process described hereafter.

Teacher Evaluations

If the Superintendent determines that a reduction in force may be necessary, the Superintendent shall provide the principals a timetable for the completion of the certificated teacher evaluations as provided for in Policy GCO/GDO and the Summative Teacher Evaluation Form Guidelines.

Reduction in Force Rubric

The Superintendent shall provide the principals with a timetable for the completion of the Reduction in Force Rubric (Exhibit GCQA-R) and the Productive Culture Rubric (Exhibit GCQA-R) that is an element of the Reduction in Force Rubric.

Notification of Teachers

Based on the projected number of teachers that may be released, the Superintendent shall determine the number of teachers that will be provided written and verbal notification of the possible reduction in force and the fact that they may be released as a result of the application of the Reduction in Force Rubric. The notification shall include a copy of the teacher's Reduction in Force Rubric and Productive Culture Rubric, and shall describe the appeal process as provided in Policy GCQA.

REGULATION**REGULATION****Appeal**

An appeal may be submitted in writing to the principal or supervisor as provided for in Policy GCQA. The appeal must explain what specifically the teacher disagrees with on the rubric and the reasons why.

Governing Board Decision

The Superintendent shall submit a reduction in force recommendation to the Governing Board. Pursuant to A.R.S. §15-544, the Governing Board may decide to terminate the employment teachers in the District in order to effectuate economies in the operation of the District or to improve the efficient conduct and administration of the schools of the District.

Written Notification of Governing Board Decision

Following the decision by the Governing Board to terminate the employment of teachers in the District as part of a reduction in force, the affected teachers will be notified in writing within five (5) business days of the decision.

EXHIBIT**EXHIBIT****Reduction in Force Rubric**

Teacher Name: _____ Location: _____

			Possible Points	Actual Points	Notes / Comments
1. PERFORMANCE EVALUATION, INCLUDING ACHIEVEMENT/GROWTH OF STUDENTS					
CHOOSE ONLY ONE	a. Professionally Competent in all areas AND no Recommended Areas of Growth and Improvement boxes checked on most recent summative evaluation	25			
	b. Professionally Competent in all areas AND 1 Recommended Areas of Growth and Improvement box checked on most recent summative evaluation	20			
	c. Professionally Competent in all areas AND 2 Recommended Areas of Growth and Improvement boxes checked on most recent summative evaluation	15			
	d. Professionally Competent in all areas AND 3 or more Recommended Areas of Growth and Improvement boxes checked on most recent summative evaluation	-15			
	e. Unsatisfactory in one or more areas on most recent summative evaluation	-25			
2. PRODUCTIVE CULTURE RUBRIC					
	Total number of points received on Productive Culture Rubric	56			
3. DISCIPLINE					
CHOOSE ONLY ONE	a. Consistent with GCQF-R/GDQD-R, employee has had no formal disciplinary action imposed during the current school year	10			
	b. Consistent with GCQF-R/GDQD-R, employee has received a formal written reprimand during the current school year	-10			
	c. Consistent with GCQF-R/GDQD-R, employee has been suspended during the current school year	-20			
4. HIGHLY QUALIFIED/CERTIFICATION/ENDORSEMENTS/EXPERIENCE/EDUCATIONAL BACKGROUND					
MAXIMUM TOTAL POINTS ALLOWED FOR SECTION 4 IS 9 (NINE) POINTS	(1) Highly qualified and appropriately certified in one or more hard-to-fill areas (Hard-to-fill areas determined annually by Superintendent or designee); OR	3			
	a. (2) Highly qualified but not appropriately certified in one or more hard-to-fill areas (Hard-to-fill areas determined annually by Superintendent or designee); OR	2			
	(3) Highly qualified and appropriately certified in non-hard-to-fill area, or appropriately certified in area that does not require highly qualified status	1			
	b. (1) Highly qualified and appropriately certified in multiple areas; OR	3			
	(2) Highly qualified but not appropriately certified in multiple areas	2			
	c. Not highly qualified in any area, but certified; does not pertain to teachers in positions that do not require highly qualified status	-3			
	d. Certified teaching experience in more than one of the following areas/grade levels: K-3; 4-6; 7-8; special subject area (art, music, PE)	1			
	e. Certified teaching experience in Title I school	1			
	f. Master's degree in education-related field	2			
	g. Doctorate in education-related field	2			
	h. Holds National Board Certification	2			
i. Is currently participating in or has completed 3-year BEGIN program	2				
SECTION 4 SUBTOTAL					
TOTAL POINTS					

Principal/Supervisor Signature: _____ Date: _____

EXHIBIT**EXHIBIT****PRODUCTIVE CULTURE RUBRIC**

Key Qualities	4	3	2	1
Ownership	The employee consistently and effectively demonstrates ownership of and advocates for the team's outcomes to promote the success of the team.	The employee demonstrates ownership to promote the success of the team.	The employee sometimes demonstrates ownership to promote the success of the team, but is generally disengaged from the team.	The employee never demonstrates ownership to promote the success of the team.
Collaboration	The employee consistently and effectively demonstrates collaborative planning with others.	The employee demonstrates collaborative planning with others.	The employee sometimes demonstrates collaborative planning with others, but prefers to work in isolation.	The employee never demonstrates collaborative planning with others.
Cooperation	The employee consistently and effectively cooperates to accomplish team goals.	The employee cooperates to accomplish team goals.	The employee sometimes cooperates to accomplish team goals, but is generally self- focused.	The employee never cooperates to accomplish team goals.
Communication	The employee consistently and effectively communicates openly, honestly and respectfully and is willing to confront inappropriate behaviors.	The employee communicates openly, honestly and respectfully and is willing to confront inappropriate behaviors.	The employee sometimes communicates with teammates, but is not always honest or respectful.	The employee never communicates openly, honestly and respectfully.
Positive Attitude	The employee consistently and effectively demonstrates supportive and positive attitudes.	The employee demonstrates supportive and positive attitudes.	The employee sometimes demonstrates supportive and positive attitudes.	The employee never demonstrates supportive and positive attitudes.
Shared Values	The employee consistently shares team, school, and district values.	The employee shares team, school and district values.	The employee sometimes shares team, school and district values.	The employee never shares team, school and district values.
Complementary Skills	The employee consistently and effectively values the complementary skills of teammates	The employee values the complementary skills of teammates.	The employee sometimes values the complementary skills of teammates, but generally focuses on others' weaknesses.	The employee never values the complementary skills of teammates.

EXHIBIT**EXHIBIT****PRODUCTIVE CULTURE RUBRIC**

Key Qualities	4	3	2	1
Trust	The employee consistently and effectively builds trust with teammates as evidenced by listening and by respectful, responsible, and dependable behaviors.	The employee builds trust with teammates as evidenced by listening and by respectful, responsible, and dependable behaviors.	The employee sometimes builds trust with teammates, but sometimes sabotages the team.	The employee never builds trust with teammates.
Shared Leadership	The employee consistently and effectively demonstrates shared leadership by a willingness to accept a variety of team roles (leader, finisher, shaper, harmonizer, scribe, etc.).	The employee demonstrates shared leadership by a willingness to accept a variety of team roles (leader, finisher, shaper, harmonizer, scribe, etc.).	The employee sometimes attempts to demonstrate shared leadership and often refuses to accept any team roles (leader, finisher, shaper, harmonizer, scribe, etc.).	The employee never demonstrates shared leadership.
Compromise	The employee is consistently and effectively willing to compromise in order to support the needs of the team. The employee never bullies others.	The employee is willing to compromise in order to support the needs of the team. The employee never bullies others.	The employee is sometimes willing to compromise in order to support the needs of the team. The employee sometimes bullies others.	The employee is never willing to compromise in order to support the needs of the team. The employee bullies others.
Conflict Resolution	The employee is consistently and effectively willing to identify and resolve conflict at the team level first.	The employee is willing to identify and resolve conflict at the team level first.	The employee is sometimes willing to identify and resolve conflict at the team level, but generally exacerbates the problem.	The employee is never willing to identify and resolve conflict at the team level first.
Respect	The employee consistently and effectively respects opinions of others.	The employee respects opinions of others.	The employee sometimes respects opinions of others.	The employee never respects opinions of others.
Active Participation	The employee actively participates in and attends all collaboratively scheduled team meetings, professional learning opportunities, and functions.	The employee participates in and attends collaboratively scheduled team meetings, professional learning opportunities, and functions.	The employee sometimes participates in and attends collaboratively scheduled team meetings, professional learning opportunities, and functions.	The employee does not participate in and does not attend collaboratively scheduled team meetings, professional learning opportunities, and functions.
Relationships	The employee consistently and effectively builds and maintains effective working relationships with co-workers.	The employee builds and maintains effective working relationships with co-workers.	The employee sometimes builds working relationships with co-workers, but has difficulty with maintaining relationships.	The employee does not build working relationships with co-workers.

GCQA-R Professional Staff Reduction in Force Regulation

August 26, 2010

Governing Board Meeting April 22, 2010

- Governing Board approved the Second Reading of Amended Policy GCQA, Professional Staff Reduction in Force
- Commitment was made to convene the RIF Subcommittee during the summer to develop a regulation to accompany the approved policy

RIF Subcommittee Meeting June 22, 2010

Purpose:

- To identify and address outstanding issues pertaining to the RIF Rubric
- To discuss certified RIF operational procedures and identify key points to be addressed in the certified RIF regulation
- To assign subcommittee representatives to draft the regulation
- To determine procedure for reviewing regulation draft

ISSUE #1: Suggested Governing Board amendment to give teachers points for having had a history of positive performance evaluations

Discussion:

- Concern that suggested amendment could violate the intent of HB2011 with regard to seniority
- Agreement that teacher who receives a poor evaluation after having had a history of good evaluations should have some recourse

■ Resolution:

- Consensus that situation should be addressed through the appeal process
- Decision to include greater detail about the appeal process and its applications when drafting Regulation GCQA-R

ISSUE #2: Physical education and other teachers who are not required to be highly qualified

■ Discussion:

- Agreement that RIF Rubric should not penalize teachers who hold positions that do not require highly qualified status

■ Resolution:

- Revise Section 4(a)(3) of RIF Rubric to read, "Highly qualified and appropriately certified in non-hard-to-fill area, or appropriately certified in area that does not require highly qualified status"
- Revise Section 4(c) of RIF Rubric to read, "Not highly qualified in any area, but certified; does not pertain to teachers in positions that do not require highly qualified status"

RIF Subcommittee Meeting June 22, 2010

■ Additional Meeting Outcomes:

- Discussed certified RIF operational procedures
- Identified key considerations to address when drafting regulation
- Assigned subcommittee representatives to draft the regulation
- Discussed plan for subcommittee's review of regulation draft

Regulation GCQA-R

- Drafted by Rex Shumway, Legal Counsel, and Justin Wing, Director of Human Resources
- Draft distributed to RIF Subcommittee representatives, including teachers, principals, District administrator and classified staff member, for review and feedback
- Input from reviewers prompted minor revisions
- Final draft included as part of Governing Board agenda item

Next Steps

- Development of training video by Human Resources Department
- Training for principals during upcoming Principals Meeting
- Training for certified staff by each principal, using prepared video presentation

