

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

DATE: June 9, 2011

TIME: Regular Meeting 7:00 p.m.

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

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

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

I. REGULAR MEETING – GENERAL FUNCTION

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

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

Motion _____ Second _____ Vote _____

- E. Approval of the Minutes

1-6

It is recommended that the Governing Board approve the Minutes of the May 26, 2011 Regular Meeting and Executive Session (all Governing Board Members were in attendance at the Regular Meeting; Mr. Adams recused himself from the Executive Session).

Motion _____ Second _____ Vote _____

- F. Current Events: Governing Board and Superintendent

A student from the Summer Academy Program will demonstrate a mathematics concept that aligns with the newly adopted Mathematics Program Guide

- G. Public Participation**

- Members of the public may address the Governing Board during this portion of the agenda in regard to non-agenda items (not to exceed three (3) minutes at chair's discretion).
- Additionally, or instead of, members of the public may address the Governing Board during a specific item that is on the agenda (not to exceed three (3) minutes at chair's discretion).

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

Motion _____ Second _____ Vote _____

II. CONSENT AGENDA

- *A. Approval/Ratification of Vouchers 7
The Vice President of the Board reviews all vouchers prior to the meeting of the Board. Vouchers represent orders for payment of materials, equipment, salaries and services.
- *B. Personnel Items 8-11
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) 12
 1. The John Jacobs Parent/Teacher Organization donated a check in the amount of \$3,456.30 to be used for four patio tables for the benefit of students at John Jacobs Elementary School.
 2. Alliance Residential Company donated a check in the amount of \$1,000.00 to be used for student sports and equipment for the benefit of students at Lookout Mountain Elementary School.
 3. Fresh and Easy donated a rebate check in the amount of \$503.87 to be used for the benefit of students at Mountain View School.
 4. Bonnie Stevens donated personalized shirts with an approximate value of \$500.00 to be used for the benefit of students in a 2nd grade class at Shaw Butte Elementary School.
- *D. Out-of-County/State Field Trips 13-35
 1. John Vasey, Orangewood School, submitted an out-of-county/state field trip request to Hoover Dam, Boulder City, NV, Sky Y Camp and Goldwater Lake, Prescott, AZ, October 11-14, 2011, for 5th and 6th grade students at a cost of \$21,173.40.
 2. John Vasey, Orangewood School, submitted an out-of-county/state field trip request to the University of Arizona Flandrau Planetarium, Tucson, AZ and Biosphere 2, Oracle, AZ, November 15, 2011, for 6th grade students at a cost of \$1,513,80.
 3. Elizabeth Gonzales, Orangewood School, submitted an out-of-county/state field trip request to the University of Arizona Flandrau Planetarium, Tucson, AZ and Biosphere 2, Oracle, AZ, November 17, 2011, for 6th grade students at a cost of \$1,513,80.
 4. Melissa Griffin, Orangewood School, submitted an out-of-county/state field trip request to the University of Arizona Flandrau Planetarium, Tucson, AZ and Biosphere 2, Oracle, AZ, November 22, 2011, for 6th grade students at a cost of \$1,513,80.
- *E. Award of Contract - Bid No. 10.039, Maintenance Supplies 36
- *F. Award of Contract - Bid No. 11.002, Commercially Purchased Milk, Juice and Dairy Products 37
- *G. Award of Contract - Bid No. 11.003, Commercially Purchased Pizza 38
- *H. Award of Contract - Bid No. 11.004, Commercially Purchased Food and Non-Food Expendable Supplies, Exclusive of Dairy Products, Non-frozen Baked Goods, and Commercial Pizza 39
- *I. Award of Contract - Bid No. 11.005, Student Accident Insurance 40
- *J. District Representative for Procurement Protests for Fiscal Year 2011-2012 41
- *K. Re-Authorization of Bank Accounts and Signers 42-43

II. CONSENT AGENDA (continued)

*L. Signatories for Payroll and Expense Warrants for 2011-2012	44-46
*M. Petty Cash Accounts for 2011-2012	47
*N. Re-Authorization of Revolving and Change Funds for 2011-2012	48
*O. Adoption of Resolution Authorizing the Execution of Warrants Between Board Meetings	49-50
*P. Student Activity Treasurer for 2011-2012	51-52
*Q. Second Reading and Adoption of Proposed Amended Policy IHBHD – Online/Concurrent/Correspondence Courses	53-58
*R. Second Reading and Adoption of Proposed Amended Policy JFB – Open Enrollment	59-65
*S. Second Reading and Adoption of Proposed Amended Policy JFAB – Tuition/Admission of Nonresident Students	66-69
*T. Second Reading and Adoption of Proposed Amended Policy JHD – Exclusions and Exemptions from School Attendance (Chronic Health Conditions)	70-78

III. ACTION / DISCUSSION ITEMS

A. Award of Contract – Bid No. 10.044, School Site Improvements at Acacia, Desert View, Manzanita and Maryland Schools to D.L. Withers Construction LC in an Amount Not to Exceed \$835,200.00 (Cathy Thompson)	79-80
Motion _____ Second _____ Vote _____	
B. Renewal of Intergovernmental Agreement with the City of Phoenix for the Head Start Program and Approval of the WESD Head Start Program Planning 2011-2012 (Susan Burns)	81-134
Motion _____ Second _____ Vote _____	
C. 2011-2012 Desegregation Budget (Cathy Thompson)	135-140
Motion _____ Second _____ Vote _____	
D. Capital Outlay Revenue Limit (CORL) Transfer for Fiscal Year 2011-2012 (Cathy Thompson)	141
Motion _____ Second _____ Vote _____	
E. Arizona School Boards Association Action Agenda Proposals (Dr. Susan J. Cook)	142
Motion _____ Second _____ Vote _____	

IV. INFORMATION / DISCUSSION ITEM

A. Update Regarding Washington Resource Information Center (WRIC) (Dorothy Watkins and Dr. Steve Murosky)	143-144
B. Update Regarding Possible Capital Override Recommendation (Dr. Susan J. Cook)	145-147

V. FUTURE AGENDA ITEMS

VI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

VII. ADJOURNMENT

Motion _____ Second _____ Vote _____

NOTES:

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

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

(**) Members of the public who wish to address the Board on an item which is on the agenda may be granted permission to do so by completing an AUDIENCE PARTICIPATION form and giving it to the Board's Secretary PRIOR TO THE BEGINNING OF THE MEETING. Those who have asked to speak will be called upon to address the Board at the appropriate time.

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

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

GOVERNING BOARD MINUTES: REGULAR MEETING AND EXECUTIVE SESSION

2010-2011

May 26, 2011

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

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

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

B. Moment of Silence and Meditation

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

C. Pledge of Allegiance

Mr. Maza led the Pledge of Allegiance.

D. Adoption of the Regular Meeting Agenda

UNANIMOUS

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

E. Approval of the Minutes

UNANIMOUS

A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the May 12, 2011 Regular Meeting and Executive Session. The motion was seconded by Mrs. Lambert. The motion carried. Mr. Adams abstained from the vote for the Executive Session minutes.

F. Current Events: Governing Board and Superintendent

Mr. Adams shared that he enjoyed attending the Invest in Education! Golf Tournament. He thanked Ms. Sandy Mendez Benson and her team for their efforts in making the event fun and entertaining.

Mr. Jahneke shared that he enjoyed attending Moon Mountain's 40th Anniversary Celebration.

Ms. Graziano shared that she enjoyed attending the WESD Retirement Reception. She thanked Carol Donaldson and her team for the wonderful event.

Mr. Graziano thanked the following art teachers for providing their personal artwork displayed in the Board Room:

- Suzanne Bednarz – Manzanita Elementary School
- Rose Swarts – Shaw Butte Elementary School
- Linda Duncan – Abraham Lincoln Traditional School
- Carolyn Naylor – Tumbleweed Elementary School
- Sharon Swarts – Lookout Mountain Elementary School

May 26, 2011

All of the Board members shared that they enjoyed participating in the 8th grade promotion ceremonies. They stated that the events were wonderful and very heartwarming. Mr. Maza shared that he enjoyed sharing the dais with former Governing Board President, Ms. Bev Kraft, at Orangewood School's promotion ceremony.

Dr. Cook thanked the Board members for participating in the promotion ceremonies. She stated that she was proud that there was a Board member at every promotion ceremony in the District.

G. Public Participation

There was no public participation.

H. Special Recognition

Dr. Cook recognized and congratulated the teachers who received the Outstanding Middle Level Educators of the Year Award from the Arizona Middle Level Association: Carron Myres, Sweetwater School, accompanied by Principal Luanne Herman; Carlos Martinez, Royal Palm Middle School, accompanied by Principal Lenny Hoover; and Kirsten Dukeshier, Mountain Sky Junior High School, accompanied by Principal Perry Mason. Dr. Cook also recognized Gwen Hogan from Sweetwater School who was unable to attend the meeting. Dr. Cook stated that this was a special award because it was a state-wide recognition award and the teachers were nominated by their peers and superiors for their outstanding contributions.

I. Approval of the Consent Agenda

UNANIMOUS

Ms. Graziano requested that Item *II.D. – Submission of the School Safety Program Grant on Behalf of the District in an Amount Not to Exceed \$1,724,373.00; Item *II.F. – Proposed Governing Board Meeting Dates for the 2011-2012 School Year; and Item *II.H. – First Reading of Proposed Amended Board Policy JFB – Open Enrollment be pulled from the Consent Agenda for separate consideration.

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

II. CONSENT AGENDA

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

UNANIMOUS

Approved and ratified the vouchers as presented.

***B. Personnel Items**

UNANIMOUS

Approved the personnel items as presented.

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

UNANIMOUS

Approved the public gifts and donations as presented.

1. The Abraham Lincoln Traditional School Guild donated 90 Science workbooks with a value of \$387.00 to be used for the benefit of 3rd grade students.

2. The Abraham Lincoln Traditional School Guild donated keyboard headphones with a value of \$408.43 to be used for the benefit of music students.

3. Fry's Food Stores donated a check in the amount of \$500.00 to be used for the benefit of students at Desert Foothills Junior High School.

May 26, 2011

4. Carol Norris and Brian Vance donated computers with an approximate value of \$825.00 to be used for the benefit of students and staff in the Washington Elementary School District.
5. The Ocotillo Bulldog Parent/Teacher Organization donated a check in the amount of \$3,276.98 to be used to purchase projectors and SMART Boards for the benefit of students at Ocotillo Elementary School.
6. Kroger donated a check in the amount of \$500.00 to be used for the benefit of students at Mountain View School.

***D. Submission of the School Safety Program Grant on Behalf of the District in an Amount Not to Exceed \$1,724,373.00** **UNANIMOUS**

Ms. Graziano asked if this was a new grant or a continuation of a grant. Dr. Cook advised that the District had a School Resource Officers (SRO) grant several years ago, but did not receive funding the last time the District applied. Dr. Cook stated that a lot of time and effort had been put into this grant submission and was hopeful it would be successful.

A motion was made by Ms. Graziano that the Governing Board approve submission of the Arizona Department of Education School Safety Program grant on behalf of the District in an amount not to exceed \$1,724,373.00 and authorize the Superintendent to sign all necessary documents. The motion was seconded by Mr. Adams. The motion carried.

***E. Signatories for General Statement of Assurance** **UNANIMOUS**

***F. Proposed Governing Board Meeting Dates for the 2011-2012 School Year** **4-1 AYE**

Ms. Graziano asked if it would be necessary to schedule a meeting before the start of school on August 15, 2011 to approve the hiring of new employees. Dr. Cook advised that it had been prior practice to have a special telephonic Board meeting to approve the new hires.

Ms. Graziano asked to move the November 10, 2011 Board meeting to November 17, 2011 because of parent/teacher conferences.

Ms. Graziano asked that the verbiage regarding Board meetings be updated on the WESD website.

A motion was made by Mr. Adams that the Governing Board adopt the proposed schedule of Governing Board meeting dates for the 2011-2012 school year. The motion was seconded by Mrs. Lambert. The motion carried 4-1 aye. Ms. Graziano voted nay.

***G. First Reading of Proposed Board Policy IHBHD – Online/Concurrent/ Correspondence Courses** **UNANIMOUS**

***H. First Reading of Proposed Amended Board Policy JFB – Open Enrollment**

UNANIMOUS

Ms. Graziano referred to the first paragraph under Admission Standards and asked if the District strictly enforces the following statement: “A pupil who has been expelled by any school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted.” Dr. Cook advised that there had been instances when a WESD school did not know that the student had been expelled from another District or the other District did not provide the information when asked. It was suggested to change “shall” to “may” for the Second Reading.

Ms. Graziano referred to the first and fourth bullet points under Enrollment Criteria for Continuing Students and asked if an open enrollment student “engaged in misconduct” or had “a record of excessive absences, truancy and/or tardy arrival to school”, would he/she be allowed to remain for the entire school year. Dr. Cook, Dr. Bailey, and Mr. Shumway advised that the District complies with the State law that the student remains for the full school year. The only exception would be if the student was expelled.

Ms. Graziano stated that the second bullet under Capacity should read: “The estimate of existing capacity shall also take into consideration” and that the “s” should be removed from “considerations”.

A motion was made by Ms. Graziano that the Governing Board approve the First Reading of Proposed Amended Board Policy JFB – Open Enrollment with amendments made at the table (“shall” changed to “may” and the “s” deleted from “considerations”). The motion was seconded by Mrs. Lambert. The motion carried.

***I. First Reading of Proposed Amended Board Policy JFAB – Tuition/Admission of Nonresident Students**

UNANIMOUS

***J. First Reading of Proposed Amended Board Policy JHD – Exclusions and Exemptions from School Attendance (Chronic Health Conditions)**

UNANIMOUS

III. FUTURE AGENDA ITEMS

There were no future agenda items.

IV. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

Mr. Adams acknowledged that he had been selected for the ASBA 2011 Credentials Committee and will attend the Arizona School Boards Association (ASBA) Delegate Assembly on June 25, 2011.

Mr. Adams acknowledged the retirees and the staff for their efforts during the school year.

Mr. Adams stated that he attended a Town Hall meeting and acknowledged Doreen Zannis of SOSAz for her participation on the panel. Mr. Adams acknowledged all of the panel members for a job well done.

Mr. Jahneke acknowledged the retirees and thanked them for their dedicated service.

Ms. Graziano acknowledged the faculty and staff and congratulated them for another successful year. She thanked them for keeping students as their top priority.

Mrs. Lambert thanked the employees for a good school year keeping in mind the best interests for the children.

May 26, 2011

Mr. Maza acknowledged that the Education Week had an article regarding National Education Association's (NEA) position on teacher evaluations. The article stated that teachers wrote the policy and Mr. Maza advised he served on the committee that wrote the policy.

Mr. Maza acknowledged the very informative webinar regarding changes to the teacher evaluation in the State of Arizona. He thanked the Arizona Department of Education for their work which provided framework for districts to utilize.

V. CALL FOR EXECUTIVE SESSION

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

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

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

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

VI. RECESSING OF REGULAR MEETING FOR EXECUTIVE SESSION

VII. EXECUTIVE SESSION – GENERAL FUNCTION

A. Call to Order and Roll Call

Governing Board members present: Mr. Chris Maza, Ms. Clorinda Graziano, Mr. Aaron Jahneke, and Mrs. Tee Lambert. Mr. Bill Adams recused himself from the Executive Session due to a conflict of interest.

B. Confidentiality Statement

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

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

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

VIII. RECONVENING OF REGULAR MEETING

IX. ADJOURNMENT

A motion was made by Mrs. Lambert to adjourn the Regular Meeting at 8:18 p.m. The motion was seconded by Ms. Graziano. The motion carried 4-0. Mr. Adams was absent for the Adjournment.

4-0 AYE

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

May 26, 2011

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: June 9, 2011
 AGENDA ITEM: *Approval/Ratification of Vouchers
 INITIATED BY: Debra Karns, Accounting Manager SUBMITTED BY: David Velazquez, Director of Finance
 PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, DK and A.R.S. §15-321

SUPPORTING DATA

Funding Source: Various
 Budgeted: Yes

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

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

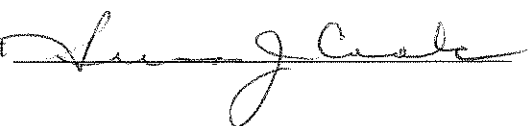
05/17/11	<u>4,405,399.05</u>
Totals:	<u>4,405,399.05</u>

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

05/13/11	6,064.50
05/18/11	<u>16,324,915.48</u>
Totals:	<u>16,330,979.98</u>

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *II.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 9, 2011 Information
AGENDA ITEM: *Personnel Items 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

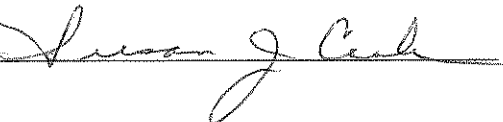
Funding Source: Various
Budgeted: Yes

The attached personnel actions are presented for approval.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.B.

PERSONNEL ACTION RECOMMENDED

June 9, 2011

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

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

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Azlin	Kristen	Teacher-2nd Grade	Chaparral	Resignation	1	5/26/2011
Baird	Andrew	Teacher-Science	Palo Verde	Resignation	3	5/26/2011
Becktold	Terri	Teacher-Language Arts	Palo Verde	Resignation	23	5/26/2011
Bello	Alicia	Teacher-CCSC	Sweetwater	Resignation	4	5/26/2011
Berns	Drew	Teacher-Music	Tumbleweed	Resignation	3	5/26/2011
Blake	Delbert	Teacher- PE	Washington	Resignation	6	5/26/2011
Cook	Shannon	Teacher-2nd Grade	Sahuaro	Resignation	1	5/26/2011
Drew	Leona	Teacher-Art	Lakeview	Resignation from Leave of Absence	14	6/30/2011
Earnhart	Bethany	Teacher-6th Grade	Washington	Resignation	1.5	5/26/2011
Freda	Jennifer	Teacher-Kindergarten	Maryland	Resignation	1	5/26/2011
Fuhrman	Amanda	Teacher-LD	Palo Verde	Resignation	4 mo.	5/26/2011
Halper	Beth	Teacher-Kindergarten	Sweetwater	Resignation from Leave of Absence	27	5/26/2011
Higgins	Kerstin	Teacher-Science	Mountain Sky	Resignation	3	5/26/2011
Ibarra	Ashlee	Teacher-1st Grade	Washington	Resignation	6	5/26/2011
Kauffman	Tricia	Teacher-Orientation/Mobility	Special Services	Resignation	4	5/26/2011
Kervin	Molly	Teacher-Social Studies	Palo Verde	Resignation	11	5/26/2011
Lanning	Stephen	Teacher-Mathematics	Royal Palm	Resignation	3	5/26/2011
Lynch	Dorena	Teacher-5th Grade	Alta Vista	Resignation	5	5/26/2011
Martelli	Michelle	Teacher-5th Grade	Shaw Butte	Resignation	7	5/26/2011
McClure	Kahren	Program Coach	Alta Vista	Resignation	8	5/26/2011
Mercier	Kimberly	Teacher-Mathematics	Mountain Sky	Resignation	4	5/26/2011
Nardone	Deborah	Teacher-LD	Palo Verde	Retirement	25	5/26/2011
Nitti	Sandra	Teacher-LD	Cholla	Resignation	3	5/26/2011
Poggi	Aaron	Teacher-5th Grade	Chaparral	Resignation	4	5/26/2011
Scott	Valerie	Teacher-4th Grade	Sweetwater	Resignation	7	5/26/2011
Seiferth	Bonnie	Teacher-Special Needs	Washington	Retirement	3	5/26/2011
Smiley	Diana	Program Coach	Alta Vista	Resignation	8	5/26/2011
Spencer	Andrea	Teacher-1st Grade	Acacia	Leave of Absence		5/26/2011
Starrett	Emily	Teacher-CCSC	Arroyo	Resignation	1	5/26/2011
Trakes	Connie	Teacher-Gifted	Richard Miller	Retirement	28	5/26/2011
Williams	Cindy	Teacher-4th Grade	Shaw Butte	Resignation	7	5/26/2011
Yarbrough	Deborah	Program Coach	Cholla	Resignation	14	5/26/2011
Ybarra	Ashlee	Teacher-1st Grade	Washington	Resignation	6	5/26/2011
Zarate Juarez	Maria	Teacher-4th Grade	Maryland	Resignation	6 mo.	5/26/2011

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Baeza	Annette	Special Ed. Assistant	Sweetwater	Resignation	11	5/25/2011
Ballew	Debbie	Paraprofessional	Mountain View	Position Eliminated	16	5/25/2011
Barker	Carolyn	Office Technician	John Jacobs	Resignation	7	5/19/2011
Black	Chelsea	Paraprofessional	Washington	Resignation	1	5/25/2011
Carranza	Consuelo	ELL Testing Specialist	Royal Palm	Position Eliminated	5.5	5/25/2011
Chacon	Haidi	Office Technician	Sunset	Resignation	4	6/7/2011
Chrisman	Ingrid	Paraprofessional	Palo Verde	Resignation	3	5/25/2011
Denson	Jeannie	Nutrition Service Clerk	John Jacobs	Resignation	4	5/25/2011

PERSONNEL ACTION RECOMMENDED

June 9, 2011

C. FULL-TIME CLASSIFIED (continued)

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Fragale	Samuel	Bus Assistant	Transportation	Termination	1	5/13/2011
Hodgdon	Rachel	Paraprofessional	Ocotillo	Resignation	1	5/25/2011
Hurst	Laura	Paraprofessional	Royal Palm	Resignation	2	5/25/2011
Karns	Debra	Accounting Manager	Finance	Resignation	7	6/30/2011
Killebrew	Angela	Special Ed. Assistant	John Jacobs	Resignation	1	5/25/2011
Lang	Kelly	Suspension Monitor	Richard Miller	Position Eliminated	18	5/25/2011
Maxwell	Nia	Detention Monitor	Palo Verde	Resignation	4 mo.	5/25/2011
McCartney	Lilli	Paraprofessional	Shaw Butte	Resignation	2	5/25/2011
Meins	Kristen	Special Ed. Assistant	John Jacobs	Resignation	2	5/25/2011
Nesbitt	Amy	Monitor	Abraham Lincoln	Resignation	2	5/25/2011
Randle	Dorthea	Suspension Monitor	Maryland	Position Eliminated	3	5/25/2011
Romero	Gloria	Bus Assistant	Transportation	Termination	1	5/18/2011
Ruby	Amanda	Special Ed. Assistant	Mountain Sky	Position Eliminated	2	5/25/2011
Salamone	Tom	Paraprofessional	Sunnyslope	Resignation	1	5/25/2011
Smith	Kathryn	Monitor	Acacia	Resignation	5 mo.	5/25/2011
Weeden	Laurie	Application System Analyst	MIS	Resignation	14	6/2/2011
Yesslith	Bertha	Night Custodian	Royal Palm	Resignation	4	5/27/2011

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Barkley	Lana	Personal Care Provider	Chaparral	Resignation	1	5/25/2011
Bejarano	Elizabeth	Paraprofessional	Alta Vista	Position Eliminated	3 mo.	5/25/2011
Collins	Judy	Special Ed. Assistant	Sweetwater	Retirement	13	5/25/2011
Deaton	Susan	Detention Monitor	Royal Palm	Resignation	19	5/25/2011
Diaz	Shannon	Crossing Guard	Arroyo	Resignation	1	5/25/2011
Engel	Linda	Instructional Assistant	John Jacobs	Resignation	1	5/25/2011
Fajardo	Crystal	Special Ed. Assistant	Sweetwater	Position Eliminated	1 mo.	5/25/2011
Gutierrez Ortiz	Brenda	Crossing Guard	Sunnyslope	Resignation	1	5/25/2011
Hyatt	Stephanie	Suspension Monitor	Orangewood	Position Eliminated	1	5/25/2011
Jafar Dezfully	Maryam	Special Ed. Assistant	Lookout Mountain	Position Eliminated	7	5/25/2011
Koester	Jeni	Crossing Guard	Sunnyslope	Resignation	1	5/25/2011
Lindsey	Amanda	Preschool Assistant	Tumbleweed	Resignation	3	5/25/2011
Munoz	Jose	Preschool Assistant	Manzanita	Resignation	5	5/25/2011
Myers	Rosa	Monitor	Mountain View	Position Eliminated	1	5/25/2011
Nordwall	Sabrina	Paraprofessional	Roadrunner	Position Eliminated	1	5/25/2011
Reid	Anetra	Special Ed. Assistant	John Jacobs	Resignation	1	5/25/2011
Rivas	Brittany	Bus Assistant	Transportation	Termination	2 mo.	5/25/2011
Rodriguez	Alba	ELL Testing Specialist	Shaw Butte	Position Eliminated	11	5/25/2011
Rodriguez	Cynthia	Special Ed. Assistant	Ironwood	Resignation	5 mo.	5/13/2011
Royal	Thomas	Bus Driver	Transportation	Resignation	4	5/25/2011
Ruiz	Kimberly	Paraprofessional	Sunset	Position Eliminated	2 mo.	5/25/2011
Santiago	Juan	Crossing Guard	Sunnyslope	Resignation	1	5/25/2011
Schiavo	Stacey	Paraprofessional	Roadrunner	Position Eliminated	5	5/25/2011
Schroder	Robin	Monitor	Mountain View	Position Eliminated	1	5/25/2011
Schweikert	Carol	Paraprofessional	Desert View	Resignation	7	5/25/2011
Sharp	Stephanie	Headstart Support	Sunburst	Resignation	1	5/26/2011
		Instructor				
Shiban	Amanda	Paraprofessional	Mountain View	Position Eliminated	3 mo.	5/25/2011
Silbermann	Hija	Paraprofessional	Mountain View	Position Eliminated	10	5/25/2011
Simpson	Amanda	Paraprofessional	Palo Verde	Position Eliminated	5	5/25/2011
Vosgier	Melody	ELL Testing Specialist	Mountain View	Position Eliminated	10	5/25/2011

PERSONNEL ACTION RECOMMENDED**June 9, 2011****II. EMPLOYMENT****A. ADMINISTRATIVE**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Liles	Philip	Principal	E	Arroyo
Quesada	Apolinar	Assistant Principal	E	Palo Verde
Spellman	James	Interim Assistant Principal	E	Mountain View

B. CERTIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Cunningham	Daniela	Speech Pathologist	E	Special Services	FY 2011-2012
Darus	Staci	Teacher-CCB/SC	E	Manzanita	FY 2011-2012
Fitzgerald	Shannon	Teacher-LD	E	Palo Verde	FY 2011-2012
Kennedy	Katherine	Speech Pathologist	E	Desert View	FY 2011-2012
Lynn	Rayna	Teacher-LD	E	Maryland	FY 2011-2012
Maxwell	Debora	Teacher-CCSC	E	Sweetwater	FY 2011-2012
McMahon	Stacy	Teacher-4th Grade	E	Shaw Butte	FY 2011-2012
Navarrete-Valenzuela	Julio	Teacher-Social Studies	E	Mountain View	FY 2011-2012
Pakis	Lindsey	Speech Pathologist	E	Special Services	FY 2011-2012
Pegram	Tara	Speech Pathologist	E	Special Services	FY 2011-2012
Perfect	Joni	Speech Pathologist	E	Special Services	FY 2011-2012
Peters	Christina	Teacher-Language Arts	E	Palo Verde	FY 2011-2012
Trimmer	Lisa	Speech Pathologist	E	Desert View/Mountain View	FY 2011-2012
Wiesenhoffer	Hannah	Teacher-Art	E	Royal Palm	FY 2011-2012

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Bain	Randy	Field Technician	E	MIS
DeAlba	Oscar	Facilities Manager	E	John Jacobs
Duffy	Jason	Night Custodian	E	Sunnyslope
Iannone	Paul	Facilities Manager	E	Orangewood

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Meyer	Nathan	Bus Driver	E	Transportation

TO: Governing Board X Action

FROM: Dr. Susan J. Cook, Superintendent Discussion

DATE: June 9, 2011 Information

AGENDA ITEM: *Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 1st Reading

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

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

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

SUPPORTING DATA

Funding Source: Donations
Budgeted: N/A

1. The John Jacobs Parent/Teacher Organization donated a check in the amount of \$3,456.30 to be used for four patio tables for the benefit of students at John Jacobs Elementary School.
2. Alliance Residential Company donated a check in the amount of \$1,000.00 to be used for student sports and equipment for the benefit of students at Lookout Mountain Elementary School.
3. Fresh and Easy donated a rebate check in the amount of \$503.87 to be used for the benefit of students at Mountain View School.
4. Bonnie Stevens donated personalized shirts with an approximate value of \$500.00 to be used for the benefit of students in a 2nd grade class at Shaw Butte Elementary School.

SUMMARY AND RECOMMENDATION

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

Superintendent _____

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

Agenda Item *II.C.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: June 9, 2011
 AGENDA ITEM: *Out-of-County/State Field Trips
 INITIATED BY: Orangewood School SUBMITTED BY: Administrative Services,
Curriculum, Accounting and
Purchasing Departments
 PRESENTER AT GOVERNING BOARD MEETING: John Vasey, Teacher
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, IJOA and A.R.S. §15-341

SUPPORTING DATA

Funding Source: See Attached
 Budgeted: No

1. John Vasey, Orangewood School, submitted an out-of-county/state field trip request to Hoover Dam, Boulder City, NV, Sky Y Camp and Goldwater Lake, Prescott, AZ, October 11-14, 2011, for 5th and 6th grade students at a cost of \$21,173.40.
2. John Vasey, Orangewood School, submitted an out-of-county/state field trip request to the University of Arizona Flandrau Planetarium, Tucson, AZ and Biosphere 2, Oracle, AZ, November 15, 2011, for 6th grade students at a cost of \$1,513,80.
3. Elizabeth Gonzales, Orangewood School, submitted an out-of-county/state field trip request to the University of Arizona Flandrau Planetarium, Tucson, AZ and Biosphere 2, Oracle, AZ, November 17, 2011, for 6th grade students at a cost of \$1,513,80.
4. Melissa Griffin, Orangewood School, submitted an out-of-county/state field trip request to the University of Arizona Flandrau Planetarium, Tucson, AZ and Biosphere 2, Oracle, AZ, November 22, 2011, for 6th grade students at a cost of \$1,513,80.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.D.

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 6/9/2011

School: Orangewood	Departure Date: 10/11/2011	Return Date: 10/14/2011
Destination of Field Trip: Hoover Dam, Boulder City, NV, Sky Y Camp, Prescott, AZ and Goldwater Lake, Prescott, AZ		
# of Student Participants: 150	Grade Level(s): 5-6	# of Chaperones (1:8): 19
Cell Phone Number of Person Attending Trip: 623-628-0659	# of Additional Chaperones Needed (Over 1:8): 0	
Person Requesting Trip/Contact at Board Meeting: John Vasey	# of Additional Adults - paying their own way: 0	

Summary of Event/Purpose:

The mission of this field study experience is to develop and strengthen our students academic and real world scientific 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-building/collaborative problem solving skills. Along with instruction, there will be breakfast, lunch, dinner and bathroom breaks.

Educational Use:

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:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
10/11/2011	Orangewood Elementary, Phoenix, AZ	7:00 AM	Hoover Dam Visitor Center, Boulder City, NV	12:00 PM	Coach USA	623-628-0659
10/11/2011	Hoover Dam, Boulder City, NV	3:00 PM	Sky Y Camp, Prescott, AZ	8:00 PM	Coach USA	602-254-1571
10/14/2011	Sky Y Camp, Prescott, AZ	10:00 AM	Goldwater Lake, Prescott, AZ	10:15 AM	Coach USA	602-628-0659
10/14/2011	Goldwater Lake, Prescott, AZ	1:00 PM	Orangewood Elementary, Phoenix, AZ	3:00 PM	Coach USA	602-347-2960

All overnight trips (only those trips that have sleeping arrangements, not turn-around trips) are required by Governing Board policy to submit an overnight chaperone plan.

Overnight Chaperone Plan Attached: Yes

Principal Signature:

Andree Charlson

6/1/2011

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:

Fundraisers: Student-run businesses, Cookie Dough sales, Fall Festival
Scholarships: Tax Credits, PTA, Site Council, Local Business Community

Acknowledgment that no eligible student will be denied the field trip due to financial hardship: Yes

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

Acknowledgment that no eligible student will be denied the field trip due to special education/health needs: Yes

Is this the entire grade level: Yes

If no, how many students are in the grade level? 0

Is this a club or after-school class? No

What are the student eligibility requirements to participate in this trip?

To be a student at Orangewood Elementary in the fifth or sixth grade.

What are the arrangements for students not participating in this trip?

Assigned into another class with district standard based work.

Chaperones:

Will substitutes be used for certified staff chaperoning the trip? No

If no, what are the arrangements for class coverage?

Students will be assigned to other classes with appropriate district standard work so that the learning environment is not impaired for any student.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
John Vasey	Certified	No	Yes
Elizabeth Gonzales	Certified	No	Yes
Becky Brecher	Certified	No	Yes
Michael Shapiro	Certified	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes
unknown	Parent	No	Yes

Academic Services Signature: **Natalie McWhorter** 6/1/2011

Administrative Services Signature: **Lyn Bailey** 6/1/2011

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																													
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																												
This is an out-of-state field trip and travel agent quote is attached: No	This is an out-of-county field trip and charter bus quote is attached: Yes This is an out-of-county field trip using District buses: No																												
<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$</td><td>Travel Agent Quote</td></tr> <tr><td style="text-align: right;">\$</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$</td><td>Substitute</td></tr> <tr><td style="text-align: right;">\$</td><td>Food</td></tr> <tr><td style="text-align: right;">\$</td><td>Other</td></tr> <tr><td style="text-align: right;">\$</td><td>Total Cost of Trip</td></tr> </table>	\$	Travel Agent Quote	\$	Travel Insurance (optional)	\$	Substitute	\$	Food	\$	Other	\$	Total Cost of Trip	<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$ 0.00</td><td>Lodging</td></tr> <tr><td style="text-align: right;">\$ 750.00</td><td>Food:</td></tr> <tr><td style="text-align: right;">\$ 5,378.40</td><td>Transportation</td></tr> <tr><td style="text-align: right;">\$ 14,707.00</td><td>Registration/Entry Fees</td></tr> <tr><td style="text-align: right;">\$ 0.00</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$ 338.00</td><td>Other: Hoover Dam tour admission</td></tr> <tr><td style="text-align: right;">\$ 0.00</td><td>Substitute Funding Source:</td></tr> <tr><td style="text-align: right;">\$ 21,173.40</td><td>Total Cost of Trip</td></tr> </table>	\$ 0.00	Lodging	\$ 750.00	Food:	\$ 5,378.40	Transportation	\$ 14,707.00	Registration/Entry Fees	\$ 0.00	Travel Insurance (optional)	\$ 338.00	Other: Hoover Dam tour admission	\$ 0.00	Substitute Funding Source:	\$ 21,173.40	Total Cost of Trip
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\$ 338.00	Other: Hoover Dam tour admission																												
\$ 0.00	Substitute Funding Source:																												
\$ 21,173.40	Total Cost of Trip																												
Totals are estimates only, based on number of anticipated students/adults and are subject to change.																													

150 # Students Participating

of Chaperones: 19

(approved ratio of 1:8 or lower ratio due to special circumstances is included in per student cost)

Additional Adults (paying own way): 0 Payment should be made and deposited to the school's field trip auxiliary account.

TOTAL PER STUDENT COST: \$141.16

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

X - Auxiliary Operations (Fund 525 - fee based)

- Gifts & Donations (Fund 530 - donation based)

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature	
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra Karns 6/1/2011

Purchasing Signature	
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp 6/1/2011

OVERNIGHT CHAPERONE PLAN

School: Orangewood Elementary

Dates of Trip: October 11th to the 14th, 2011

Destination: Hoover Dam & Sky Y Camp

The chaperone plan for sleeping arrangements on this trip is:

Example – The students will be sleeping in separate dormitories where male chaperones stay with male students and female chaperones stay with female students. A chaperone will stay near the exit doors to monitor students at all times.

The students will be sleeping in separate cabins where male chaperones will stay with male students and female chaperones will stay with female students. The chaperones will sleep near the exit doors to monitor the students access at all times. The certified chaperones will walk around the cabins at night as another monitoring precaution.

Acceptance

Coach America Phoenix

Client ID	OREL003	Charter ID	26476
Client		Movement ID	32607
Company	Orangewood Elementary School	Status	Firm
Client Ref 1		Passengers	
Client Ref 2		Distance	590

First Pick-up	7337 N 19th Ave Phoenix AZ	Destination	Hoover Dam, NV
Pick-up Date	Tue 10/11/2011 Time 10:00	Arrival Date	Tue 10/11/2011 Time
Single Journey	Yes	Leave Date	Tue 10/11/2011 Time 19:00
Vehicle To Stay	No	Back Date	N/A Time

First Pick-up Instructions	Destination Instructions
----------------------------	--------------------------

Orangewood Elementry School

Depart Hoover Dam by 12:00 PM
15:00 to Sky Y Camp 5725 South Senator Highway
Prescott AZ

Itinerary to follow

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
58	Motorcoach - 58 Passenger	1	\$1,860.00	0	\$0.00	\$1,860.00
58	Motorcoach - 58 Passenger	2	\$1,860.00	0	\$0.00	\$1,860.00
	Fuel Surcharge		\$297.60	0	\$0.00	\$297.60
Movement Totals			\$4,017.60		\$0.00	\$4,017.60

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2

References

Sales Contact: April 602 437 3484 X 104,
april.saloman@coachamerica.com
Payment: Need PO or payment by 10/18/11

Customer Contact: John Vasey 602 347 2960,
john.vasey@wesdschools.org

I have checked all the details above and agree that they are correct. Please accept this signature as confirmation for the above charter booking and acceptance of Coach America's terms and conditions.

Signature		Print Name		Date	
-----------	--	------------	--	------	--

Coach Manager Printed: 5/20/2011 10:24:32 AM

Acceptance

Coach America Phoenix

Client ID	OREL003	Charter ID	26476
Client		Movement ID	32608
Company	Orangewood Elementary School	Status	Firm
Client Ref 1		Passengers	
Client Ref 2		Distance	200

First Pick-up	5725 South Senator Highway Prescott	Destination	7337 N 19th Ave Phoenix AZ
Pick-up Date	Fri 10/14/2011 Time 09:00	Arrival Date	Fri 10/14/2011 Time
Single Journey	Yes	Leave Date	Fri 10/14/2011 Time 15:00
Vehicle To Stay	No	Back Date	N/A Time

First Pick-up Instructions	Destination Instructions
----------------------------	--------------------------

Pick up clients from Sky Y Camp and then take group to Goldwater Lake for lunch before heading home.

Orangewood Elementary School

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
58	Motorcoach - 58 Passenger	1	\$630.00	0	\$0.00	\$630.00
58	Motorcoach - 58 Passenger	2	\$630.00	0	\$0.00	\$630.00
	Fuel Surcharge		\$100.80	0	\$0.00	\$100.80
Movement Totals			\$1,360.80		\$0.00	\$1,360.80

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2

References

Sales Contact: April 602 437 3484 X 104,
 april.saloman@coachamerica.com
 Payment: Need PO or payment by 10/18/11

Customer Contact: John Vasey 602 347 2960

I have checked all the details above and agree that they are correct. Please accept this signature as confirmation for the above charter booking and acceptance of Coach America's terms and conditions.

Signature		Print Name		Date	
-----------	--	------------	--	------	--

Coach Manager Printed: 5/20/2011 10:24:32 AM

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 6/9/2011

School: Orangewood	Departure Date: 11/15/2011	Return Date: 11/15/2011
Destination of Field Trip: University of Arizona Flandrau Planetarium, Tucson, AZ and Biosphere 2, Oracle, AZ		
# of Student Participants: 32	Grade Level(s): 6	# of Chaperones (1:8): 4
Cell Phone Number of Person Attending Trip: 623-628-0659	# of Additional Chaperones Needed (Over 1:8): 0	
Person Requesting Trip/Contact at Board Meeting: John Vasey	# of Additional Adults - paying their own way: 0	

Summary of Event/Purpose:

9:00 to 1:00-U of A

Marine Discovery workshop stations are hands-on, activity-based laboratory programs which provide students with the opportunity to work with live marine animals and teaching specimens. Students are exposed to living and preserved organisms found in the Gulf of California and gain a general understanding of the scientific relationships between them. Marine Discovery is offered through the Dept of Ecology & Evolutionary Biology, University of Arizona, with support from the Howard Hughes Medical Institute.

Program Goals

To encourage students to "think like scientists" using their observational, critical thinking and problem solving skills.
 To introduce students to the marine environment, especially the Gulf of California, Tucson's near-by ocean.
 To encourage higher education by allowing interaction with university students.

General Workshop Set-up:

Shark Dissection: Students are led through the dissection of a dogfish (*Squalus*), with an emphasis on body form and function, and adaptations to the marine environment.

Squid Dissection: In groups of two or three, students dissect a squid (*Loligo* spp.), once again focusing on its special adaptations. Students who do not wish to dissect will be provided with an alternative activity.

Rocky Intertidal Zone: Students learn about the unique environment of the rocky intertidal zone and its special inhabitants, with an emphasis on the adaptations necessary for life in the zone between land and sea. Everything from echinoderms to chordates to some new creatures you may never have heard of are represented.

Plankton: Students learn about the plankton in our oceans, their importance as the base of the marine food chain, and the unique adaptations that they have to prevent sinking, and to protect themselves from predators.

Fish Diversity: Handle preserved specimens of fish from a variety of habitats. Learn how the shape of a fish can inform you about what it does for a living (form follows function).

Marine Fossils: Explore ancient Arizona, the evidence for plate tectonics and continental drift, and other marine fossils from around the world.

Participate in hands-on activities about the water cycle presented by U of A graduate students using the Inquiry Method for learning.

Eat lunch and tour classrooms and dorm rooms.

1:00 to 2:00PM-Charter bus to Biosphere 2 in Oracle, AZ

2:00 to 5:00PM-Biosphere 2

Program Goals

To encourage students to "think like scientists" using their observational, critical thinking and problem solving skills.

To introduce students to the water cycle and how it pertains to life in the desert.

To encourage students to seek out Science related fields after touring Biosphere2 and learning about all of the research projects currently in process on the campus.

General Workshop Set-up:

Introduce the Water Cycle

Water cycle demonstration

Have students gather

Put ice-filled pan over boiling water and watch for condensation.

Ask students to describe what is happening.

Tell them that this is an example of the water cycle and that for the rest of the class, we will be investigating WHY the water cycle works. Hands on activity related to the water cycle:

Introduce Density

Hold up a penny and an ice cube. Ask students what they think will happen when you drop them in the water.

Drop them. Ask students to explain why the penny (a solid) sunk and the ice (also a solid) floats.

Summary of Event/Purpose (cont.):

Hypothesize why water density is important to the water cycle

Density activity

Explain procedure

Ask students to write down hypothesis. Ask them to share.

Tell them to get ready to do the science experiment. One person does it, the other person records observations, and then, they switch.

Students lower a scoop of cold, dyed, water in a beaker of room temperature water.

Students lower a scoop of hot, dyed water into the same beaker

Students share their observations and try to explain what is happening according to density.

Water cycle Activity

Explain that most of the evaporation comes from the ocean. Tell students they are going to make their own mini-Earths where they can see the water cycle happening if they leave it outside.

5:00 to 6:00PM- Dinner at In-N-Out Burger

6:00 to 8:00PM- Travel back to Orangewood in Phoenix, AZ

Educational Use:**SCIENCE:**

Objective: Students will formulate predictions, questions, or hypothesis based on observations and locate appropriate resources. (SC06-S1C1-01/02/03)

Objective: Students will design and conduct controlled investigations. (SC06-S1C1-01/02/03/04/05/06)

Objective: Students will analyze and interpret data to explain correlation and results and formulate new questions. (SC06-S1C3-01/02/03/05/06)

Objective: Students will explain the hierarchy of cells; tissues, organs, systems and relate structures to functions of living organisms. (SC06-S4C1-01/02/03/04/05)

Objective: Explaining the importance of water to organisms. (SC06-S4C1-01)

Objective: Describing how the environmental conditions affect the quality of life. (SC06-S4C3-02)

Objective: Explaining how water is cycled in nature. (SC06-S6C2-01, SC06-S6C1-04)

Objective: Identifying the distribution of water. (SC06-S6C2-02)

READING:

Objective: Students will be able to identify, analyze, and apply knowledge of the purpose, structures, clarity, and relevancy of functional text. (R06-S3C2-01/02/03)

WRITING:

Objective: Students will create a research-based product using 6-traits. (W06-S3C6-01/2 & W06-S2C1/2/3/4/5/6-01-06)

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
11/15/2011	Orangewood Elementary, Phoenix, AZ	7:00 AM	University of Arizona, Tucson, AZ	9:00 AM	Coach USA	623-628-0659
11/15/2011	University of Arizona, Tucson, AZ	1:00 PM	Biosphere 2, Oracle, AZ	2:00 PM	Coach USA	520-838-6200
11/15/2011	Biosphere 2, Oracle, AZ	5:30 PM	In/Out Burger, Casa Grande, AZ	6:15 PM	Coach USA	623-628-0659
11/15/2011	In/Out Burger, Casa grande, AZ	7:30 PM	Orangewood Elementary, Phoenix, AZ	8:30 PM	Coach USA	602-347-2900

All overnight trips (only those trips that have sleeping arrangements, not turn-around trips) are required by Governing Board policy to submit an overnight chaperone plan.

Overnight Chaperone Plan Attached: No

Principal Signature:

Andree Charlson

6/1/2011

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:

Fundraisers: Pancake Breakfast, Car Wash
Scholarships: PTA, Site Council, Tax Credits

Acknowledgment that no eligible student will be denied the field trip due to financial hardship: Yes

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

Acknowledgment that no eligible student will be denied the field trip due to special education/health needs: Yes

Is this the entire grade level: Yes

If no, how many students are in the grade level? 0

Is this a club or after-school class? No

What are the student eligibility requirements to participate in this trip?

To be a sixth grade student at Orangewood Elementary.

What are the arrangements for students not participating in this trip?

Students will be placed in another sixth grade class.

Chaperones:

Will substitutes be used for certified staff chaperoning the trip? No

If no, what are the arrangements for class coverage?

Students will be placed in another sixth grade class and complete class work.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
John Vasev	Certified	No	Yes
Unknown	Parent	No	Yes
Unknown	Parent	No	Yes
Unknown	Parent	No	Yes

Academic Services Signature:

Natalie McWhorter

6/1/2011

Administrative Services Signature:

Lyn Bailey

6/1/2011

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																													
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																												
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Totals are estimates only, based on number of anticipated students/adults and are subject to change.																													

32 # Students Participating

 # of Chaperones: 4

 (approved ratio of 1:8 or lower ratio due to special circumstances is included in per student cost)

Additional Adults (paying own way): 0 Payment should be made and deposited to the school's field trip auxiliary account.

TOTAL PER STUDENT COST: \$47.31

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

X - Auxiliary Operations (Fund 525 - fee based)

 - Gifts & Donations (Fund 530 - donation based)

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra Karns 6/1/2011
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Purchasing Signature This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp 6/1/2011
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Acceptance

Coach America Phoenix

Client ID	OREL003	Charter ID	26493
Client		Movement ID	32640
Company	Orangewood Elementary School	Status	Firm
Client Ref 1		Passengers	
Client Ref 2		Distance	226

First Pick-up	7337 N 19th Ave Phoenix, AZ	Destination	U of A and Biosphere, Tucson AZ
Pick-up Date	Tue 11/15/2011 Time 06:30	Arrival Date	Tue 11/15/2011 Time
Single Journey	No	Leave Date	Tue 11/15/2011 Time
Vehicle To Stay	Yes	Back Date	Tue 11/15/2011 Time 19:00

First Pick-up Instructions	Destination Instructions
Orangewood Elementry School	Client has two trip locations.
Depart as directed	1st stop is U of A
Onsite contact is John #602 437 2960	2nd stop is the Biosphere (32540 S Biosphere Rd Oracle AZ)
Send a DVD coach with PA/Mic system	Stand by and return as directed

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
55	Motorcoach - 55 Passenger	1	\$735.00	0	\$0.00	\$735.00
	Fuel Surcharge		\$58.80	0	\$0.00	\$58.80
Movement Totals			\$793.80		\$0.00	\$793.80

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1		

References

Sales Contact: April 602 437 3484 X 104,
 april.saloman@coachamerica.com
 Payment: Full payment/po is due in house by 11/8/11

Customer Contact: John Vasey 602 437 2960,
 john.vasey@wesdschools.org

I have checked all the details above and agree that they are correct. Please accept this signature as confirmation for the above charter booking and acceptance of Coach America's terms and conditions.

Signature		Print Name		Date	
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Coach Manager Printed: 5/18/2011 3:37:57 PM

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 6/9/2011

School: Orangewood	Departure Date: 11/17/2011	Return Date: 11/17/2011
Destination of Field Trip: University of Arizona Flandrau Planetarium, Tucson, AZ and Biosphere 2, Oracle, AZ		
# of Student Participants: 32	Grade Level(s): 6	# of Chaperones (1:8): 4
Cell Phone Number of Person Attending Trip: 623-628-0659	# of Additional Chaperones Needed (Over 1:8): 0	
Person Requesting Trip/Contact at Board Meeting: Elizabeth Gonzales	# of Additional Adults - paying their own way: 0	

Summary of Event/Purpose:

9:00 to 1:00-U of A

Marine Discovery workshop stations are hands-on, activity-based laboratory programs which provide students with the opportunity to work with live marine animals and teaching specimens. Students are exposed to living and preserved organisms found in the Gulf of California and gain a general understanding of the scientific relationships between them. Marine Discovery is offered through the Dept of Ecology & Evolutionary Biology, University of Arizona, with support from the Howard Hughes Medical Institute.

Program Goals

To encourage students to "think like scientists" using their observational, critical thinking and problem solving skills.
 To introduce students to the marine environment, especially the Gulf of California, Tucson's near-by ocean.
 To encourage higher education by allowing interaction with university students.

General Workshop Set-up:

Shark Dissection: Students are led through the dissection of a dogfish (*Squalus*), with an emphasis on body form and function, and adaptations to the marine environment.

Squid Dissection: In groups of two or three, students dissect a squid (*Loligo* spp.), once again focusing on its special adaptations. Students who do not wish to dissect will be provided with an alternative activity.

Rocky Intertidal Zone: Students learn about the unique environment of the rocky intertidal zone and its special inhabitants, with an emphasis on the adaptations necessary for life in the zone between land and sea. Everything from echinoderms to chordates to some new creatures you may never have heard of are represented.

Plankton: Students learn about the plankton in our oceans, their importance as the base of the marine food chain, and the unique adaptations that they have to prevent sinking, and to protect themselves from predators.

Fish Diversity: Handle preserved specimens of fish from a variety of habitats. Learn how the shape of a fish can inform you about what it does for a living (form follows function).

Marine Fossils: Explore ancient Arizona, the evidence for plate tectonics and continental drift, and other marine fossils from around the world.

Participate in hands-on activities about the water cycle presented by U of A graduate students using the Inquiry Method for learning.

Eat lunch and tour classrooms and dorm rooms.

1:00 to 2:00PM-Charter bus to Biosphere 2 in Oracle, AZ

2:00 to 5:00PM-Biosphere 2

Program Goals

To encourage students to "think like scientists" using their observational, critical thinking and problem solving skills.

To introduce students to the water cycle and how it pertains to life in the desert.

To encourage students to seek out Science related fields after touring Biosphere2 and learning about all of the research projects currently in process on the campus.

General Workshop Set-up:

Introduce the Water Cycle

Water cycle demonstration

Have students gather

Put ice-filled pan over boiling water and watch for condensation.

Ask students to describe what is happening.

Tell them that this is an example of the water cycle and that for the rest of the class, we will be investigating WHY the water cycle works. Hands on activity related to the water cycle:

Introduce Density

Hold up a penny and an ice cube. Ask students what they think will happen when you drop them in the water.

Drop them. Ask students to explain why the penny (a solid) sunk and the ice (also a solid) floats.

Summary of Event/Purpose (cont.):

Hypothesize why water density is important to the water cycle

Density activity

Explain procedure

Ask students to write down hypothesis. Ask them to share.

Tell them to get ready to do the science experiment. One person does it, the other person records observations, and then, they switch.

Students lower a scoop of cold, dyed, water in a beaker of room temperature water.

Students lower a scoop of hot, dyed water into the same beaker

Students share their observations and try to explain what is happening according to density.

Water cycle Activity

Explain that most of the evaporation comes from the ocean. Tell students they are going to make their own mini-Earths where they can see the water cycle happening if they leave it outside.

5:00 to 6:00PM- Dinner at In-N-Out Burger

6:00 to 8:00PM- Travel back to Orangewood in Phoenix, AZ

6:00 to 8:00PM- Travel back to Orangewood in Phoenix, AZ

Educational Use:**SCIENCE:**

Objective: Students will formulate predictions, questions, or hypothesis based on observations and locate appropriate resources. (SC06-S1C1-01/02/03)

Objective: Students will design and conduct controlled investigations. (SC06-S1C1-01/02/03/04/05/06)

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Objective: Identifying the distribution of water. (SC06-S6C2-02)

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Objective: Students will be able to identify, analyze, and apply knowledge of the purpose, structures, clarity, and relevancy of functional text. (R06-S3C2-01/02/03)

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Objective: Students will create a research-based product using 6-traits. (W06-S3C6-01/2 & W06-S2C1/2/3/4/5/6-01-06)

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
11/17/2011	Orangewood Elementary, Phoenix, AZ	7:00 AM	University of Arizona, Tucson, AZ	9:00 AM	Coach USA	623-628-0659
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11/17/2011	In/Out Burger, Casa Grande, AZ	7:30 PM	Orangewood Elementary, Phoenix, AZ	8:30 PM	Coach USA	602-347-2900

All overnight trips (only those trips that have sleeping arrangements, not turn-around trips) are required by Governing Board policy to submit an overnight chaperone plan.

Overnight Chaperone Plan Attached: No

Principal Signature

Andree Charlson

6/1/2011

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:

Fundraisers: Pancake Breakfast, Car Wash
Scholarships: PTA, Site Council, Tax Credits

Acknowledgment that no eligible student will be denied the field trip due to financial hardship: Yes

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

Acknowledgment that no eligible student will be denied the field trip due to special education/health needs: Yes

Is this the entire grade level: Yes

If no, how many students are in the grade level? 0

Is this a club or after-school class? No

What are the student eligibility requirements to participate in this trip?

To be a sixth grade student at Orangewood Elementary.

What are the arrangements for students not participating in this trip?

Students will be placed in another sixth grade class.

Chaperones:

Will substitutes be used for certified staff chaperoning the trip? No

If no, what are the arrangements for class coverage?

Students will be placed in another sixth grade class and complete class work.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Elizabeth Gonzales	Certified	No	Yes
Unknown	Parent	No	Yes
Unknown	Parent	No	Yes
Unknown	Parent	No	Yes

Academic Services Signature:

Natalie McWhorter

6/1/2011

Administrative Services Signature:

Lyn Bailey

6/1/2011

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																															
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																														
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32 # Students Participating

of Chaperones: 4

(approved ratio of 1:8 or lower ratio due to special circumstances is included in per student cost)

Additional Adults (paying own way): 0 Payment should be made and deposited to the school's field trip auxiliary account.

TOTAL PER STUDENT COST: \$47.31

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

X - Auxiliary Operations (Fund 525 - fee based)

- Gifts & Donations (Fund 530 - donation based)

X - PTA/PTO

X - Student Activities (Fund 850 - fundraising based)

X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra Karns	6/1/2011

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	6/1/2011

Acceptance

Coach America Phoenix

Client ID Client Company Client Ref 1 Client Ref 2	OREL003 Orangewood Elementary School 	Charter ID Movement ID Status Passengers Distance	26494 32641 Firm 226
First Pick-up Pick-up Date Single Journey Vehicle To Stay	7337 N 19th Ave Phoenix, AZ Thu 11/17/2011 Time 06:30 No Yes	Destination Arrival Date Leave Date Back Date	U of A and Biosphere, Tucson AZ Thu 11/17/2011 Time Thu 11/17/2011 Time Thu 11/17/2011 Time 19:00

First Pick-up Instructions	Destination Instructions
Orangewood Elementry School	Client has two trip locations.
Depart as directed	1st stop is U of A
Onsite contact is John #602 437 2960	2nd stop is the Biosphere (32540 S Biosphere Rd Oracle AZ)
Send a DVD coach with PA/Mic system	Stand by and return as directed

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
55	Motorcoach - 55 Passenger	1	\$735.00	0	\$0.00	\$735.00
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Movement Totals			\$793.80		\$0.00	\$793.80

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1		

References

Sales Contact: April 602 437 3484 X 104,
 april.saloman@coachamerica.com
 Payment: Full payment/po is due in house by 11/8/11

Customer Contact: John Vasey 602 437 2960,
 john.vasey@wesdschools.org

I have checked all the details above and agree that they are correct. Please accept this signature as confirmation for the above charter booking and acceptance of Coach America's terms and conditions.

Signature		Print Name		Date	
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Coach Manager Printed: 5/18/2011 3:38:24 PM

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: 6/9/2011

School: Orangetwood	Departure Date: 11/22/2011	Return Date: 11/22/2011
Destination of Field Trip: University of Arizona Flandrau Planetarium, Tucson, AZ and Biosphere 2, Oracle, AZ		
# of Student Participants: 32	Grade Level(s): 6	# of Chaperones (1:8): 4
Cell Phone Number of Person Attending Trip: 623-628-0659	# of Additional Chaperones Needed (Over 1:8): 0	
Person Requesting Trip/Contact at Board Meeting:	Melissa Griffin	# of Additional Adults - paying their own way: 0

Summary of Event/Purpose:

9:00 to 1:00-U of A

Marine Discovery workshop stations are hands-on, activity-based laboratory programs which provide students with the opportunity to work with live marine animals and teaching specimens. Students are exposed to living and preserved organisms found in the Gulf of California and gain a general understanding of the scientific relationships between them. Marine Discovery is offered through the Dept of Ecology & Evolutionary Biology, University of Arizona, with support from the Howard Hughes Medical Institute.

Program Goals

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 To introduce students to the marine environment, especially the Gulf of California, Tucson's near-by ocean.
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 Marine Fossils: Explore ancient Arizona, the evidence for plate tectonics and continental drift, and other marine fossils from around the world.
 Participate in hands-on activities about the water cycle presented by U of A graduate students using the Inquiry Method for learning.
 Eat lunch and tour classrooms and dorm rooms.
 1:00 to 2:00PM-Charter bus to Biosphere 2 in Oracle, AZ
 2:00 to 5:00PM-Biosphere 2

Program Goals

To encourage students to "think like scientists" using their observational, critical thinking and problem solving skills.
 To introduce students to the water cycle and how it pertains to life in the desert.
 To encourage students to seek out Science related fields after touring Biosphere2 and learning about all of the research projects currently in process on the campus.

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 Water cycle demonstration
 Have students gather
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 Hold up a penny and an ice cube. Ask students what they think will happen when you drop them in the water.
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Summary of Event/Purpose (cont.):

Hypothesize why water density is important to the water cycle

Density activity

Explain procedure

Ask students to write down hypothesis. Ask them to share.

Tell them to get ready to do the science experiment. One person does it, the other person records observations, and then, they switch.

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5:00 to 6:00PM- Dinner at In-N-Out Burger

6:00 to 8:00PM- Travel back to Orangewood in Phoenix, AZ

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Educational Use:**SCIENCE:**

Objective: Students will formulate predictions, questions, or hypothesis based on observations and locate appropriate resources. (SC06-S1C1-01/02/03)

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Objective: Students will analyze and interpret data to explain correlation and results and formulate new questions.

(SC06-S1C3-01/02/03/05/06)

Objective: Students will explain the hierarchy of cells; tissues, organs, systems and relate structures to functions of living organisms. (SC06-S4C1-01/02/03/04/05)

Objective: Explaining the importance of water to organisms. (SC06-S4C1-01)

Objective: Describing how the environmental conditions affect the quality of life. (SC06-S4C3-02)

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Objective: Identifying the distribution of water. (SC06-S6C2-02)

READING:

Objective: Students will be able to identify, analyze, and apply knowledge of the purpose, structures, clarity, and relevancy of functional text. (R06-S3C2-01/02/03)

WRITING:

Objective: Students will create a research-based product using 6-traits. (W06-S3C6-01/2 & W06-S2C1/2/3/4/5/6-01-06)

Itinerary:

Date	Departure Site	Departure Time	Arrival Site	Arrival Time	Mode of Transportation	Phone Number for Hotel / Event Location
11/22/2011	Orangewood Elementary, Phoenix, AZ	7:00 AM	University of Arizona, Tucson, AZ	9:00 AM	Coach USA	623-628-0659
11/22/2011	University of Arizona, Tucson, AZ	1:00 PM	Biosphere 2, Oracle, AZ	2:00 PM	Coach USA	520-838-6200
11/22/2011	Biosphere 2, Oracle, AZ	5:30 PM	In/Out Burger, Casa Grande, AZ	6:15 PM	Coach USA	623-628-0659
11/22/2011	In/Out Burger, Casa grande, AZ	7:30 PM	Orangewood Elementary, Phoenix, AZ	8:30 PM	Coach USA	602-347-2900

All overnight trips (only those trips that have sleeping arrangements, not turn-around trips) are required by Governing Board policy to submit an overnight chaperone plan.

Overnight Chaperone Plan Attached: No

Principal Signature:

Andree Charlson

6/1/2011

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:

Fundraisers: Pancake Breakfast, Car Wash
Scholarships: PTA, Site Council, Tax Credits

Acknowledgment that no eligible student will be denied the field trip due to financial hardship: Yes

Accommodations for students with special circumstances are needed: No

If yes, what accommodations are needed:

Acknowledgment that no eligible student will be denied the field trip due to special education/health needs: Yes

Is this the entire grade level: Yes

If no, how many students are in the grade level? 0

Is this a club or after-school class? No

What are the student eligibility requirements to participate in this trip?

To be a sixth grade student at Orangewood Elementary.

What are the arrangements for students not participating in this trip?

Students will be placed in another sixth grade class.

Chaperones:

Will substitutes be used for certified staff chaperoning the trip? No

If no, what are the arrangements for class coverage?

Students will be placed in another sixth grade class and complete class work.

Name	Certified/Non-Certified/Parent	Class Coverage Needed	Chaperone(Additional adults paying own way are not considered chaperones.)
Melissa Griffin	Certified	No	Yes
Unknown	Parent	No	Yes
Unknown	Parent	No	Yes
Unknown	Parent	No	Yes

Academic Services Signature: Natalie McWhorter 6/1/2011

Administrative Services Signature: Lyn Bailey 6/1/2011

Out-of-County/State Field Trip Cost Sheet

IMPORTANT - MUST CHECK ONE																													
All out-of-state field trips MUST use District approved (contracted) travel agent. Quote should include all lodging, transportation, entry fees, travel agent fee, and food. Exception would be food individually purchased outside of quote or sack meals.	All out-of-county field trips must use District approved (contracted) charter buses if not using District owned buses.																												
This is an out-of-state field trip and travel agent quote is attached: No	This is an out-of-county field trip and charter bus quote is attached: Yes This is an out-of-county field trip using District buses: No																												
<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$</td><td>Travel Agent Quote</td></tr> <tr><td style="text-align: right;">\$</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$</td><td>Substitute</td></tr> <tr><td style="text-align: right;">\$</td><td>Food</td></tr> <tr><td style="text-align: right;">\$</td><td>Other</td></tr> <tr><td style="text-align: right;">\$</td><td>Total Cost of Trip</td></tr> </table>	\$	Travel Agent Quote	\$	Travel Insurance (optional)	\$	Substitute	\$	Food	\$	Other	\$	Total Cost of Trip	<table style="width: 100%; border: none;"> <tr><td style="width: 5%; text-align: right;">\$ 0.00</td><td>Lodging</td></tr> <tr><td style="text-align: right;">\$ 360.00</td><td>Food: Sack Lunch</td></tr> <tr><td style="text-align: right;">\$ 793.80</td><td>Transportation</td></tr> <tr><td style="text-align: right;">\$ 360.00</td><td>Registration/Entry Fees</td></tr> <tr><td style="text-align: right;">\$ 0.00</td><td>Travel Insurance (optional)</td></tr> <tr><td style="text-align: right;">\$ 0.00</td><td>Other:</td></tr> <tr><td style="text-align: right;">\$ 0.00</td><td>Substitute Funding Source:</td></tr> <tr><td style="text-align: right;">\$ 1,513.80</td><td>Total Cost of Trip</td></tr> </table>	\$ 0.00	Lodging	\$ 360.00	Food: Sack Lunch	\$ 793.80	Transportation	\$ 360.00	Registration/Entry Fees	\$ 0.00	Travel Insurance (optional)	\$ 0.00	Other:	\$ 0.00	Substitute Funding Source:	\$ 1,513.80	Total Cost of Trip
\$	Travel Agent Quote																												
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\$ 360.00	Registration/Entry Fees																												
\$ 0.00	Travel Insurance (optional)																												
\$ 0.00	Other:																												
\$ 0.00	Substitute Funding Source:																												
\$ 1,513.80	Total Cost of Trip																												
Totals are estimates only, based on number of anticipated students/adults and are subject to change.																													

32 # Students Participating

of Chaperones: 4

(approved ratio of 1:8 or lower ratio due to special circumstances is included in per student cost)

Additional Adults (paying own way): 0 Payment should be made and deposited to the school's field trip auxiliary account.

TOTAL PER STUDENT COST: \$47.31

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

☒ X - Auxiliary Operations (Fund 525 - fee based)

☐ - Gifts & Donations (Fund 530 - donation based)

☒ X - PTA/PTO

☒ X - Student Activities (Fund 850 - fundraising based)

☒ X - Tax Credit (Fund 526 - donation based)

Finance Signature		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra Karns	6/1/2011

Purchasing Signature		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	6/1/2011

Acceptance

Coach America Phoenix

Client ID Client Company Client Ref 1 Client Ref 2	OREL003 Orangewood Elementary School 	Charter ID Movement ID Status Passengers Distance	26495 32642 Firm 226
First Pick-up Pick-up Date Single Journey Vehicle To Stay	7337 N 19th Ave Phoenix, AZ Tue 11/22/2011 Time 06:30 No Yes	Destination Arrival Date Leave Date Back Date	U of A and Biosphere, Tucson AZ Tue 11/22/2011 Time Tue 11/22/2011 Time Tue 11/22/2011 Time 19:00

First Pick-up Instructions	Destination Instructions
Orangewood Elementry School	Client has two trip locations.
Depart as directed	1st stop is U of A
Onsite contact is John #602 437 2960	2nd stop is the Biosphere (32540 S Biosphere Rd Oracle AZ)
Send a DVD coach with PA/Mic system	Stand by and return as directed

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
55	Motorcoach - 55 Passenger	1	\$735.00	0	\$0.00	\$735.00
	Fuel Surcharge		\$58.80	0	\$0.00	\$58.80
Movement Totals			\$793.80		\$0.00	\$793.80

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1		

References

Sales Contact: April 602 437 3484 X 104,
 april.saloman@coachamerica.com
 Payment: Full payment/po is due in house by 11/8/11

Customer Contact: John Vasey 602 437 2960,
 john.vasey@wesdschools.org

I have checked all the details above and agree that they are correct. Please accept this signature as confirmation for the above charter booking and acceptance of Coach America's terms and conditions.

Signature		Print Name		Date	
-----------	--	------------	--	------	--

Coach Manager Printed: 5/18/2011 3:39:11 PM

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action

FROM: Dr. Susan J. Cook, Superintendent Discussion

DATE: June 9, 2011 Information

AGENDA ITEM: *Award of Contract – Bid No. 10.039, Maintenance Supplies 1st Reading

INITIATED BY: Cary Case, Manager of Materials Management Center SUBMITTED BY: Cathy Thompson, Director of Business Services

PRESENTER AT GOVERNING BOARD MEETING: Cary Case, Manager of Materials Management Center

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

On March 29, 2011, the District issued Bid No. 10.039, Maintenance Supplies. Items covered by this bid are needed to restock the Materials 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.

Ninety One (91) vendors were notified of the Bid. Twelve (12) responsive, responsible bids were received and opened on April 29, 2011. Cary Case, Manager of Materials Management, and Brian Wenrich, Contract Manager, evaluated the bids and recommend the District award contract to Best Plumbing Specialties; Browns Partsmaster; City Electric Supply; Clark Security; French Electric; Intermountain Lock; Plumbmaster; Sexauer; Six Point Hardware; and Voss Lighting. 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 bid will result in a one-year contract. 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 2011-2012 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. 10.039, Maintenance Supplies, to Best Plumbing Specialties; Browns Partsmaster; City Electric Supply; Clark Security; French Electric; Intermountain Lock; Plumbmaster; Sexauer; Six Point Hardware; and Voss Lighting.

Superintendent 

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

Agenda Item *I.I.E.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: June 9, 2011
 AGENDA ITEM: *Award of Contract – Bid No. 11.002, Commercially Purchased Milk, Juice and Dairy Products
 INITIATED BY: Connie Parmenter, Director of Nutrition Services SUBMITTED BY: Cathy Thompson, Director of Business Services, and Howard Kropp, Administrator or Purchasing
 PRESENTER AT GOVERNING BOARD MEETING: Connie Parmenter, Director of Nutrition Services
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Nutrition Services
 Budgeted: Yes

On April 20, 2011, the District issued Bid No. 11.002, Commercially Purchased Milk, Juice and Dairy Products. The purpose of this request is to obtain a firm to provide milk, juice and dairy products for the Nutrition Services Department. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Fourteen (14) vendors were notified of the Bid. Four (4) responsive, responsible bids were received and opened on May 13, 2011. Connie Parmenter, Director of Nutrition Services, and Anita Hotchkiss, Purchasing/Contracts Agent in Nutrition Services, evaluated the bids and recommend GH Processing for award in the amount of \$1,522,456.22. In 2010-2011, \$1,850,487.65 was encumbered for these products.

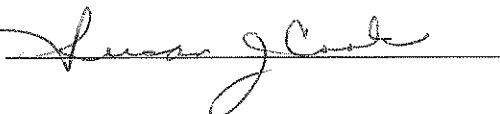
The award of this solicitation will result in a one (1) year contract beginning upon award with the option to renew for four (4) additional years or portion thereof. Included is a provision for cancellation by the District with thirty (30) days prior written notice.

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award a contract regarding Bid No. 11.002, Commercially Purchased Milk, Juice and Dairy Products, to GH Processing in the amount of \$1,522,456.22.

Superintendent



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

Agenda Item *II.F.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 9, 2011 Information
AGENDA ITEM: *Award of Contract – Bid No. 11.003, Commercially Purchased Pizza 1st Reading

INITIATED BY: Connie Parmenter, Director of Nutrition Services
SUBMITTED BY: Cathy Thompson, Director of Business Services, and Howard Kropp, Administrator of Purchasing

PRESENTER AT GOVERNING BOARD MEETING: Connie Parmenter, Director of Nutrition Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Nutrition Services
Budgeted: Yes

On April 20, 2011, the District issued Bid No. 11.003, Commercially Purchased Pizza. The purpose of this request is to provide pizza for the Nutrition Services Department. The solicitation also allows pizza to be purchased in smaller quantities for special events. No school or department can spend more than is budgeted without prior approval from the Finance Department.

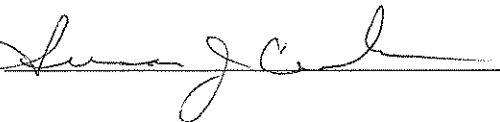
Ten (10) vendors were notified of the Bid. Two (2) responsive, responsible bids were received and opened on May 9, 2011. Connie Parmenter, Director of Nutrition Services, and Anita Hotchkiss, Purchasing/Contracts Agent in Nutrition Services, evaluated the bids and recommend Sardella's Pizza & Wings for award in the amount of \$5.50 for 16" cheese pizza. In 2010-2011, \$240,904.02 was encumbered for this product.

The award of this solicitation will result in a one (1) year contract beginning upon award 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 a contract regarding Bid No. 11.003, Commercially Purchased Pizza, to Sardella's Pizza & Wings.

Superintendent 

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

Agenda Item *II.G.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 1st Reading
 DATE: June 9, 2011

AGENDA ITEM: *Award of Contract – Bid No. 11.004, Commercially Purchased Food and Non-Food Expendable Supplies, Exclusive of Dairy Products, Non-frozen Baked Goods, and Commercial Pizza

INITIATED BY: Connie Parmenter, Director of Nutrition Services
 SUBMITTED BY: Cathy Thompson, Director of Business Services, and Howard Kropp, Administrator of Purchasing

PRESENTER AT GOVERNING BOARD MEETING: Connie Parmenter, Director of Nutrition Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Nutrition Services
 Budgeted: Yes

On April 20, 2011, the District issued Bid No. 11.004, Commercially Purchased Food and Non-Food Expendable Supplies (e.g., aprons, plastic bowls, foam food containers, plastic wrap, etc.), exclusive of dairy products, non-frozen baked goods, and commercial pizza. The purpose of this request is to obtain a qualified firm to supply the District's kitchens with food and non-food expendable supplies. No school or department can spend more than is budgeted without prior approval from the Finance Department.

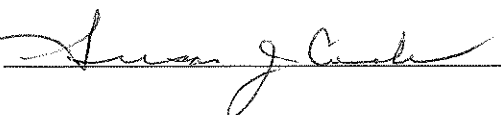
Thirty-one (31) vendors were notified of the Bid. Three (3) responsive, responsible bids were received and opened on May 18, 2011. Connie Parmenter, Director of Nutrition Services, and Anita Hotchkiss, Purchasing/Contracts Agent in Nutrition Services, evaluated the bids and recommend Shamrock Food Company for award in the amount of \$6,083,503.44. In 2010-11, \$5,952,558.90 was encumbered for these products.

The award of this solicitation will result in a one (1) year contract beginning upon award 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 a contract regarding Bid No. 11.004, Commercially Purchased Food and Non-Food Expendable Supplies, Exclusive of Dairy Products, Non-frozen Baked Goods, and Commercial Pizza, to Shamrock Foods Company in the amount of \$6,083,503.44.

Superintendent 

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

Agenda Item *II.H.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 9, 2011 Information
AGENDA ITEM: *Award of Contract – Bid No. 11.005, Student Accident Insurance 1st Reading
INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Administrator of Purchasing
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

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

On May 6, 2011, the District issued Bid No. 11.005, Student Accident Insurance. The purpose of this request is to obtain a qualified firm or individual to provide the students and parents of the District with student accident insurance.

Thirty-two (32) vendors were notified of the Bid. Two (2) responsive, responsible bids were received and opened on May 23, 2011. Autumn Warriner, Insurance Coordinator, and Brian Wenrich, Contract Manager, evaluated the bids and recommend Arizona Student Assurance Plans for award. The vendor selected provided the District with the lowest cost for all types of coverage i.e., football, 24/7, at schools.

The award of this solicitation will result in a one (1) year contract beginning upon award 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.

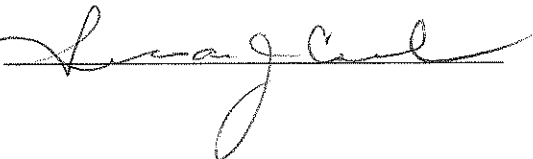
There is no cost to the District for this service.

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award a contract regarding Bid No. 11.005, Student Accident Insurance, to Arizona Student Assurance Plans.

Superintendent



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

Agenda Item *II.I.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 9, 2011 Information
AGENDA ITEM: *District Representative for Procurement Protests for Fiscal Year 2011-2012 1st Reading
INITIATED BY: Howard Kropp, Administrator of Purchasing SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, R7-2-1147 and R7-2-1181

SUPPORTING DATA

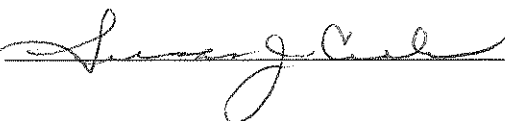
Funding Source: N/A
Budgeted: N/A

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

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

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *II.J.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: June 9, 2011 Information
 AGENDA ITEM: *Re-Authorization of Bank Accounts and Signers 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-1101, 15-341, 15-1126, 15-1122, 15-1223, USFR.VI-H-

SUPPORTING DATA

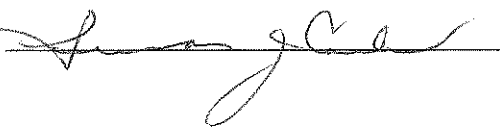
Funding Source: N/A
 Budgeted: N/A

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

District Revolving Fund	ARS 15-1101
Miscellaneous Receipts Clearing Fund (general fund)	ARS 15-341.A.21
Food Service Clearing Account	AG Opinion I60-35
Auxiliary Operations Fund	ARS 15-1126
Student Activities Clearing Account	ARS 15-1122
Payroll Direct Deposit/ACH	ARS 15-1222
Employee Flexible Benefit Account	ARS 15-1223
Employee Benefits Trust/ACH	ARS 15-1223
Workmen's Compensation Fund	ARS 15-1223
Payroll Federal Withholding Taxes	USFR page VI-H-8

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *II.K.

***Re-Authorization of Bank Accounts and Signers**

June 9, 2011

Page 2

The clearing accounts are typically accounts where money is deposited by schools during the month and one check is written each month after reconciliation to clear the account for deposit with the Maricopa County Treasurer. The revolving and auxiliary accounts utilize checks issued as needed and usually do not exceed \$500 for any single check.

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

Cathy Thompson	Director of Business Services
David Velazquez	Director of Finance
Debra Karns	Accounting Manager

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 9, 2011 Information
AGENDA ITEM: *Signatories for Payroll and Expense Warrants for 2011-2012 1st Reading
INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; ARS 15-914.01

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

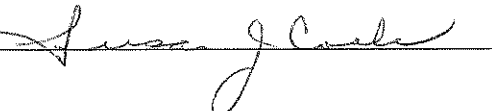
Effective July 1, 1993, the Washington Elementary School District received approval from the State Board of Education to assume financial independence from the Maricopa County Schools Superintendent, including authorization to issue payroll warrants and expense vouchers. Authorized signatories on these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

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

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.L.

RESOLUTION

COMES NOW the Governing Board of School District Number 06 (Washington Elementary) of Maricopa County, Arizona and herewith respectfully represents that on the 9th day of June, 2011, at a Governing Board meeting, upon motion duly made, second it and carried with a vote of _____ "Ayes" and _____ "Nays" this board

RESOLVED THAT:

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

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

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

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

Dated this 9th day of June, 2011

President

Vice President

Member

Member

Member

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: June 9, 2011 Information
 AGENDA ITEM: Petty Cash Accounts for 2011-2012 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: USFR VI-C-6

SUPPORTING DATA

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

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

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

- Maintenance: \$100.00
- Nutrition Services: \$100.00
- Materials Management: \$100.00
- Transportation: \$100.00
- Superintendent's Office: \$100.00
- Academic Support Programs (KidSpace): \$50.00 per/site (23 sites = \$1150.00)
- School Offices: \$50.00 per/site (32 schools = \$1,600.00)
- District Departments: \$50.00 per/dept. – Academic Services, Business Services, Communication Services, Academic Support Services, Human Resources, Management Information Systems, Head Start, Print Services and Special Services (9 departments = \$450.00)

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the disbursement of petty cash as presented for 2011-2012 in a total amount not to exceed \$3,700.00.

Superintendent



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

Agenda Item *I.L.M.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 9, 2011 Information
AGENDA ITEM: *Re-Authorization of Revolving and Change Funds for 2011-2012 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-1101, 15-1154

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

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

Change funds are used to make change for school lunches throughout the year and are divided among the schools for their use. The general revolving fund is used to fund the petty cash accounts and certain purchases from vendors who do not accept purchase orders, such as certain online purchases.

The amounts requested for approval this year are:

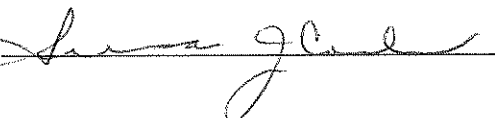
General Revolving Fund \$10,000.00
Food Service Change Fund \$1,400.00

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board authorize a revolving fund for the General Fund in the amount of \$10,000.00, and Food Service Change Fund in the amount of \$1,400.00 for the 2011-2012 fiscal year and further designate Debra Karns, Accounting Manager, as the custodian of these funds.

Superintendent



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

Agenda Item *II.N.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 9, 2011 Information
AGENDA ITEM: *Adoption of Resolution Authorizing the Execution of Warrants Between Board Meetings 1st Reading
INITIATED BY: David Velazquez, Director of Finance SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-321 (G); DK

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

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

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

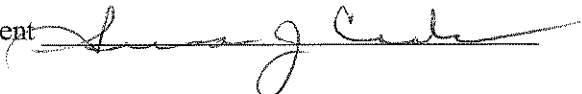
Through the adoption of Policy DK, the Board has directed prompt payment of salaries and bills. In order to accomplish this, the Governing Board may ratify the payment of salary and other expenses between Board meetings. A.R.S. §15-321(G) authorizes the Governing Board to adopt a resolution for this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

Attached is the proposed resolution.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board adopt the Resolution authorizing the execution of warrants between Board meetings for the 2011-2012 fiscal year.

Superintendent



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

Agenda Item *II.O.

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that said statutory procedure be, and herein is, ordered for use in the District during the 2011-12 fiscal year in accordance with the provisions of A.R.S. §15-321.

This resolution was moved, seconded, and passed at a meeting of the Washington Elementary School District No. 6 Governing Board on June 9, 2011.

ATTEST:

President

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action

FROM: Dr. Susan J. Cook, Superintendent Discussion

DATE: June 9, 2011 Information

AGENDA ITEM: *Student Activity Treasurer for 2011-2012 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-1122

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

The Uniform System of Financial Records (U.S.F.R.) requires the Governing Board to appoint an administrative staff member as 2011-2012 student activities treasurer for all student activity funds. It is recommended that Cathy Thompson, Director of Business Services and Debra Karns, Accounting Manager be appointed as treasurers of the Student Activities funds. It is also recommended that the Governing Board appoint assistant student activities treasurers for each school as follows:

District Office	Christine Wing	District Office	David Velazquez
Acacia	Kira Alexander	Mountain View	Pat Barrier
Alta Vista	Luz Mariscal	Ocotillo	Blanca Zavalza
Arroyo	Shauna Bryan	Orangewood	Amy Wessel
Cactus Wren	Joyce Akers	Palo Verde	Ima Jean Dolan
Chaparral	Angie Taylor	R. E. Miller	Marie Bebee
Cholla	DeAnna Ortiz	Roadrunner	Stacy Nelson
Desert Foothills	Lolly Ramsdell	Royal Palm	Lenore Lafon
Desert View	Bertha Carranza	Sahuaro	Robin Bence
Ironwood	Sandra Brown	Shaw Butte	Ann McMullen
John Jacobs	Mary Carrico	Sunburst	Diane Gasparini
Lakeview	Vayna Nelson	Sweetwater	Norma Sanner
Lookout Mountain	Audrey Damon	Sunnyslope	Regina Garcia
Manzanita	Sandi Smith	Sunset	Diana Blevins

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve Cathy Thompson and Debra Karns as Student Activities Treasurers for student activity funds for the 2010-2011 school year and assistant treasurers for each school/site as presented.

Superintendent



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

Agenda Item *II.P.

Student Activity Treasurer for 2011-2012

June 9, 2011

Page 2

Maryland	Janice Woodhull	Tumbleweed	Sherryann Cote
Moon Mountain	Diane Williams	Abraham Lincoln	Mary Michaelson
Mountain Sky	Kelli Knox	Washington	Maria Camacho

This approval would also include authorization for the Student Activity Treasurers to approve Student Activity purchase requisitions prior to converting to a purchase order. This will ensure compliance with the Uniform System of Financial Records questionnaire for Student Activities funds.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 9, 2011 Information
AGENDA ITEM: *Second Reading and Adoption of Proposed Amended Policy IHBHD – Online/Concurrent/Correspondence Courses 1st Reading
2nd Reading
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGF

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

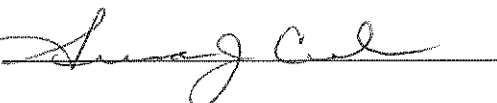
On May 26, 2011, the Governing Board voted to approve the First Reading of proposed amended Policy IHBHD – Online/Concurrent/Correspondence Courses. No additional revisions were requested. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended IHBHD – Online/Concurrent/Correspondence Courses.

Additionally, attached is Regulation IHBHD-R – Online/Concurrent/Correspondence Courses that also contains new provisions as determined pursuant to the authority of the Superintendent.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Second Reading and adopt the amended Policy IHBHD – Online/Concurrent/Correspondence Courses.

Superintendent 

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

Agenda Item *II.Q.

ONLINE / CONCURRENT /
CORRESPONDENCE COURSES

Arizona Online Instruction

Arizona online instruction (AOI) is a learning option for meeting the needs of students in the information age. The District Governing Board may authorize student enrollment in AOI course for credit to fulfill the academic requirements of the Governing Board and the State Board of Education (SBE). The course(s) must be provided by an online course provider or an online school selected and approved by the SBE as defined by and in accordance with the criteria established in A.R.S. 15-808.

To satisfy District class and course standards, the course offerings and content must:

- meet District and SBE academic standards for the identified student population,
- provide at least the minimum course of study and competency requirements for graduation from high school, based on the current cohort year requirements, and
- prepare student for post-secondary success in the world of work, technical school, or college.

To receive credit towards promotion or graduation, a student participating in Arizona online instruction shall:

- satisfactorily complete the course requirements,
- participate in the testing requirements prescribed by A.R.S. 15-741 et seq., and
- not be allowed to participate in AOI if the student fails to comply with the testing requirements; or the online instruction provider fails to administer the tests to at least ninety-five percent (95%) of the students participating in the provider schools' AOI.

Upon the student's enrollment in AOI, the student's parents or guardians shall be notified of the state testing requirements.

The District shall coordinate with the AOI provider the gathering, recording, maintenance and reporting of applicable information to the student's parents or guardians, District officials, and the appropriate agencies.

If a student's academic achievement declines while the student is participating in AOI, the student's parents or guardians, teachers and instructors, and the school's administrator shall confer to evaluate whether the student's continued participation in AOI should be allowed.

A student may participate in AOI as either a part-time or full-time student for membership and attendance purposes as prescribed by A.R.S. 15-808. When the student is concurrently enrolled part-time in the District and participating part-time in AOI, daily attendance and membership of the student shall be recorded and reported for funding apportionment purposes as specified by A.R.S. 15-808 and the Uniform System of Financial Records (USFR).

Whenever a student becomes ineligible for continuation in an AOI course or program, for whatever reason, the student shall be enrolled in a District course or courses appropriate to the student's academic qualifications.

The District may make application to the Arizona State Board of Education to become a provider of Arizona Online Instruction.

Adopted:

LEGAL REF.:	<u>A.R.S.</u>	<u>15-203</u>
		<u>15-341</u>
		<u>15-701</u>
		<u>15-701.01</u>
		<u>15-741</u>
		<u>15-892</u>
		<u>15-808</u>
		<u>15-901</u>
	<u>A.A.C.</u>	<u>R7-2-301</u>
		<u>R7-2-302</u>
		<u>R7-2-302.01</u>
		<u>R7-2-302.02</u>

R7-2-302.03

R7-2-302.04

USFR Memorandum No. 244

CROSS REF.: **DI – Fiscal Accounting and Reporting**
IHA – Basic Instructional Program
IHB – Special Instructional Programs
IJNDB – Use of Technology Resources in Instruction
IKE – Promotion and Retention of Students
IKF – Graduation Requirements
JE – Student Attendance
JR – Student Records

REGULATION**REGULATION****ONLINE / CONCURRENT /
CORRESPONDENCE COURSES****Arizona Online Instruction**

A student or the student's parents or guardians may apply to the student's school administrator for part-time concurrent or full-time enrollment in an Arizona online instruction (AOI) program.

The Student's school administrator shall confer with the student and the student's parents or guardians to:

- **explore the student's interest in an understanding of the AOI program.**
- **describe the AOI course or program provider's requirements of the student, and**
- **explain the state testing requirements for the student's participation in AOI, as well as the additional testing situations that might result in the student's loss of eligibility to continue in AOI.**

The school's administrator, or a person designated by the administrator, shall monitor the student's performance and progress in the AOI course or program of study. Periodic reports to the student's parents or guardians shall be made at the same time and in the same manner as those for District students of like classification not participating in the AOI.

If a determination is made that the student's academic achievement has declined while the student is participating in the AOI, the student's parents or guardians, teacher(s) and instructor(s), and the school's administrator shall confer to evaluate whether the student's continued participation in AOI should be allowed. When a student's decline in academic achievement, or for any other reasons, results in the student becoming ineligible to continue participation in AOI, the student shall be placed in a school class or course commensurate with the student's academic level and AOI program of study, or as nearly equivalent as is practical.

REGULATION**REGULATION**

The school's administrator shall cooperate with the AOI provider as necessary to accommodate onsite assistance to special need students participating in AOI courses or programs.

The school's administrator shall ensure that the daily attendance and membership of each student participating in AOI is recorded, maintained, and reported as required by law.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 9, 2011 Information
1st Reading
X 2nd Reading

AGENDA ITEM: *Second Reading and Adoption of Proposed Amended Policy JFB – Open Enrollment

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGF

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

On May 26, 2011, the Governing Board voted to approve the First Reading of proposed amended Policy JFB – Open Enrollment. Additional revisions were requested by the Governing Board. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended JFB – Open Enrollment.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Second Reading and adopt the amended Policy JFB – Open Enrollment.

Superintendent 

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

Agenda Item *ILR.

OPEN ENROLLMENT

The District has an open enrollment program as set forth in A.R.S. 15-816 *et seq.* The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, and 15-825.

Definitions

Resident transfer pupil means a resident pupil who is enrolled in or seeking enrollment in a school that is within the school district – but outside the attendance area – of the pupil's residence.

Nonresident pupil means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

Enrollment Options

District resident pupils may enroll in another school district or in another school within the District. Resident transfer pupils and nonresident pupils may enroll in schools within the District, subject to the procedures that follow.

Information and Application

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before May 15 of each year to be considered for enrollment during the following school year.

Late Application

In the event applications are received after May 15 or there is excess capacity remaining for which no applications were submitted by May 1, at the discretion of

the Superintendent or school principal applications for enrollment shall be considered based upon the following:

- Consideration on the basis of the order of the completed applications submitted after May 15.
- Determination of capacity as defined in this Policy.
- Enrollment preferences, provided hereafter, do not apply.
- Admission standards are met.
- Applications for the current year must be submitted by the end of the third (3rd) quarter or grading period.

Capacity

The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils and advise the Governing Board regularly. The estimate of excess capacity shall be made in accordance with the following criteria:

- The school in which the student seeks to enroll has the capacity to serve the student without adversely impacting educational opportunities for resident students attending their resident school. Factors to be considered in making this determination include, but are not limited to, the following:
 - Physical capacity of the school building and classrooms.
 - Availability of staff personnel (i.e., administrators, teachers, other certificated employees, related service providers).
 - Capacity in the relevant special programs.
 - Availability of other resources.
- The estimate of existing capacity shall also take into considerations:
 - District resident pupils in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute.

- The enrollment of eligible children of employees. (In order to encourage qualified employees to join the staff, children of employees will be enrolled without payment or tuition.)
- Children requesting transfers from underperforming or schools needing improvement as determined by the Arizona Department of Education pursuant to the No Child Left Behind Act.

Enrollment Priorities

If it has been determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

- Who have properly completed and submitted applications; *and*
- Who meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

- Enrollment preference shall be given to resident pupils who are enrolled in a school that is within the school district – but outside the attendance area – of the pupil’s residence.
- Enrollment preference shall be given to resident pupils who are seeking enrollment in a school that is within the school district – but outside the attendance area – of the pupil’s residence.
- Enrollment preference shall be given to nonresident pupils that are enrolled in a school that is within the school district and are applying for “continuing enrollment” (as hereafter defined) in the school.
- Enrollment preference shall be given to siblings of resident transfer pupils who were enrolled in the school the previous year and who would be enrolled concurrently with such pupils in kindergarten.

- Enrollment preference shall be given to siblings of nonresident pupils who were enrolled in the school the previous year and who would be enrolled concurrently with such pupils in kindergarten
- Enrollment preference shall be given to resident transfer pupils who were not enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils in kindergarten.
- Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year and any sibling who would be enrolled concurrently with such pupils in kindergarten.

If capacity is not sufficient to enroll pupils in any of the above categories, they shall be selected through a random selection process adopted by regulation of the Superintendent.

Admission Standards

A pupil who has been expelled by any school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall may not be admitted. A pupil must be in compliance with all school regulations regarding conduct, academic progress, and attendance. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

A school shall not admit a pupil if the admission of the pupil would violate the provisions of a court order of desegregation or agreement by a school or district with the United States Department of Education Office for Civil Rights directed toward remediating alleged or proven racial discrimination.

Transportation will be the responsibility of the parent unless the transportation is required by the Individuals With Disabilities In Education Act, McKinney Vento Act or No Child Left Behind Act.

Notification

The District shall notify the emancipated pupil, parent, or legal guardian in writing as promptly as possible whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected.

As provided by A.R.S. 15-816.07, the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident student when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards.

Enrollment Criteria for Continuing Students

Students enrolled under the open enrollment policy must submit an enrollment application form each year in order to be considered for “continuing enrollment” (defined as previously accepted without a break in attendance). The District will give enrollment priority to continuing open enrollment students and their siblings, as long as the enrollment of such students may be accomplished in accordance with the District’s admission criteria. In addition to the capacity considerations previously described, the following criteria shall be used to evaluate continued open enrollment eligibility and may result in the denial of open enrollment for subsequent years:

- The student, or his or her parent or guardian, has engaged in misconduct by providing false or misleading information to the District or to any District employee, including information requested or required on any open enrollment application;
- The student is currently under long-term suspension or expulsion or has been involved in a series of five (5) or more short-term suspensions during the current school year;
- The student withdrew from school to avoid possible long-term suspension or expulsion;
- The student has a record of excessive absences, truancy and or tardy arrival to school (for purpose of this Policy excessive absences shall be defined as ten (10) or more unexcused absences and/or for tardy arrival, ten (10) or more tardies in any school year);
- The student is not in compliance with any condition of disciplinary action imposed by this District or with any condition imposed by a juvenile court pursuant to A.R.S. §8-301 *et. seq.*; or
- The student has been adjudicated delinquent or convicted of a crime.

Building principals will notify parents if their student will be denied admittance for the following school year. The letter of notification will include reasons for denial and the data upon which the decision was based.

Budgetary Impact of Open Enrollment

Application of this policy and corresponding administrative regulations is intended to accommodate open enrollment students within District staffing allocations. It is not intended to permit over enrollment which requires additional expenditures for staffing.

Adopted: October 25, 2006

LEGAL REF.: A.R.S. 15-764
15-797
15-816 et seq.
15-823
15-824
15-825
15-922

CROSS REF.: EEAA – Walkers and Riders
IIB – Class Size
JF – Student Admissions
JFAA – Admission of Resident Students
JFAB – Admission of Nonresident Students
JG – Assignment of Students to Classes and Grade Levels

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u> X </u>	Action
		<u> </u>	Discussion
FROM:	Dr. Susan J. Cook, Superintendent	<u> </u>	Information
		<u> </u>	1st Reading
DATE:	June 9, 2011	<u> X </u>	2 nd Reading
AGENDA ITEM:	<u>*Second Reading and Adoption of Proposed Amended Policy JFAB – Tuition/Admission of Nonresident Students</u>		
INITIATED BY:	<u>D. Rex Shumway, Legal Counsel</u>	SUBMITTED BY:	<u>D. Rex Shumway, Legal Counsel</u>
PRESENTER AT GOVERNING BOARD MEETING:	<u>D. Rex Shumway, Legal Counsel</u>		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BGF</u>		

SUPPORTING DATA

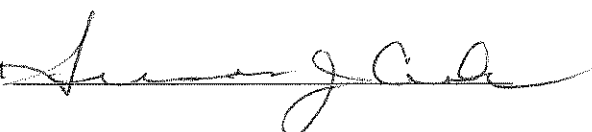
Funding Source: N/A
Budgeted: N/A

On May 26, 2011, the Governing Board voted to approve the First Reading of proposed amended Policy JFAB – Tuition/Admission of Nonresident Students. No additional revisions were requested by the Governing Board. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended JFAB – Tuition/Admission of Nonresident Students.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Second Reading and adopt the amended Policy JFAB – Tuition/Admission of Nonresident Students.

Superintendent 

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

Agenda Item *II.S.

TUITION / ADMISSION OF NONRESIDENT STUDENTS

For purposes of open enrollment a "nonresident pupil" means a student who resides in this state and who is enrolled in or is seeking enrollment in a school district other than the school district in which the student resides. A student who is not a resident of the District but is a resident of Arizona who meets the age and other requirements for open enrollment established by state law and District policy shall be admitted to a school without payment of tuition.

A student shall also be admitted to a school *without tuition* payment, if:

- The student is the child of a United States resident who is not a resident of Arizona, if this is in the best interest of the student and the student is placed with a relative per A.R.S. 15-823 and the placement is not to avoid tuition payment.
- The Student is a resident of the United States and evidence indicates that because the parents are homeless or the child is abandoned, as defined in A.R.S. 8-201, the child's physical, mental, moral or emotional health is best served by placement with a person who does not have legal custody of the child and who is a resident within the school district, unless it is determined that the placement is solely for the purpose of obtaining an education in this state without payment of tuition.
- The student presents a certificate of educational convenience issued by the County School Superintendent pursuant to A.R.S. 15-825.
- The student is a child of a nonresident teaching or research faculty member of a community college district or state university or a nonresident graduate or undergraduate student of a community college district or state university whose parent's presence at the district or university is of international, national, state, or local benefit.

The District shall admit the following students, *charging tuition* as prescribed in statute:

- The child of an Arizona resident who is not a resident of the District, if the District provides a high school and the student is a resident of an Arizona common school district that is not in a high school district and that does not

offer instruction in the student's grade. Special circumstances may apply in accordance with A.R.S. 15-2041 after three hundred fifty (350) students have been admitted.

- For an Arizona resident who is not a resident of the District, if the district of residence provides only financing for students who are instructed by another school district and for students from a unified district that does not offer instruction in the student's grade.
- A pupil who is issued a certificate of educational convenience to attend school in the School District or adjoining the 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, as provided in A.R.S. 15-825.

The District shall admit a pupil who is the resident of a school district that has entered into a voluntary agreement with the District, charging tuition as agreed to in accordance with A.R.S. 15-824(E)(3).

The District may admit nonresident foreign exchange students without payment of tuition, or as it may otherwise prescribe.

The District shall not include in its student membership count students who are not Arizona residents. The District is prohibited from obtaining state funding for any student who is not a resident of the state.

“Residence” Defined

The residence of a student is the residence of the person having legal custody of the student, except as provided in A.R.S. 15-823 through A.R.S. 15-825.

Residency of the parent/guardian or surrogate may be determined by showing the individual's presence and intent to remain in the District. Documentation of residency may include, but is not limited to, landlord-tenant agreements, rent or lease receipts, and receipts for utility payments.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 8-201
 15-816 through 15-816.07
 15-821
 15-823 through 15-825

42 U.S.C. 11301, McKinney-Vento Homeless Assistance
Act of 2001

CROSS REF.: IKEB – Acceleration
 JFABD – Admission of Homeless Students
 JFB – Open Enrollment
 JG – Assignment of Students to Classes and Grade Levels
 JLCB – Immunizations of Students
 JLH – Missing Students
 JR – Student Records
 JRCA – Request for Transfer of Records

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: June 9, 2011 Information
AGENDA ITEM: *Second Reading and Adoption of Proposed Amended Policy JHD – Exclusions and Exemptions from School Attendance (Chronic Health Conditions) 1st Reading
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel 2nd Reading
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGF

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

On May 26, 2011, the Governing Board voted to approve the First Reading of proposed amended Policy JHD – Exclusions and Exemptions from School Attendance (Chronic Health Conditions). No additional revisions were requested by the Governing Board. The Policy is now ready for final adoption. The revisions are noted in the attached proposed amended JHD – Exclusions and Exemptions from School Attendance (Chronic Health Conditions).

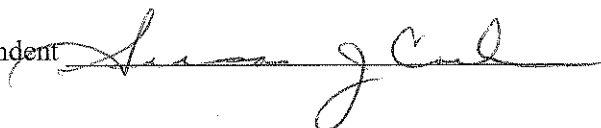
Additionally, attached is Regulation JHD-R – Exclusions and Exemptions from School Attendance (Chronic Health Conditions) and Exhibit JHD-EB – Exclusions and Exemptions from School Attendance (Certification of Students with Chronic Health Conditions) that also contain revisions as determined pursuant to the authority of the Superintendent.

These recommended changes have been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Second Reading and adopt the amended Policy JHD – Exclusions and Exemptions from School Attendance (Chronic Health Conditions).

Superintendent



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

Agenda Item *II.T.

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

(Chronic Health Conditions)

The District will provide appropriate educational opportunities for any student identified by an ~~licensed physician or podiatrist~~ appropriately certified health professional in the fields of podiatry, chiropractic, medicine, naturopathic medicine, osteopathy, physician assistant, or registered nurse practitioner as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance. Homework will be made available in a timely manner to ensure that such students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from school. The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent that their health permits. Staff members responsible for physical education activities programs shall develop and implement such guidelines.

Nothing in this policy shall be construed to obstruct, interfere with or override the rights of parents or guardians concerning the education and health care of pupils with chronic health problems.

Nothing in the policy shall be construed to authorize school personnel to either:

- authorize absences from school for a student with a chronic health problem without the prior consent of the student's parent or guardian.
- recommend, prescribe or provide medication to a student with a chronic health problem without the prior consent of the student's parent or guardian.

The Superintendent shall develop regulations for meeting the requirements of this policy.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-346
 15-761
 15-843
 15-902
 32-801 et seq.
 32-900 et seq.
 32-1401 et seq.
 32-1501 et seq.
 32-1601 et seq.
 32-1800 et seq.
 32-2501 et seq.

CROSS REF.: IHBF – Homebound Instruction

REGULATION**REGULATION****EXCLUSIONS AND EXEMPTIONS
FROM SCHOOL ATTENDANCE****(Chronic Health Conditions)****Identification/Referral Process**

Staff members shall be informed of procedures to follow in serving "students with chronic health conditions." Teachers will review registration data and make note of any students who were previously served as students with chronic health conditions.

Registration forms, enrollment data, and attendance registers will identify certified students with chronic health conditions who are eligible for modified instructional services.

The screening procedures used to screen kindergarten students and new enrollees for possible referral to special education or compensatory programs will provide an indication of whether students with high absenteeism have health conditions that may be considered chronic if they are due solely to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student. Students can be identified or referred at any time during the school year.

The person responsible for collection of attendance data shall be informed of these available services and should be given direction for noting whether a student's frequent absences are due to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student. Registration, enrollment, and attendance procedures shall indicate eligible students with chronic health conditions for documenting ADM adjustments with the Arizona Department of Education, School Finance Section.

When a student is identified as possibly requiring services as a student with a chronic health condition (via registration, screening procedures, attendance data, or parent referral), a ~~medical~~ **chronic health condition** certification form with a letter of explanation shall be sent to the parents, to be returned within thirty (30) days. The teacher and parent shall meet within fifteen (15) days following return of the ~~medical~~ **chronic health condition** certification.

REGULATION**REGULATION**

Upon referral of a student for ~~medical~~ **chronic health condition** certification, the school office, shall be consulted to include any ~~medical~~ **chronic health condition** data in the records (i.e., the annual report that identifies types of chronic illnesses monitored). The office may provide information to assist teachers in dealing with chronic health conditions.

Eligibility Criteria

The parents shall submit a written ~~medical~~ **chronic health condition** certification to the District, which will include:

- ~~Medical~~ **Certified health professional or nurse practitioner** diagnosis.
- ~~Medical~~ **Certified health professional or nurse practitioner** prognosis.
- Physical limitations affecting physical education activities and requirements.
- Anticipated surgeries, treatment, or hospitalizations that, although not expected to cause sufficient absences to require homebound services, may interfere with regular school attendance.
- ~~Physician's~~ **Certified health professional or nurse practitioner** signature and date signed.

The appropriate instructional services needed are to be recommended by the teacher after consultation with the parent according to the following considerations:

- The nature of the health condition relevant to the student's anticipated activity level during absences (based on review of the ~~medical~~ **chronic health condition** certification).
- The student's academic capacity.
- The teacher's recommendations for service delivery based on course-work difficulty and the student's ability to learn independently.
- The amount of face-to-face instruction time required by the student for optimum continuous learning outside the regular classroom.

REGULATION**REGULATION**

- The most appropriate service delivery in order to maintain integration in the regular education program as much as possible (i.e., regular physical education activities).

After the teacher and the parent have discussed the student's needs, an instructional agreement will be recommended by the parent and the teacher specifying the delivery and return of homework assignments and anticipated contact time with the teacher to assist the student in completing required course work *during absences*. This agreement, together with the teacher's recommendation for appropriate instructional services, will be forwarded to the administration for review and modification, if necessary, prior to signature by the parent, teacher, and Superintendent.

If the absences of a student who is classified and has served as a student with a chronic health condition amount to three (3) school months (or sixty [60] school days), another ~~medical~~ **chronic health condition** certification shall be obtained and reviewed by the teacher and the parent. They shall discuss the appropriate service delivery necessary for continuous learning. If homebound services are appropriate, the policies for referral shall be followed, which may entail:

- Obtaining parental consent to evaluate.
- Obtaining ~~medical~~ **chronic health condition** certification.

On a yearly basis, the District shall review instructional needs of any student with a chronic health condition. An updated ~~medical~~ **chronic health condition** certification shall be obtained for each school year to verify the need for continuing instructional modifications and ADM adjustments, if applicable. However, the student may be recertified at any time to reevaluate appropriate services needed.

Miscellaneous Provisions

Homework assignments will be provided *during absences* of students with chronic health conditions, and credit will be given for course work completed within established time lines.

REGULATION**REGULATION**

Students with chronic health conditions will be given credit for completed course work if frequent absenteeism is due to chronic health conditions as certified by a ~~licensed physician~~ **certified health professional or nurse practitioner**.

Physical education course-work requirements shall include the option for students with chronic health conditions to participate in regular program activities as much as their health permits. Such students shall be provided integrated educational programming as much as possible. Modification to requirements may be made with Board approval.

The counselors who schedule students with chronic health conditions will take into consideration the anticipated days of absence (noted on the medical certification form) and the feasibility of completing courses requiring laboratory work or vocational workshops.

EXHIBIT**EXHIBIT**

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

MEDICAL CERTIFICATION OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

(Obtained from a licensed physician or podiatrist
Certified health professional or nurse practitioner)

Student's name	Parent's name	Address
District	School	Grade level
Date of birth	Phone number	Date of initial consultation

Medical Certified health professional or nurse practitioner diagnosis:

Medical Certified health professional or nurse practitioner prognosis:

Physical limitations affecting physical education activities:

EXHIBIT**EXHIBIT**

Anticipated absences due solely to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student (include anticipated surgeries, treatments, or hospitalizations that may interfere with school attendance during the _____ year):

Example 1: _____'s physical condition may result in frequent absences in the school year that may exceed ten (10) consecutive school days per semester, but I do not anticipate that _____ will be absent enough days to require homebound services.

Example 2: _____ will require three (3) hospitalizations of approximately four (4) days' duration each and three to five (3 - 5) treatments of one (1) day each during the school year.

Other relevant information:

Type or print physician's **certified health professional or nurse practitioner** name and licensed title

Date _____

Physician's **Certified health professional or nurse practitioner** signature and title

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u> X </u>	Action
		<u> X </u>	Discussion
FROM:	Dr. Susan J. Cook, Superintendent	<u> </u>	Information
		<u> </u>	1st Reading
DATE:	June 9, 2011		
AGENDA ITEM:	Award of Contract – Bid No. 10.044, School Site Improvements at Acacia, Desert View, Manzanita and Maryland Schools to D.L. Withers Construction LC in an Amount Not to Exceed \$835,200.00		
INITIATED BY:	Howard Kropp, Administrator of Purchasing	SUBMITTED BY:	Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING:	Cathy Thompson, Director of Business Services		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	BBA		

SUPPORTING DATA

Funding Source: Bond
Budgeted: Yes

On May 4, 2011, the District issued Bid No. 10.044, School Site Improvements at Acacia, Desert View, Manzanita and Maryland Elementary Schools that include parking lot drop-off and pick-up areas to ensure safety, landscaping, and fencing. The purpose of this bid is to obtain a qualified contractor to provide school site improvements. No school or department can spend more than is budgeted without prior approval from the Finance Department.

Ninety (90) vendors were notified of the solicitation. Five (5) responsive, responsible offers and One (1) non-responsive offer were received and opened on May 24, 2011. Howard Kropp, Administrator of Purchasing, Paul Hartley, Principal with H2 Group and Sean Wozny, Engineer with Olsson Associates, evaluated the offers and recommend D.L. Withers Construction LC for award. The award is recommended to D.L. Withers Construction LC because their offer of base bid plus all five of the alternates resulted in the lowest total responsive and responsible Offeror.

Included is a provision for cancellation by the District with thirty (30) days prior written notice.

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board award contract for Bid No. 10.044, School Site Improvements at Acacia, Desert View, Manzanita and Maryland Schools, to D.L. Withers Construction LC in an amount not to exceed \$835,200.00.

Superintendent 

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

Agenda Item III.A.

Award of Contract – Bid No. 10.044, School Site Improvements at Acacia, Desert View, Manzanita and Maryland Elementary Schools to D.L. Withers Construction LC in an Amount Not to Exceed \$835,200.00

June 9, 2011

Page 2

Following is the breakdown of the offers received:

<u>Bidder</u>	<u>Bid Total with 5 requested Alternates</u>
D.L. Withers Construction LC	\$835,200.00
SDB, Inc.	\$928,900.00
Asphalt Services of Arizona	\$1,020,820.00
DCS Contracting	\$1,032,000.00
Concord General Contractors	\$1,189,626.00

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
1st Reading
DATE: June 9, 2011
AGENDA ITEM: Renewal of Intergovernmental Agreement with the City of Phoenix for the Head Start Program and Approval of the WESD Head Start Program Planning 2011-2012
INITIATED BY: Susan Burns, Director of Preschool/Head Start SUBMITTED BY: Susan Burns, Director of Preschool/Head Start
PRESENTER AT GOVERNING BOARD MEETING: Susan Burns, Director of Preschool/Head Start
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Head Start
Budgeted: Yes

As the delegate agency for Head Start, the Washington Elementary School District (WESD) maintains an Intergovernmental Agreement (IGA) with the City of Phoenix, which is in effect through June 30, 2011. The new IGA will be in effect from July 1, 2011 through June 30, 2012 and specifies the amount of funding for Head Start as \$2,493,853.00 (the amount represents an increase of \$4,690.00 from the 2010-2011 IGA). The IGA provides the terms and conditions that allows WESD to plan and deliver early childhood program services to 588 children and families in 20 school sites. Attached is a copy of the IGA documents.

In accordance with the Head Start Program Performance Standard, 45 C.F.R. 1304.50 (d) (1) and 1304.50 (d) (1) (iv), the WESD Governing Board has the obligation and responsibility to periodically review and approve procedures for program planning. The WESD Head Start Program Planning 2011-2012 document is the "road map" for annual Head Start program planning.

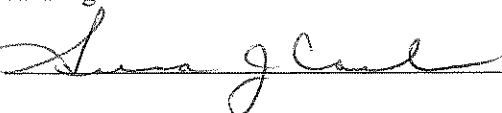
The approval of the WESD Head Start Program Planning procedures is necessary for the District to remain eligible to receive Head Start funding through the City of Phoenix and are important in the periodic audit/review process. The Head Start Program Performance Standards and Other Regulations, which 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. The WESD Head Program Planning 2011-2012 document is attached.

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the renewal of the Head Start Intergovernmental Agreement with the City of Phoenix for the Head Start Program and authorize the Superintendent to execute the necessary documents. It is further recommended that the Governing Board approve the WESD Head Start Program Planning 2011-2012.

Superintendent



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

Agenda Item III.B.



City of Phoenix
Human Services Department
INTERGOVERNMENTAL AGREEMENT (IGA)

Contract No. _____

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

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

TERM OF AGREEMENT: 7/1/2011-6/30/2012 Amount: \$2,498,543

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

Signature

Printed Name

Title

Date

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

Signature

Deanna Jonovich

Printed Name

Acting Human Services Director

Title

Date

ATTEST:

City Clerk

Date: _____

IGA DETERMINATION – CITY

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

APPROVED AS TO FORM:

City Attorney

IGA DETERMINATION - CONTRACTOR

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

APPROVED AS TO FORM:

Public Agency Legal Counsel

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

Page 1 of 1, Signature Page



City of Phoenix
Human Services Department

STANDARD TERMS AND CONDITIONS-Intergovernmental Agreement (IGA)

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City of Phoenix
Human Services Department

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City of Phoenix
Human Services Department

1. DEFINITION OF TERMS

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

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

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

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

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

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

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

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

Supply chain is a system of organizations, people, technology, activities, information and resources involved in moving a product or service from supplier to customer.

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

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

COMPLIANCE WITH APPLICABLE LAWS

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

2.1 AFFIRMATIVE ACTION:

Phoenix City Code, Chapter 18, Article V:

Any contractor shall not discriminate against any worker, employee, applicant, or any member of the public, because of race, color, religion, gender, national origin, age, or disability nor otherwise commit an unfair employment practice. The contractor will take affirmative action to ensure that applicants are employed, and employees are dealt with during employment without regard to their race, color, religion, gender, or national origin, age, or disability. Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship as well as all labor organizations furnishing skilled, unskilled, and union labor, or who may perform any such labor or services in connection with this contract.

Contractor further agrees that this affirmative action clause will be incorporated in all subcontracts, job-consultant agreements, or subleases of this agreement entered into by supplier/lessee.

2.2 NON-DISCRIMINATION:

Unless exempt under Federal law, Contractor shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 99-4



City of Phoenix
Human Services Department

which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, shall have equal access to employment opportunities. The Contractor shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment of qualified persons because of physical or mental disability. The Contractor shall comply with the requirements of the Fair Labor Standards Act of 1938, as amended.

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

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

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

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

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

2.3 SMOKING POLLUTION CONTROL MEASURES:

The Contractor shall be subject to the provisions of City Ordinance No. G-2865, as amended, "the Smoking Pollution Control Ordinance," effective July 1, 1986, A.R.S. § 36-601-01, and the Pro-Children Act of 1994, 20 USC 7183 (which prohibits smoking in any indoor facility or portion of a facility [owned, leased, or contracted for] used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18). These laws regulate smoking in places of employment and enclosed public places located within the City of Phoenix.

2.4 DRUG-FREE WORKPLACE:

The Contractor agrees to comply with the Drug-Free Workplace Act of 1988 (P.L. 100-690). This law requires contractors and subcontractors of federal funds to certify they will provide drug-free workplaces. This certification is a precondition to receiving a contract or grant.



City of Phoenix
Human Services Department

2.5 LOBBYING:

The Contractor agrees to comply with the "Disclosure of Lobbying Activities" regulations (P.L. 101-121; 31 U.S.C. 1353). This law requires contractors and grantees of federal funds to certify that no federal funds are used for lobbying activities and provides for penalties for failure to provide this certification. This certification is a requirement for contracting.

2.6 DEBARMENT:

The Contractor agrees to abide by Executive Order 12549, Debarment and Suspension (34 CFR, Part 85, Section 85.510, Participant Responsibilities), published as Part VII of the May 26, 1988, Federal Register (pages 19159-19211).

2.7 LEGAL WORKER:

As required by A.R.S. §41-4401, Contractor agrees to comply with all federal immigration laws and regulations that relate to its employees and/or subcontractors' employees, and their compliance with A.R.S. §23-214, subsection A. Contractor also agrees that any violation of this requirement shall be deemed a material breach of the contract that is subject to penalties up to and including termination of the contract. Contractor acknowledges that City retains the legal right to inspect the papers of its contractor or subcontractor employees that work on the contract to verify such compliance.

2.8 FEDERAL IMMIGRATION AND NATIONALITY ACT:

Contractor shall comply with the Federal Immigration and National Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees during the contract term. Contractor shall maintain Employment Eligibility Verification Forms (I-9) as required by the U.S. Department of Labor. At the City's discretion, the City may request verification of compliance. If the Contractor does not comply with this requirement, the City retains the right to pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. Contractor shall bear all costs necessary to verify compliance.

2.9 CRIMES AGAINST CHILDREN:

Contractor shall comply with the requirements related to reporting to a peace officer or child protective services incidents of crimes against children as specified in A.R.S. §13-3620.

2.10 POLITICAL ACTIVITY:

Contractor shall comply with the requirements of the Hatch Act which restricts political activity of individuals employed by recipient or sub-recipients whose principal employment is in connection with an activity that is financed in whole or in part by grants made by the Federal agency.

2.11 BIOLOGICAL AGENTS & TOXINS:

Contractor shall comply with the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act) which prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.

2.12 SEAT BELT USE:

Pursuant to EO 13043 (4/16/1997), Increasing the Use of Seat Belts in the US, Contractors are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned.



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2.13 NON SUDAN and IRAN:

Pursuant to A.R.S. §§35,391.06 and 35-393.06, Contractor certifies that it does not have a scrutinized business operation, as defined in A.R.S. §§35-391 and 35-393, in either Sudan or Iran.

2.14 FINGERPRINTING:

Contractor agrees to comply with A.R.S. § 46-141 (as may be amended), whose provisions are hereby incorporated in their entirety and made part of this contract. For reference, these provisions include, but are not limited to, that contracts entered into for the provision of services to juveniles or vulnerable adults shall provide that, as a condition of employment, personnel who are employed by the Contractor, whether paid or not, and who are required or allowed to provide services directly to juveniles or vulnerable adults, shall have a valid class one or class two fingerprint clearance card issued pursuant to Title 41, Chapter 12, Article 3.1, or shall apply for a class one or class two fingerprint clearance card within seven working days of employment.

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

3 CONTRACT ADMINISTRATION AND OPERATION

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

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

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

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

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

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

- A. Adequate identification of the service provided and each service recipient's application for contract and subcontract activities;
- B. Personnel records which contain applications for employment, job titles and descriptions, hire and termination dates, a copy of the fingerprint clearance card, wage rates, and effective dates of personnel actions affecting any of these items;
- C. Time and attendance records for individual employees to support all salaries and wages paid;
- D. Records of the source of all receipts and the deposit of all funds received by the Contractor;
- E. Original invoices, statements, sales tickets, billings for services, deposit slips, etc, and a cash



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disbursement journal and cancelled checks to reflect all disbursements applicable to this contract;

- F. A complete general ledger with accounts for the collection of all costs and/or fees applicable to the contract; and
- G. Copies of lease/rental agreements, mortgages and/or any other agreements which in any way may affect contract expenditures.

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

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

A. Subrecipient - Federal Funds over \$500,000

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

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

B. Subrecipient- Federal Funds under \$500,000

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

C. For-profit Subrecipient

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

D. Vendor

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

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



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shall cooperate in such efforts. Contractor shall participate in third party evaluations if the City retains an inspector to monitor the Contract.

- 3.6 VISITATION AND INSPECTION:** Contractor's or subcontractor's facilities, services and individuals served, pertaining to the contract shall be available for visitation, inspection by the City and any other appropriate agent of the City, State, or Federal Government. At the discretion of the City, visitation and inspection may occur at any time during regular business hours, announced or unannounced. If the Department deems it to be an emergency situation, City may at any time visit and inspect the Contractor's or subcontractor's facilities, services and individuals served.
- 3.7 PROFESSIONAL STANDARDS:** Contractor shall deliver contract services in a humane and respectful manner, and in accordance with any and all applicable professional accreditation standards. Levels of staff qualifications, applicable licenses, permits, and authority required must be maintained as presented in the contract.
- 3.8 CONFIDENTIALITY:** Contractor shall observe and abide by all applicable City, State and Federal statutes, rules, and regulations regarding use or disclosure of information including, but not limited to personally identifying information/data, substance abuse, alcohol abuse, mental health, and/or HIV AIDS, concerning applicants for and recipients of contract services. To the extent permitted by law, Contractor shall release information to the City as required by the terms of this contract, by law, or upon request.
- 3.9 COMPETITIVE BIDDING:** If the purchase of supplies and equipment has been authorized in the contract, Contractor shall procure all such items at the lowest practicable cost and shall purchase all non-expendable items costing \$1,000 or more and having a useful life of more than one year, through a generally accepted and reasonable competitive bidding process. Any procurement in violation of this provision shall be considered a financial audit exception. Contractor shall expend City funds in a manner that would serve the public interest and honor the public trust.
- 3.10 CAPITAL EQUIPMENT:**
- A. If the contractor is authorized to purchase capital equipment or receives capital equipment from the City, it shall be itemized in the contract for utilization in the delivery of contract services. If capital equipment is purchased as authorized by this contract, the Contractor shall maintain complete and up-to-date inventory records for all capital equipment purchased hereunder. Capital equipment specifically designated to be purchased within this contract, in whole or in part with City funds, shall be reported in accordance with City inventory policies and procedures. The Contractor shall report capital equipment purchased with contract funds to the City within thirty (30) days of purchase and submit the capital equipment inventory form to the person designated by the City to receive notices, and shall perform an annual inventory of all capital equipment purchased with City funds or received from the City.
 - B. The City shall retain an equitable interest equal to the purchase price paid, or a fair estimate or appraisal of current market value, whichever is less, in all capital equipment purchased under this contract. The City shall be included as a co-insured on any insurance policy that covers capital equipment purchased under this contract.
 - C. The Contractor shall not dispose of any capital equipment purchased under this contract without the prior written consent of the City. Such consent, if given, may include direction as to the means of disposition and the utilization of proceeds, including any necessary adjustments to the contract.
 - D. Upon termination of this contract, any capital equipment purchased under this contract shall be disposed of as directed by the City, and if sold, the City shall be compensated in the amount of its equitable interest.



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- E. Contractors who are authorized to purchase computer hardware and/or software for use in contract services, or who receive donated hardware or software, must maintain a Computer Policy Manual defining regulations related to computer hardware/software.
- F. Contractor shall maintain all equipment purchased with City funds according to the manufacturer's recommended maintenance schedule unless otherwise permitted in writing by the City.

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

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

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

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

3.13 ACCOUNTING: Contractor's accounting practices shall be in conformance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB) for state and local governmental entities or by the Financial Accounting Standards Board (FASB) for non-governmental entities. Contractor shall maintain separate accounts for City funds awarded under this contract.

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

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

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

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



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

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

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

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

4 COSTS AND PAYMENTS

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

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

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

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

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



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4.4 SUBSTANTIAL INTEREST DISCLOSURE:

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

4.5 STANDARDS OF CONDUCT

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

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

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

4.7 COST OR PRICING DATA CERTIFICATION: By signing the contract, any contract amendment, or other official form, Contractor certifies, to the best of the Contractor's knowledge and belief, any cost or pricing data submitted is accurate, complete, and current as of the date submitted or other mutually agreed upon date. Furthermore, if the City finds that the price was increased because the cost or pricing data furnished by the Contractor was inaccurate, incomplete or not current as of the date of certification, the City will readjust the price to exclude any significant amount. Such adjustment by the City may include overhead, profit or fees. When contract rates are set by law or regulation, the certifying of cost or pricing data does not apply.

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

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

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



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

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

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

5 CONTRACT CHANGES

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

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

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

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

5.5 NON-MATERIAL CHANGES:

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

- 1. Change of address, telephone number, email, fax number;
- 2. Change of Contractor's authorized signatory or his/her designee;
- 3. Change in the name and address of the designated representatives to which notices are to be sent;



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4. Changes in contract related personnel positions of the Contractor which do not affect staffing ratios or staff qualifications required under this contract.
5. Change in the name of the Contractor where the ownership remains the same.
6. In Cost Reimbursement or Unit Fee contracts, whenever there is less than a 10% increase or decrease in any budget category.

5.6 BUDGET MODIFICATION:

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

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

6 RISK AND LIABILITY

6.1 INDEMNIFICATION:

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

6.2 Insurance Requirements for Governmental Parties to an IGA:

None.

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

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

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

Force Majeure shall not include the following occurrences:

- 6.3.1 Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market;
- 6.3.2 Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and conditions; or
- 6.3.3 Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.



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- 6.3.4 If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.
- 6.3.5 Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.

7 CONTRACT TERMINATION

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

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

7.3 GRATUITIES: The City may, by written notice, terminate this contract, in whole or in part, if the City determines that a gratuity in the form of entertainment, gifts, or otherwise were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the City for the purpose of influencing the outcome of the awarding or amending, or the making of any determinations with respect to the performance of such contract; provided that the existence of the facts upon which the City makes such finds shall be an issue and may be reviewed in any competent court. In the event of such termination, the City shall be entitled to pursue the same remedies against the Contractor as the City could pursue in the event of default by the Contractor.

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

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



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

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

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

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

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

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

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

7.12 SUSPENSION OR DEBARMENT: The City may, by giving written notice to the Contractor, immediately terminate this contract if the City determines that the Contractor has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body.

8 CONTRACTUAL REMEDIES

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

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



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

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

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



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SPECIAL TERMS AND CONDITIONS – Education Division

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

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

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

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



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

ADD THE FOLLOWING PROGRAMMATIC SPECIAL TERMS & CONDITIONS:

1. Contractor shall serve the funded number of children and operate a center-based four or five-day program option as specified in the approved Annual Program Approach Form.
2. For any changes in classrooms stated on the Facility Location Chart, Contractor shall request approval in writing 30 days in advance, and City will notify Contractor of either approval or denial of the request.
3. **LICENSURE/EDUCATION/TRAINING REQUIREMENTS:**
 - A. Contractor shall submit a copy of a current Arizona Childcare License, or a provisional license, to the City prior to the opening of a new classroom and for all existing classrooms. This license must be maintained on file at all times during the contract term.
 - B. Contractor shall require paid employees assigned to classrooms to be trained in First Aid and CPR and to maintain a current certificate. Contractor shall require new employees to achieve a certificate within 45 days of commencing employment.
 - C. Contractor shall ensure that all teachers, who deliver Head Start services, will possess at a minimum, an Associate's Degree in Early Childhood by October 1, 2011. Head Start teachers that possess a college degree in a field other than early childhood education must complete coursework equivalent to a major relating to early childhood education and have experience teaching pre-school age children.
4. With reference to the requirements stated in the Scope of Work, Service Requirements, Section 3.12 - Eligibility, Recruitment, Selection, Enrollment and Attendance, if Contractor does not meet enrollment quotas as stated in the contract, City reserves the right to reduce applicable amounts in all budget categories or to reduce funded enrollment.

ADD THE FOLLOWING ADMINISTRATIVE SPECIAL TERMS & CONDITIONS:

1. Term of Agreement:
The term of agreement will commence on July 1, 2011 and end June 30, 2012.
If Contractor continues its Delegate Agency status, City shall initiate a new contract annually beginning July 1.



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

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

3. Data Sharing:

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

The safeguards regarding the use of the CMS information include:

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

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

4. Reporting Requirements

CONTRACTOR shall manage data and generate the following reports:

Financial Reports:

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



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Programmatic Reports/Data:

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

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

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

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



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3. Notices:

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

To CITY at:

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

Phone: 602 262-4042
Fax: 602 495-5690
Email: moises.gallegos@phoenix.gov

To CONTRACTOR at:

Washington School District
ATTN: Susan Burns
Head Start Director
8430 N. 39th Avenue
Phoenix AZ 85051

Phone: 602 347-2219
Fax: 602 347-2215
Email: susan.burns@wesdschools.org



SECTION 1 – PURPOSE

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

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

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

SECTION 2 – DEFINITIONS

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

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

SECTION 3 – SERVICE REQUIREMENTS

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

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



3.1 Child Health and Developmental Services 1304.20

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

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

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

- B. CITY shall:

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

3.2 Education and Early Childhood Development 1304.21

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

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

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

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



B. CITY shall:

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

3.3 Child Health and Safety 1304.22

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

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

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

B. CITY shall:

- Provide content area support, training, and technical assistance
- Submit the State's required Immunization Report

3.4 Nutrition Services 1304.23

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

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

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

B. CITY shall:

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

3.5 Child Mental Health 1304.24

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



B. CITY shall:

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

3.6 Family Partnership 1304.40

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

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

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

B. CITY shall:

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

3.7 Community Partnerships 1304.41

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

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

- Community partnerships
- Advisory Committees
- Transition Services

B. CITY shall:

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

3.8 Program Governance 1304.50

- A. CONTRACTOR shall:

- Maintain a governing board and Policy Committee that participates in key decision-making and oversight for the Head Start Program and identify the structure and function of this body.
- Develop and maintain a Policy and Procedures Manual that includes, but not limited to, the following:
 - a) By-laws of Policy Committee



- b) Roles and responsibilities of all governing body members
- c) Governance and Management Responsibilities
- d) Training requirements to become members
- e) Internal dispute resolution

B. CITY shall:

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

3.9 Management Systems and Procedures 1304.51

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

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

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

B. CITY shall:

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

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

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

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

- Organizational Structure
- Classroom Staffing
- Job Descriptions
- Recruitment, Selection, and Termination
- Head Start Director Qualifications
- Teacher Qualifications (Head Start Act 648-A)



- Staff Qualifications – General
- Assurance of Being An Equal Opportunity Employer
- Standards of Conduct
- Performance Appraisals
- Employee Grievance Procedures
- Declaration Exclusions
- Probationary Period
- Child Abuse Reporting Procedures
- Staff and Volunteer Health
- Training and Development for Staff and Volunteers

3.11 Facilities, Materials, Equipment, and Transportation 1304.53

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

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

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

3.12 Eligibility, Recruitment, Selection, Enrollment and Attendance 1305

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

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

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

- B. CITY shall:

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

3.13 Services for Children with Disabilities 1308

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



A. CONTRACTOR shall:

- Comply with all federal laws - Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), Title 504 of the Rehabilitation Act of 1973, state regulations, and Head Start Performance Standards in the provision of services to children with disabilities and their parents.
- Maintain an enrollment of children with disabilities that is at least 10% of its total funded enrollment beginning from the midpoint of the program year to its end.
- Maintain all documentation accordingly, subject to ongoing monitoring for compliance.
- Perform the following tasks and activities related to the disabilities performance standards:
 1. Ensure that children with disabilities and their parents are integrated into all components of the Head Start Program, as outlined in the Service Plan.
 2. Adhere to the following screening and referral timelines:
 - Developmental screenings for all children entering Head Start without a current IEP within 45 calendar days of enrollment.
 - Referrals within five (5) days of the completed developmental screening or re-screen.
 - Evaluation and eligibility determination within 60 days from the date the parent permission to evaluate form is signed.
 3. Outline in its School District policies and procedures, individual and collective responsibilities in the following areas:
 - Head Start participation in the public agency's Child Find plan under Part B of IDEA, including district protocols for out-of-district children.
 - Joint training of staff and parents;
 - Procedures for referral for evaluations, Individual Education Plan (IEP) meetings and placement decisions. Procedures must include identification and accommodation of health issues for IDEA-eligible children.
 - Parent involvement in the IEP process that must include:
 - ❖ Notifying parents of the IEP meeting at least two weeks in advance to ensure that they will have an opportunity to participate;
 - ❖ Notifying Head Start of upcoming IEP and placement meetings at least two weeks in advance to ensure participation of a Head Start representative;
 - ❖ Using other methods to ensure parent participation if neither parent can attend, e.g., individual or conference telephone calls;
 - ❖ Providing parents with a copy of the procedural safeguards in the parent's language of understanding before the IEP meeting date;
 - ❖ Encouraging parents to provide information about their child and their desires for their child's program;
 - ❖ Providing interpreters, if needed; and
 - ❖ Holding the IEP meeting without the parent after repeated, unsuccessful and documented attempts are made to secure their participation, e.g., phone calls/outcomes, copies of correspondence and home visit records.
 - Transition;
 - Resource sharing; and
 - Head Start commitment to provide the number of children receiving services under IEPs to the School District for the December 1 Count.

B. CITY shall:

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

Budget by Federal Category					3/24/2011
Head Start Program Year 46					
Delegate Agency: WASHINGTON ELEMENTARY SCHOOL DISTRICT 6940051005					
Cost Category	G/L Account #	Account Title	Justification	Budget	Category

a. SALARIES:

Susan-957.900.3300.6151.571.ADMN;
Support Classified -

6151/6160/6167	957.900.3300.6160.xxx.0000 & Yvonne-957.900.3300.6160.571.ADMN	Salaries - Non City	See Staffing Schedule	1,666,180.90	
Total Salaries:				1,666,180.90	

b. FRINGES:

6221	957.900.3300.6221.xxx.0000	F.I.C.A.	See Staffing Schedule	127,462.84	
6260	957.900.3300.6260.xxx.0000	Workers' Compensation	See Staffing Schedule	16,828.43	
6231	957.900.3300.6231.xxx.0000	Arizona State Retirement	See Staffing Schedule	177,448.27	
6210	957.900.3300.6210.xxx.0000	Group Health Insurance	See Staffing Schedule	333,859.05	
Total Fringes:				655,598.58	

c. TRAVEL:

6331	957.900.3300.6331.571.ADMN	Conference/Workshops	TBA -10/11 Registration Fee \$700 per person	0.00	
6580	957.900.3300.6580.571.ADMN	Travel	Hotel \$800 per person	0.00	
6580	957.900.3300.6580.571.ADMN	Travel	Airfare \$600 per person	0.00	
6580	957.900.3300.6580.571.ADMN	Travel	Shuttle-Taxi \$100 per person	0.00	
6580	957.900.3300.6580.571.ADMN	Travel	Misc (meals) \$200 per person	0.00	
Total Travel:				0.00	

e. SUPPLIES: Acct

6612	957.900.3300.6612.xxx.0000	Books, Education	\$23.00 per child x 588	13,524.00	
6612	957.900.3300.6612.571.ADMN	Office Supplies	\$190 per office staff-includes copy supplies/paper, etc x 8 staff	1,520.00	
6612	957.900.3300.6612.xxx.0000	Photographic Supplies	\$160 per class x 30 classrooms	4,800.00	
6613	957.900.3300.6613.571.0000	Parent Fund	\$100 per class x 30 classrooms	3,000.00	
6613	957.900.3300.6613.571.0000	Policy Committee Supplies	\$30 per month x 11 months	330.00	
6613	957.900.3300.6613.571.0000	Policy Committee Fund	\$400 for Policy Committee Reimbursement	400.00	
6613	957.900.3300.6613.571.0000	Employee morale, health & welfare cost	Volunteer appreciation 300 x \$6	1,800.00	
6613	957.900.3300.6613.571.0000	Employee morale, health & welfare cost	Staff appreciation 76 x \$20	1,520.00	
6612	957.900.3300.6612.571.0000	Safety Supplies	Field Trip/Safety Teeshirts\$90 x 30 classrooms	2,700.00	
6612	957.900.3300.6612.xxx.0000	Disposable Meal Supplies	\$100 per class x 30 classrooms	3,000.00	
6612	957.900.3300.6612.571.0000	Medical and Dental	Dental hygiene supplies \$54 x 164 days	8,856.00	
6612	957.900.3300.6612.571.0000	Medical and Dental	First Aid / Dental Curriculum Supplies \$14 per classroom x 30	420.00	
6613	957.900.3300.6613.571.0000	Other Operating Costs	\$60 per month for bottled water x 10 months x 8 dispensers	4,800.00	
6737	957.900.3300.6737.xxx.0000	Classroom Technology Equip	\$110 per class x 30 classrooms	3,300.00	
6737	957.900.3300.6737.571.0000	Technology Equipment	Preschool Teach Smart Learning Systems \$9,000 x 1 sites	9,000.00	
6731	957.900.3300.6731.xxx.0000	Classroom/Recreational Supplies	\$200 x 30 classrooms	6,000.00	
Total Supplies:				64,970.00	

h. OTHER:

6330	957.900.3300.6330.571.0000	Other Profess Purch Svcs	T.B. Skin test for 90 parent volunteers & 10 prosp. new hires x \$25	2,500.00	
6330	957.900.3300.6330.571.0000	Other Profess Purch Svcs	Prospective Employee Health Screening (10) - \$40 per screening	400.00	
6890	957.900.3300.6890.571.0000	Parent Fund	\$100 per class x 30 classrooms	3,000.00	
6810	957.900.3300.6810.571.0000	Subscription/Membership Fees	National Head Start Association \$2,050	2,050.00	
6510	957.900.3300.6510.571.0000	Field Trips	30 Field trips (bus cost) x \$200	6,000.00	
6890	957.900.3300.6890.571.0000	Field Trips	30 Field trips (admission cost) x \$200	6,000.00	
6330	957.900.3300.6330.571.0000	Student Accident Insurance	\$5 x 588 children	2,940.00	
6810	957.900.3300.6810.571.0000	Day Care Licensing	Day Care Licensing for 11 HS @ \$1,950 per site	21,450.00	
6616	957.900.3300.6616.xxx.0000	Food Experiences	\$20 x 10 months x 30 classrooms	6,000.00	
6616	957.900.3300.6616.571.0000	Meals	\$110 per month x 10 months x 30 classrooms	33,000.00	
6450	957.900.3300.6450.118.0000	Playground Equipment	Playground & Shade Structure	18,503.52	
6622	957.900.3300.6622.xxx.0000	Utilities	\$ per month x months	0.00	
Total Other:				101,843.52	

Total WESD Year 46

2,488,593.00 2,488,593.00

\$2,488,593.00

**Head Start YR 46
Staffing Schedule
WASHINGTON ELEMENTARY SCHOOL DISTRICT**

3/24/2011

Position	Employee Last Name	Employee First Name	Position Grade	Hours per Day	FTE	Rate per Hour	Days per Year	Annual Salary	Position Type
Director HS	Burns	Susan	G	8	1.00	\$ 35.09	260	\$ 72,989.71	Exempt
HS Support Coordina	Howden	Diana	F	8	1.00	\$ 27.24	260	\$ 56,661.23	Exempt
HS Support Coordina	Pillsbury	Michael	F	8	1.00	\$ 26.60	260	\$ 55,337.17	Exempt
Office Manager HS	Rubacalba	Yvonne	18	8	1.00	\$ 18.98	260	\$ 39,474.03	Exempt
Office Spec HS	Azlin	Linda	15	7	0.88	\$ 14.04	227	\$ 22,307.97	Non-exempt
Office Tech-HS	Martinez	Frances	14	6	0.75	\$ 18.78	227	\$ 25,572.78	Non-exempt
Office Tech-HS	Goris	Cindy	14	7	0.88	\$ 14.08	227	\$ 22,372.17	Non-exempt
Office Tech HS	Chavez	Rosa	14	6	0.75	\$ 14.08	227	\$ 19,176.14	Non-exempt
HS Instructor	Rohrer	Pam	20	6.5	0.81	\$ 20.29	208	\$ 27,431.03	Exempt
HS Instructor	Campa	Millie	20	6.5	0.81	\$ 20.29	208	\$ 27,431.03	Exempt
HS Instructor	Heller	Debra	20	6.5	0.81	\$ 21.96	208	\$ 29,688.58	Exempt
HS Instructor	McConaghy	Gina	20	6.5	0.81	\$ 20.44	208	\$ 27,638.12	Exempt
HS Instructor	Montree	Jennifer	20	6.5	0.81	\$ 19.50	208	\$ 26,366.69	Exempt
HS Instructor	Harrell	Kathi	20	6.5	0.81	\$ 20.31	208	\$ 27,458.93	Exempt
HS Instructor	Slusher	Lucia	20	6.5	0.81	\$ 20.09	208	\$ 27,165.15	Exempt
HS Instructor	Ascencio	Tania	20	6.5	0.81	\$ 20.29	208	\$ 27,431.03	Exempt
HS Instructor	Duncan	Allison	20	6.5	0.81	\$ 19.82	208	\$ 26,794.23	Exempt
HS Instructor	Hodo	Robin	20	6.5	0.81	\$ 19.38	208	\$ 26,200.10	Exempt
HS Instructor	Aguirre	Juana	20	6.5	0.81	\$ 20.29	208	\$ 27,431.03	Exempt
HS Instructor	Alexander	Shelly	20	6.5	0.81	\$ 23.74	208	\$ 32,097.11	Exempt
HS Instructor	Miller	Linda	20	6.5	0.81	\$ 21.19	208	\$ 28,643.91	Exempt
HS Instructor	Dennis	Kimberley	20	6.5	0.81	\$ 20.29	208	\$ 27,431.03	Exempt
HS Instructor	Howick	Patty	20	6.5	0.81	\$ 21.91	208	\$ 29,618.13	Exempt
HS Instructor	Olalde	Claudia	20	6.5	0.81	\$ 20.00	208	\$ 27,042.05	Exempt
HS Instructor	Livingstone	Lindsey	20	6.5	0.81	\$ 20.29	208	\$ 27,431.03	Exempt
HS Instructor	Braley	Melissa	20	6.5	0.81	\$ 19.38	208	\$ 26,200.10	Exempt
HS Instructor	Bennett	Samantha	20	6.5	0.81	\$ 19.91	208	\$ 26,914.86	Exempt
HS Instructor	Wood	Beverly	20	6.5	0.81	\$ 20.44	208	\$ 27,638.64	Exempt
HS Instructor	Larios	Esabel	20	6.5	0.81	\$ 19.91	208	\$ 26,914.86	Exempt
HS Instructor	Walden	Sophia	20	6.5	0.81	\$ 21.28	208	\$ 28,771.93	Exempt
HS Instructor	Boley	Rita	20	6.5	0.81	\$ 19.50	208	\$ 26,366.69	Exempt
HS Instructor	Pawley	Rachel	20	6.5	0.81	\$ 19.38	208	\$ 26,200.10	Exempt
HS Instructor	Eisentraut	Ann	20	6.5	0.81	\$ 21.28	208	\$ 28,771.93	Exempt
HS Instructor	Gonzalez	Sarah	20	6.5	0.81	\$ 23.91	208	\$ 32,326.06	Exempt
HS Instructor	Goebel	Debbie	20	8.0	1.00	\$ 20.29	208	\$ 33,761.27	Exempt
HS Instructor	Jantho	Kate	20	8.0	1.00	\$ 20.81	208	\$ 34,630.88	Exempt
Support Instructor	Orellana	Lidia	15	6.5	0.81	\$ 12.20	208	\$ 16,495.48	Non-exempt
Support Instructor	Feyma	Lisa	15	6.5	0.81	\$ 12.42	208	\$ 16,795.90	Non-exempt
Support Instructor	Loaisga	Maria	15	6.5	0.81	\$ 12.20	208	\$ 16,495.48	Non-exempt
Support Instructor	Melendez	Stephanie	15	6.5	0.81	\$ 12.38	208	\$ 16,741.28	Non-exempt
Support Instructor	Creswell-Liott	Brenda	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Howard	Darlene	15	6.5	0.81	\$ 12.69	208	\$ 17,150.93	Non-exempt
Support Instructor	Rajai-Tehrani	Nooshin	15	6.5	0.81	\$ 12.20	208	\$ 16,495.48	Non-exempt
Support Instructor	Pacion (Toma)	Tara	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Ortega	Ada	15	6.5	0.81	\$ 12.43	208	\$ 16,809.55	Non-exempt
Support Instructor	McCarty	Judy	15	6.5	0.81	\$ 12.56	208	\$ 16,987.07	Non-exempt
Support Instructor	Holt	Bobbie	15	6.5	0.81	\$ 12.38	208	\$ 16,741.28	Non-exempt
Support Instructor	Valdez	Eddie	15	6.5	0.81	\$ 16.04	208	\$ 21,684.46	Non-exempt
Support Instructor	Meza	Maria	15	6.5	0.81	\$ 12.20	208	\$ 16,495.48	Non-exempt
Support Instructor	Kistner	Megan	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Clerc	Jessica	15	6.5	0.81	\$ 12.00	208	\$ 16,222.38	Non-exempt
Support Instructor	Garcia Encina	Mirna	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Todorova	Evgeniya	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Herrera	Marisela	15	6.5	0.81	\$ 12.38	208	\$ 16,741.28	Non-exempt
Support Instructor	Sharp	Stephanie	15	6.5	0.81	\$ 12.43	208	\$ 16,809.55	Non-exempt
Support Instructor	Rulloda	Sydney	15	6.5	0.81	\$ 12.00	208	\$ 16,222.38	Non-exempt

**Head Start YR 46
Staffing Schedule
WASHINGTON ELEMENTARY SCHOOL DISTRICT**

3/24/2011

Position	Employee Last Name	Employee First Name	Position Grade	Hours per Day	FTE	Rate per Hour	Days per Year	Annual Salary	Position Type
Support Instructor	Gonzalez	Christina	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Lee	Maria	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Estala	Jessica	15	6.5	0.81	\$ 12.38	208	\$ 16,741.28	Non-exempt
Support Instructor	Satterlund	Vanessa	15	6.5	0.81	\$ 12.06	208	\$ 16,304.31	Non-exempt
Support Instructor	Valenzuela	Reyna	15	6.5	0.81	\$ 12.69	208	\$ 17,150.93	Non-exempt
Support Instructor	Markus	Elizabeth	15	6.5	0.81	\$ 12.00	208	\$ 16,222.38	Non-exempt
Support Instructor	Hernandez	Blanca	15	4.0	0.50	\$ 12.06	208	\$ 10,033.42	Non-exempt
Support Instructor	Flanigan	Debra	15	4.0	0.50	\$ 19.50	208	\$ 16,226.58	Non-exempt
Support Instructor	Estrada	Norma	15	4.0	0.50	\$ 12.00	208	\$ 9,983.00	Non-exempt
Support Instructor	Jepson	Virginia (Tir	15	4.0	0.50	\$ 12.06	208	\$ 10,033.42	Non-exempt
Support Instructor	Hernandez	Patricia	15	4.0	0.50	\$ 12.06	208	\$ 10,033.42	Non-exempt
Support Instructor	Smith	Cindy	15	4.0	0.50	\$ 12.06	208	\$ 10,033.42	Non-exempt
Instructional Asst (Sul Clark		Beverly	11	4	0.50	\$ 10.54	193	\$ 8,140.28	Non-exempt
Instructional Asst (Sul Alauria		Earlene	11	4	0.50	\$ 9.23	193	\$ 7,126.64	Non-exempt
Instructional Asst (Sul Smoker		Mary	11	4	0.50	\$ 9.23	193	\$ 7,126.64	Non-exempt
Instructional Asst (Sul Maya		Consuelo	11	8	1.00	\$ 9.52	193	\$ 14,705.52	Non-exempt
Instructional Asst (Sul Welch		Lesly (Cher	11	4	0.50	\$ 9.23	193	\$ 7,126.64	Non-exempt
Instructional Asst (Sul Rademacher		Donna	11	4	0.50	\$ 9.38	193	\$ 7,243.60	Non-exempt
Instructional Asst (Sul TBH			11	4	0.50	\$ 9.38	193	\$ 7,243.60	Non-exempt

TOTAL SALARIES:

75

\$ 1,666,180.90

FICA

7.65%

\$ 127,462.84

Worker's Compensation

1.01%

\$ 16,828.43

Arizona State Retirement

10.65%

\$ 177,448.27

Health/Dental/Life Insurance

63

\$ 5,299.35

\$ 333,859.05

\$ 655,598.58

TOTAL SALARY AND FRINGE

\$ 2,321,779.48

Days 260/208/227/193

Insurance \$5,299.35

Benefits 18.51%

Grand Total Budget \$ 2,488,593.00

Total Salary & Fringe \$ 2,308,450.03

Net Operating Budget \$ 180,142.97 7.24%

5% Insurance increase (\$252.35)

1% salary increase

.01% Worker's Comp increase

.80% Arizona State Retirement increase

In-Kind Budget					
Head Start Program Year 46					
Agency: Washington Elementary School District					
11/8/2010					
Category	Account Title	Justification	Program Budget Totals	Administrative Budget Totals	Annual In-Kind Budget

Salaries

Direct Hrs	Parent Volunteers	Based on YR 44 actuals plus a 16% expected increase	235,201.05	0.00	\$ 235,201.05
Direct & Admin Svcs Hrs	Custodial	Based on YR 44 actuals	15,539.45	1,676.06	\$ 17,215.51
Direct Hrs	Library	Based on YR 44 actuals	21,880.91	0.00	\$ 21,880.91
Direct Hrs	Search to Serve	Based on YR 44 actuals	74,668.01	0.00	\$ 74,668.01
Admin Svcs	Personnel Management Svcs	Based on YR 44 actuals	0.00	9,836.42	\$ 9,836.42
Admin Svcs	Purchasing Svcs	Based on YR 44 actuals	0.00	31,843.82	\$ 31,843.82
Admin Svcs	Director of Curriculum	Based on YR 44 actuals	0.00	1,918.82	\$ 1,918.82
Admin Svcs	Finance Specialist Svcs	Based on YR 44 actuals	0.00	4,283.51	\$ 4,283.51

Total Gross Salaries

\$ 347,289.42	\$ 49,558.63	\$ 396,848.05
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Fringe Costs

Direct Hrs	Parent Volunteers	Based on YR 44 actual salaries x 18.51%	43,535.71	0.00	\$ 43,535.71
Direct & Admin Svcs Hrs	Custodial	Based on YR 44 actual salaries x 18.51%	2,876.35	310.24	\$ 3,186.59
Direct Hrs	Library	Based on YR 44 actual salaries x 18.51%	4,050.16	0.00	\$ 4,050.16
Direct Hrs	Search to Serve	Based on YR 44 actual salaries x 18.51%	13,821.05	0.00	\$ 13,821.05
Direct Hrs	Health/Life/Dental Costs	Based on YR 44 actual ins Costs	12,407.91	290.20	\$ 12,698.11
Admin Svcs	Personnel Management Svcs	Based on YR 44 actual salaries x 18.51%	0.00	1,820.72	\$ 1,820.72
Admin Svcs	Purchasing Svcs	Based on YR 44 actual salaries x 18.51%	0.00	5,894.29	\$ 5,894.29
Admin Svcs	Director of Curriculum	Based on YR 44 actual salaries x 18.51%	0.00	355.17	\$ 355.17
Admin Svcs	Finance Specialist Svcs	Based on YR 44 actual salaries x 18.51%	0.00	792.88	\$ 792.88
Admin Svcs	Health/Life/Dental Costs	Based on YR 44 actual ins Costs		6,227.06	\$ 6,227.06

Total Direct Fringe Costs

\$ 76,691.18	\$ 15,690.56	\$ 92,381.74
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Total Personnel Services

423,980.60	65,249.19	489,229.79
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In-Kind Budget					
Head Start Program Year 46					
Agency: Washington Elementary School District					
11/8/2010					
Category	Account Title	Justification	Program Budget Totals	Administrative Budget Totals	Annual In-Kind Budget

Space/Other Costs

Other Admin	Office - Space & Land Use	Based on YR 44 actuals	0.00	3,415.83	\$ 3,415.83
Other Direct	Classroom - Space & Land Use	Based on YR 44 actuals	28,024.42	0.00	\$ 28,024.42
Other Direct	Playground Space (164 sq ft per school @ \$5.00/sp ft)	Based on YR 44 actuals	11,480.00	0.00	\$ 11,480.00
Other Admin	Internet Connection	Based on YR 44 actuals	62.40	0.00	\$ 62.40
Other Direct & Admin	Phones	Based on YR 44 actuals	6,772.08	0.00	\$ 6,772.08
Other Direct & Admin	Custodial Supplies	Based on YR 44 actuals	2,148.95	224.89	\$ 2,373.84
Other Direct	Library Supplies	Based on YR 44 actuals	79.56	0.00	\$ 79.56
Other Direct & Admin	Utilities (except phone)	Based on YR 44 actuals	35,696.48	3,076.98	\$ 38,773.46
Other Direct	Library (other resources)	Based on YR 44 actuals	216.62	0.00	\$ 216.62
Other Direct & Admin	Custodial (other resources)	Based on YR 44 actuals	43.57	132.70	\$ 176.27
Other Direct & Admin	Copiers	Based on YR 44 actuals	2,661.02	4,474.52	\$ 7,135.54
Other Direct	Instructional Staff Food Costs	Based on YR 44 actuals	31,980.00	0.00	\$ 31,980.00

Total Space/Other Direct Costs	\$ 119,165.10	\$ 11,324.92	\$ 130,490.02
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Donations	Based on YR 44 Actuals	6,636.27	\$ 6,636.27
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Total Other Costs	\$ 125,801.37	\$ 11,324.92	\$ 137,126.29
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Grand Total	\$ 549,781.97	\$ 76,574.11	\$ 626,356.08
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Susan Burns
Director of Preschool/Head Start
Washington Elementary School District

<p align="center">Head Start Program Year "46" Projection of Breakout of Costs for Development and Administration (DELEGATE AGENCY ADMINISTRATIVE COSTS) WASHINGTON SCHOOL DISTRICT</p>	<p>3/24/2011</p>
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Personnel:

<u>Salaries</u>	<u>% Admin.</u>	<u>Salary</u>	
Agency Director-Administrator	48.00%	35,035.06	54,772.08
Office Manager	50.00%	19,737.02	
<u>Fringes</u>	<u>% Admin.</u>	<u>Fringes</u>	
FICA @ 7.65%	3.29%	4,190.06	15,769.84
Worker's Compensation @ 1.01%	3.29%	553.20	
AZ State Retirement @ 10.65%	3.29%	5,833.22	
Health/Life/Dental/Insurance @ \$5,299.35	1.56%	5,193.36	

Program Costs

<u>Travel</u>	<u>% Admin.</u>	<u>Travel</u>	
Conferences & Travel	100.00%	0.00	0.00
<u>Supplies</u>	<u>% Admin.</u>	<u>Supplies</u>	
Office Supplies	100.00%	1,520.00	1,520.00
<u>Other</u>	<u>% Admin.</u>	<u>Other</u>	
Utilities (except phone)	8.00%	0.00	0.00

Agency In-Kind

<u>Total Personnel</u>	<u>% Admin.</u>	<u>In-Kind</u>	
Custodial Services	9.74%	1,676.06	49,558.63
Personnel Management Svcs	100.00%	9,836.42	
Purchasing Svcs	100.00%	31,843.82	
Director of Curriculum	100.00%	1,918.82	
Finance Specialist Svcs	100.00%	4,283.51	
<u>Total Personnel-Fringe</u>	<u>% Admin.</u>	<u>In-Kind</u>	
Custodial Services	9.74%	310.24	15,690.56
Health/Life/Dental Costs - Custodial	2.29%	290.20	
Personnel Management Svcs	100.00%	1,820.72	
Purchasing Svcs	100.00%	5,894.29	
Director of Curriculum	100.00%	355.17	
Finance Specialist Svcs	100.00%	792.88	
Health/Life/Dental Costs - Custodial	100.00%	6,227.06	
<u>Space/Other Costs</u>	<u>% Admin.</u>	<u>In-Kind</u>	
Office -Space & Land Use	100.00%	3,415.83	11,324.92
Classroom - Space& Land Use	0.00%	0.00	
Playground Space	0.00%	0.00	
Internet Connection	0.00%	0.00	
Phones	0.00%	0.00	
Custodial Supplies	9.47%	224.89	
Library Supplies	0.00%	0.00	
Utilities (except phone)	7.94%	3,076.98	
Library (other resources)	0.00%	0.00	
Custodial (other resources)	75.28%	132.70	
Copiers	62.71%	4,474.52	
Instructional Staff Food Costs	0.00%	0.00	

Total Agency Administrative and Development Cost Contributions **148,636.03**

Adjusted Federal Budget YR 46	2,488,593
Non-Federal (Minimum 25% of Fed.)	626,356
	<u>3,114,949</u>
Agency Administrative %	4.77%

Percentage Cost Allocation

Year 46

Personnel Costs

Job Title	Cost	# of Staff	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Head Start Administrator-Director	72,989.71	1	48.00%	38.00%	2.00%	2.00%	6.00%	2.00%	2.00%	0.00%	0.00%	
HS Support Coordinator-Howsden	56,661.23	1	0.00%	65.00%	5.00%	5.00%	20.00%	5.00%	0.00%	0.00%	0.00%	
HS Support Coordinator-Plisbury	55,337.17	1	0.00%	65.00%	5.00%	5.00%	20.00%	5.00%	0.00%	0.00%	0.00%	
Office Manager-Rubalcaba	39,474.03	1	50.00%	28.00%	2.00%	2.00%	16.00%	2.00%	0.00%	0.00%	0.00%	
Office Tech-Chavez	19,176.14	1	0.00%	10.00%	20.00%	20.00%	35.00%	10.00%	5.00%	0.00%	0.00%	
Office Specialist	22,307.97	1	0.00%	10.00%	20.00%	20.00%	35.00%	10.00%	5.00%	0.00%	0.00%	
Office Tech-Martinez	25,572.78	1	0.00%	10.00%	20.00%	20.00%	35.00%	10.00%	5.00%	0.00%	0.00%	
Office Tech-Goris	22,372.17	1	0.00%	10.00%	20.00%	20.00%	35.00%	10.00%	5.00%	0.00%	0.00%	
Instructor Part Year	791,796.50	28	0.00%	60.00%	5.00%	5.00%	25.00%	5.00%	0.00%	0.00%	0.00%	
Support Instructor Part Year	501,780.28	32	0.00%	60.00%	5.00%	5.00%	25.00%	5.00%	0.00%	0.00%	0.00%	
Program Aides Part Year	58,712.92	7	0.00%	60.00%	5.00%	5.00%	25.00%	5.00%	0.00%	0.00%	0.00%	
Salary Savings	0.00			60.00%	5.00%	5.00%	25.00%	5.00%	0.00%	0.00%	0.00%	
Total Personnel Costs	1,666,180.90	75	98.00%	476.00%	114.00%	114.00%	302.00%	74.00%	22.00%	0.00%	0.00%	

WESD - In-Kind Match

Parent Volunteers	235,201.05		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
Custodial Services	17,215.51		9.74%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	90.26%	0.00%	
Library	21,880.91		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Search to Serve	74,668.01		0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	
Personnel Management Svcs	9,836.42		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Purchasing Svcs	31,843.82		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Director of Curriculum	1,918.82		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Finance Specialist Svcs	4,283.51		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Total In-Kind Personnel Costs	396,848.05		409.74%	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%	90.26%	0.00%	

Fringe Costs

Fringe Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
FICA Withholding	127,462.84		3.29%	54.71%	6.00%	6.00%	25.00%	5.00%	0.00%	0.00%	0.00%	
Worker's Compensation	16,828.43		3.29%	54.71%	6.00%	6.00%	25.00%	5.00%	0.00%	0.00%	0.00%	
AZ State Retirement	177,448.27		3.29%	54.71%	6.00%	6.00%	25.00%	5.00%	0.00%	0.00%	0.00%	
Health/Dental/Life Insurance (53)	333,859.05		1.56%	54.00%	6.70%	8.44%	24.50%	4.80%	0.00%	0.00%	0.00%	
Benefit Savings			1.21%	56.03%	6.70%	6.76%	24.50%	4.80%	0.00%	0.00%	0.00%	
Total Fringe Costs	655,598.58		12.63%	274.17%	31.40%	33.20%	124.00%	24.60%	0.00%	0.00%	0.00%	

WESD - In-Kind

Parent Volunteers	43,535.71		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
Custodial Svcs	3,196.59		9.74%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	90.26%	0.00%	
Library	4,050.16		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Search to Serve	13,821.05		0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	
Health/Life/Dental Costs	12,698.11		2.29%	54.00%	6.70%	7.71%	24.50%	4.80%	0.00%	0.00%	0.00%	
Personnel Management Svcs	1,820.72		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Purchasing Svcs	5,894.29		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1 of 3

Director of Curriculum	355.17				100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Finance Specialist Svcs	792.88				100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Health/Life/Dental Costs	6,227.06				100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total In-Kind Fringe Costs	92,381.74				512.02%	154.00%	6.70%	7.71%	124.50%	104.80%	0.00%	90.26%	0.00%	0.00%	0.00%	0.00%	0.00%

Travel

Travel Item	Cost	Allocation	Admin.	Educn	Health	Nutrition	Disabilities	Trans.	Occupanc y	Other	Non HS Funds
WESD											
Mileage & Fares - Attend Conferenc	0.00		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Travel	0.00										

Supplies

Supplies Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupanc y	Other	Non HS Funds
WESD												
Books, Education	13,524.00		0.00%	75.00%	10.00%	10.00%	0.00%	5.00%	0.00%	0.00%	0.00%	0.00%
Office Supplies	1,520.00		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Photographic Supplies	4,800.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Parent Fund	3,000.00		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Policy Committee Supplies	330.00		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Policy Committee Fund	400.00		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Employee morale, health and	1,800.00		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
Employee morale, health and	1,520.00		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
Safety Supplies	2,700.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Disposable Meal Supplies	3,000.00		0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Medical and Dental	8,856.00		0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Medical and Dental	420.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other Operating Costs	4,800.00		0.00%	0.00%	33.00%	33.00%	0.00%	0.00%	0.00%	0.00%	34.00%	0.00%
Classroom Technology Equip	3,300.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Classroom Technology Equip	9,000.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Classroom/Recreational Supplies	6,000.00		0.00%	75.00%	10.00%	10.00%	0.00%	5.00%	0.00%	0.00%	0.00%	0.00%
Total Supplies	64,970.00		100.00%	650.00%	153.00%	153.00%	300.00%	10.00%	0.00%	0.00%	234.00%	

Other

Other Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupanc y	Other	Non HS Funds
WESD												
Other Profess Purch Svcs	2,500.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other Profess Purch Svcs	400.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Parent Fund	3,000.00		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Subscription/Membership Fees	2,050.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Field Trips	6,000.00		0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	0.00%	0.00%
Field Trips Admission	6,000.00		0.00%	75.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	0.00%	0.00%
Student Accident Insurance	2,940.00		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Day Care Licensing	21,450.00		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
Food Experiences	6,000.00		0.00%	60.00%	20.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Meals	33,000.00		0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Playground & Shade Structure	18,503.52		0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Distribution of Costs

Year 46

Personnel Costs

Job Title	Cost	# of Staff	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Head Start Director	72,989.71	1	35,035.06	27,736.09	1,459.79	1,459.79	4,379.38	1,459.79	1,459.79	0.00	0.00	0.00
HS Support Coordinator-Howden	56,661.23	1	0.00	36,829.80	2,833.06	2,833.06	11,332.25	2,833.06	0.00	0.00	0.00	0.00
HS Support Coordinator-Plisbury	55,337.17	1	0.00	35,969.16	2,766.86	2,766.86	11,067.43	2,766.86	0.00	0.00	0.00	0.00
Office Manager-Rubalcaba	39,474.03	1	19,737.02	11,052.73	789.48	789.48	6,315.85	789.48	0.00	0.00	0.00	0.00
Office Tech-Chavez	19,176.14	1	0.00	1,917.61	3,835.23	3,835.23	6,711.55	1,917.61	958.81	0.00	0.00	0.00
Office Specialist	22,307.97	1	0.00	2,230.80	4,461.59	4,461.59	7,807.79	2,230.80	1,115.40	0.00	0.00	0.00
Office Tech-Marinez	25,572.78	1	0.00	2,557.28	5,114.56	5,114.56	8,950.47	2,557.28	1,278.64	0.00	0.00	0.00
Office Tech-Goris	22,372.17	1	0.00	2,237.22	4,474.43	4,474.43	7,830.26	2,237.22	1,118.61	0.00	0.00	0.00
Instructor Part Year	791,796.50	28	0.00	475,077.90	39,589.82	39,589.82	197,949.12	39,589.82	0.00	0.00	0.00	0.00
Support Instructor Part Year	501,780.28	32	0.00	301,068.17	25,089.01	25,089.01	125,445.07	25,089.01	0.00	0.00	0.00	0.00
Program Aides Part Year	58,712.92	7	0.00	35,227.75	2,935.65	2,935.65	14,678.23	2,935.65	0.00	0.00	0.00	0.00
Salary Savings	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Costs	1,866,180.90	75	54,772.08	931,904.50	93,349.49	93,349.49	402,467.50	84,406.59	5,931.25	0.00	0.00	0.00

WESD In-Kind Match

Parent Volunteers	235,201.05		0.00	0.00	0.00	0.00	235,201.05	0.00	0.00	0.00	0.00	0.00
Custodial Services	17,215.51		1,676.06	0.00	0.00	0.00	0.00	0.00	0.00	15,539.45	0.00	0.00
Library	21,880.91		0.00	21,880.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Search to Serve	74,668.01		0.00	0.00	0.00	0.00	0.00	74,668.01	0.00	0.00	0.00	0.00
Personnel Management Svcs	9,836.42		9,836.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchasing Svcs	31,843.82		31,843.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Director of Curriculum	1,918.82		1,918.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Finance Specialist Svcs	4,283.51		4,283.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total In-Kind Personnel Costs	386,518.06		49,558.63	21,880.91	0.00	0.00	235,201.05	74,668.01	0.00	15,539.45	0.00	0.00

Fringe Costs

Fringe Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
FICA Withholding	127,462.84		4,190.06	69,738.39	7,647.77	7,647.77	31,865.71	6,373.14	0.00	0.00	0.00	0.00
Worker's Compensation	16,828.43		553.20	9,207.29	1,009.71	1,009.71	4,207.11	841.42	0.00	0.00	0.00	0.00
AZ State Retirement	177,448.27		5,833.22	97,086.77	10,646.90	10,646.90	44,362.07	8,872.41	0.00	0.00	0.00	0.00
Health/Dental/Life Insurance (53)	333,859.05		5,193.36	180,293.89	22,368.56	28,192.54	81,795.47	16,025.23	0.00	0.00	0.00	0.00
Benefit Savings	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fringe Costs	655,598.59		15,769.84	356,316.34	41,672.93	47,496.91	162,230.35	32,112.21	0.00	0.00	0.00	0.00

WESD In-Kind

Parent Volunteers	43,535.71		0.00	0.00	0.00	0.00	43,535.71	0.00	0.00	0.00	0.00	0.00
Custodial, Library & Search to Serve	3,186.59		310.24	0.00	0.00	0.00	0.00	0.00	0.00	2,876.35	0.00	0.00
Library	4,050.16		0.00	4,050.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Search to Serve	13,821.05		0.00	0.00	0.00	0.00	0.00	13,821.05	0.00	0.00	0.00	0.00
Health/Life/Dental Costs	12,698.11		290.20	6,856.98	850.77	979.61	3,111.04	609.51	0.00	0.00	0.00	0.00
Personnel Management Svcs	1,820.72		1,820.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchasing Svcs	5,894.29		5,894.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Director of Curriculum	355.17		355.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Finance Specialist Svcs	792.88		792.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Health/Life/Dental Costs	6,227.06		6,227.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total In-Kind Fringe Costs	92,381.74		15,690.56	10,907.14	850.77	979.61	46,646.75	14,430.56	0.00	2,876.35	0.00	0.00

Travel

Travel Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Mileage & Fares - Attend Conferences	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Travel	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Supplies

Supplies Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Books, Education	13,524.00		0.00	10,143.00	1,352.40	1,352.40	0.00	676.20	0.00	0.00	0.00	0.00
Office Supplies	1,520.00		1,520.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Photographic Supplies	4,800.00		0.00	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parent Fund	3,000.00		0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00
Policy Committee Supplies	330.00		0.00	0.00	0.00	0.00	330.00	0.00	0.00	0.00	0.00	0.00
Policy Committee Fund	400.00		0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00
Employee morale, health and welfare	1,800.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee morale, health and welfare	1,520.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00
Safety Supplies	2,700.00		0.00	2,700.00	0.00	0.00	0.00	0.00	0.00	0.00	1,520.00	0.00
Disposable Meal Supplies	3,000.00		0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Medical and Dental	8,856.00		0.00	0.00	8,856.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medical and Dental	420.00		0.00	420.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Operating Costs	4,800.00		0.00	0.00	1,584.00	1,584.00	0.00	0.00	0.00	0.00	1,832.00	0.00
Classroom Technology Equip	3,300.00		0.00	3,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Classroom Technology Equip	9,000.00		0.00	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Classroom/Recreational Supplies	6,000.00		0.00	4,500.00	600.00	600.00	0.00	300.00	0.00	0.00	0.00	0.00
Total Supplies	64,970.00		1,520.00	34,853.00	12,392.40	6,536.40	3,730.00	976.20	0.00	0.00	4,832.00	0.00

Other

Other Item	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
WESD												
Other Profess Purch Svcs	2,500.00		0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Profess Purch Svcs	400.00		0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parent Fund	3,000.00		0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00
Subscription/Membership Fees	2,050.00		0.00	2,050.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Field Trips	6,000.00		0.00	4,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00
Field Trips Admission	6,000.00		0.00	4,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00
Student Accident Insurance	2,940.00		0.00	2,940.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Day Care Licensing	21,450.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,450.00	0.00	0.00
Food Experiences	6,000.00		0.00	3,600.00	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00
Meals	33,000.00		0.00	16,500.00	0.00	16,500.00	0.00	0.00	0.00	0.00	0.00	0.00
Playground & Shade Structure	18,503.52		0.00	9,251.76	9,251.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities (except phone)	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other	101,843.52		0.00	46,241.76	10,451.76	17,700.00	3,000.00	0.00	3,000.00	21,450.00	9.00	0.00

WESD - All Kind

Office Space	Cost	Allocation	Admin.	Education	Health	Nutrition	PC Partner	Disabilities	Trans.	Occupancy	Other	Non HS Funds
Classroom Space	3,415.83		3,415.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Classroom Space	28,024.42		0.00	28,024.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Playground Space	11,480.00		0.00	11,480.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transportation	62.40		0.00	57.90	0.00	0.00	4.50	0.00	0.00	0.00	0.00	0.00
Phones	6,772.08		0.00	6,283.81	0.00	0.00	488.27	0.00	0.00	0.00	0.00	0.00
Custodial Supplies	2,373.84		224.89	2,148.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	79.56		0.00	79.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities (except phone)	38,773.46		3,076.98	0.00	0.00	0.00	0.00	0.00	0.00	35,696.48	0.00	0.00
Library (other resources)	216.62		0.00	216.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Custodial (other resources)	176.27		132.70	0.00	0.00	0.00	0.00	0.00	0.00	43.57	0.00	0.00

Copiers	7,135.54	4,474.52	(1,545.38)	713.55	713.55	2,065.74	713.55	0.00	0.00	0.00	0.00	0.00
Instructional Staff Food Costs	31,980.00	0.00	10,662.13	10,658.93	10,658.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total In-Kind Other	130,490.02	11,324.92	57,408.02	11,372.49	11,372.49	2,558.50	713.55	0.00	0.00	35,740.05	0.00	0.00

John C. Lincoln In-Kind												
Staff Training Rooms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TV/VCR Usage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total In-Kind JC Lincoln	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WESD In-Kind												
Donations	6,636.27	0.00	6,636.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total In-Kind Donations	6,636.27	0.00	6,636.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Federal Share	2,488,593.00	72,061.92	1,369,325.60	157,866.58	165,082.80	571,427.85	117,495.00	8,931.25	21,450.00	4,952.00	0.00	0.00
Total In-Kind Match	626,358.08	76,574.11	96,832.33	12,223.26	12,352.10	284,406.30	89,812.12	0.00	54,155.85	0.00	0.00	0.00

Total Service Cost	3,114,949.08	148,636.03	1,466,157.93	170,089.84	177,434.90	855,834.16	207,307.12	8,931.25	75,605.85	4,952.00	0.00	0.00
Percent of Total		4.77%	47.07%	5.46%	5.70%	27.48%	6.66%	0.29%	2.43%	0.16%	0.00%	0.00%

**FACILITY LOCATION CHART / PROGRAM OPTION
FOR
HEAD START DELEGATE AGENCIES AND INDIVIDUAL CLASSROOMS**

DIRECTOR'S NAME	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
Susan Burns	(602) 347-2219	(602) 347-2215	Susan.burns@wesdschools.org
OTHER KEY STAFF	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
Diana Howsden, Coordinator	(602) 347-2297	(602) 347-2215	Diana.howsden@wesdschools.org
Michael Pilsbury, Coordinator	(602) 347-2212	(602) 347-2215	Michael.pilsbury@wesdschools.org
Yvonne Rubalcaba, Office Manager	(602) 347-2284	(602) 347-2215	Yvonne.Rubalcaba@wesdschools.org

NAME OF SITE / ADDRESS	CLASSROOM	AM/PM/ED	HOURS	# OF CHILDREN	PROGRAM OPTION
Acacia 3021 W Evans Phoenix, AZ 85053-5799	Room #137	AM	8:00-11:30	20	Center Based
Arroyo 4535 W Cholla Glendale, AZ 85304-3599	Room #B3-A	AM	8:00-11:30	20	Center Based
Alta Vista 8710 N 31 st Ave Phoenix, AZ 85051-3998		AM	8:00-11:30	20	Center Based
Desert View 8621 N 3 rd Street Phoenix, AZ 85020-3185	Room #501	AM & PM	7:30-11:00 & 11:30-3:00	20	Center Based
John Jacobs 14421 N 23 rd Avenue Phoenix, AZ 85053	Room #38	AM	8:00-11:30	20	Center Based
Manzanita 8430 N 39 th Ave Phoenix, AZ 85051-4789	Room #901	AM	8:00-11:30	20	Center Based
Maryland 6503 N 21 st Ave Phoenix, AZ 85015-1555	Room #44	AM	8:00-11:30	20	Center Based
Moon Mountain 13425 N 19 th Ave Phoenix, AZ 85029-1698	Room #E115	AM & PM	7:30-11:00 & 11:30-3:00	17	Center Based

Mountain View 801 W Peoria Phoenix, AZ 85029-5301	Room #C154	AM	8:00-11:30 &	20	Center Based
Ocotillo 3226 W. Ocotillo Phoenix, AZ 85017-1055	Room #C156 Room #E-118	AM & PM	8:00-11:30 7:30-11:00 & 11:30-3:00	20 20 20 20	Center Based
Orangewood 7337 N 39 th Ave Phoenix, AZ 85021-7988	Room #E113	AM	8:00-11:30	20	Center Based
Richard E Miller 2021 W Alice Phoenix, AZ 85021-4299	Portable	AM	7:45-11:15	20	Center Based
Roadrunner 7702 N 39 th Ave Phoenix, AZ 85051-6499	Room #900 Room #901 Room #805	AM AM AM	8:00-11:30 & 8:00-11:30 8:00-11:30	20 20 20	Center Based
Sahuaro 12835 N 33 rd Ave Phoenix, AZ 85029-2209	Room #908 Room #A-1	AM AM	8:00-11:30 7:45-11:15 &	20 20	Center Based
Shaw Butte 12202 N 21 st Ave Phoenix, AZ 85029-5599	Room #A-3 Room #11	AM AM	7:45-11:15 8:00-11:30	20 20	Center Based
Sunburst 14218 N 47 th Avenue Glendale, AZ 85306-4499	Room #514	AM & PM	7:30-11:00 & 11:30-3:00	17 17	Center Based
Sunset 4626 W Mt View Road Glendale, AZ 85302-2609	Room #301	AM & PM	7:30-11:00 & 11:15-2:45	20 20	Center Based
Sunnyslope 245 E Mt. View Rd. Phoenix, AZ 85020	Room #37	AM	8:00-11:30	20	Center Based
Turnbleweed 4001 W Laurel Lane Phoenix, AZ 85029-3031	Room #A-103	AM & PM	7:30-11:00 & 11:15-2:45	20 20	Center Based
Washington 8033 N 27 th Ave Phoenix, AZ 85051-6399					

GRANT APPLICATION REPORT

Agency Washington Elementary School District No. 6

Program Approach Form

I. Funded Enrollment		
1. Funded enrollment by program option:		Number of Pregnant Women:
Center-based enrollment	588	0
Home-based enrollment		
Combination option enrollment		
Family child care enrollment		
Other option enrollment		
Total Enrollment	588	

II. Program Schedule			
1. Program schedule number	1	2	3
2. Program option identification	CB	CB	
3. Funded enrollment	520	68	
Complete #4-9 for center-based, family child care, combination, and other options			
4a. Number of classes/groups/family child care settings	26	4	
4b. Double session	0	2	
5. Number of hours of classes/groups/FCC settings per child, per day	3.5	3.5	
6. Number of days of classes/groups/FCC settings per child, per week	5	4	
7. Number of days classes/groups/FCC settings per child, per year	167	135	
8. Number of home visits per child, per year	2	2	
9. Number of hours per home visit	1	1	
Complete #10-13 for home-based options			
10. Number of home visits per child, per year			
11. Number of hours per home visit			
12. Number of hours per home-based socialization experience			
13. Number of home-based socialization experiences per child per year			

11/9/2010 8:40 AM

W E S D

Other Cash and In-kind Funding Sources

Other Cash and In-kind Funding Sources		Value
<u>Federal Funding</u>		
1.	Federal Child Development and Child Care funds	
2.	USDA Funds for Nutrition Services	
3.	Other Federal Funding (CAFPC Food Reimbursements)	\$294,744
<u>State Funding</u>		
4.	State Preschool Programs)	
5.	Other Local Government Funding ()	
<u>Local Government Funding</u>		
6.	School District Funding	
7.	Other Local Government Funding ()	
<u>Other Funding</u>		
8.	Tribal Government Funding	
9.	Fund-raising Activities	
10.	Other ()	
<u>TOTAL</u>		\$294,744

Head Start YR 46 Training and Technical Assistance Budget					3/21/2011	
Head Start Program Year 46						
Delegate Agency: WASHINGTON ELEMENTARY SCHOOL DISTRICT 8940051005						
Cost Category	C/L Account #	Account Title	Justification	Proposed Budget	Category	

a. SALARIES:

Support Classified -
6160 957.900.3300.6160.xxx.0000 Salaries - Non City Staffing Schedule 0.00

Total Salaries: \$ -

b. FRINGES:

6221 957.900.3300.6221.xxx.0000 F.I.C.A. Staffing Schedule 0.00
6260 957.900.3300.6260.xxx.0000 Workers' Compensation Staffing Schedule 0.00
6231 957.900.3300.6231.xxx.0000 Arizona State Retirement Staffing Schedule 0.00

Total Fringes: \$ -

e. SUPPLIES:

Acct
6612 957.900.3300.6612.571.0000 Orientation Supplies GB & PC Orientation and Training 200.00
6612 957.900.3300.6612.571.0000 Children with Disabilities Children with Disabilities 750.00
6613 957.900.3300.6613.571.0000 Nutrition Materials Family Assistance with Nutrition 400.00

Total Supplies: \$ 1,350.00

h. OTHER:

6330 957.900.3300.6330.571.0000 Consultants CPR/First Aid Training for 80 Staff X \$20 1,600.00
6330 957.900.3300.6330.571.0000 Consultants Dr. Bill Michaelis and Ezra Holland Training Event 7,000.00

Total Other: \$ 8,600.00

Total Head Start YR 46 Training and Technical Assistance Budget \$ 9,950.00

**Washington Elementary School District Head Start
Training and Technical Assistance PY 46 Budget Narrative**

requested?	How will the requested amount be used to comply with HS Performance Standards?	How was the requested amount estimated?	In-Kind/ Cash Support	Performance Standard	OMB Circular A-87
		\$ -			
		\$ -			
		\$ -			
	Governing Board and Policy Committee Orientation & Training supplies	Based on PY45 costs \$ 200.00	-	1304.52(k)(4)	#26
	Training supplies for staff to learn strategies for meeting IEP goals and individual needs of children	Based on PY45 costs \$ 750.00	-	1308.4	#26
	Resources and training information for parents regarding the importance of healthy eating and sound nutrition	Based on PY45 parent needs assessment \$ 400.00	-	1304.23	#26
		\$ 1,350.00	-		
	CPR/First Aid Training for 80 Head Start Staff X \$20	Based on PY45 costs \$ 1,600.00		1310.17 (b)(3)	#32
	Staff training event with national professional trainers, Ezra and Bill. "The Power of Play and Humor in Our Leadership Lives"	Based on PY44 staff needs assessment \$ 7,000.00	1,000.00	1304.52(k)(1)-(3)	#32
		\$ 8,600.00	1,000.00		
		\$ 9,950.00	1,000.00		

Washington Elementary School District Head Start Program Planning 2011 – 2012

July

- Start of new program/fiscal year
- Review, revise, if needed, and submit for printing Preschool/Head Start Parent Handbook and Staff Handbook
- Mail enrollment notification letters to families
- Develop Staff Training Plan
- Complete PIR (Program Information Report) Information
- **Submit to Grantee:**
 - Administrative Cost Report
 - Submit PIR Information
 - Current Parent Handbook
 - Disabilities Services Summary for Program Year 2010 - 2011
 - Summary of program Transition Activities

August

- Conduct Staff orientation
- Distribute Year 46 Staff Calendar
- Conduct annual Staff training of Dept. of Health Services Child Care Licensure Regulations, Head Start Performance Standards, WESD Head Start program Service Plans and WESD District Policies
- Conduct classroom Family Orientations
- Conduct 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 30, 2011)
 - 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. 2011 – Aug. 2012
 - Policy Committee By-laws
 - Parent Reimbursement Plan and Procedures
 - Program Holiday & Celebration Plan and Procedures
 - WESD Head Start Program Planning Procedures Calendar 2011 – 2012
 - 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 2011 – 2012

September

- Assessment of program bilingual language needs
- **Policy Committee Meeting:** (September 20, 2011)
 - PC election Policy Committee Officers and Policy Council Representatives
 - PC approval of:
 - August Policy Committee Minutes
 - Policy Committee meeting dates for Sept. 2011 – Aug. 2012
 - Policy Committee By-laws, if amended
 - Parent Reimbursement Plan and Procedures
 - Program Holiday & Celebration Plan and Procedures
 - Hiring and termination recommendations (as needed)
 - PC review:
 - Program philosophy
 - Program long and short range goals and objectives
 - Program monthly reports
- **Head Start Communication Committee Meeting:** (September 13, 2011)
 - 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 25, 2011)
 - PC approval of:
 - Program philosophy
 - Program long and short range goals and objectives
 - Hiring and termination recommendations (as needed)
 - PC review of:
 - Program monthly reports
- **Head Start Communication Committee Meeting:** (October 4, 2011)
 - CC review of:
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates, and budget modifications, as needed
 - Administrative Cost Report

November

- **Governing Board Presentation:**
 - GB approval of:
 - Program philosophy

Washington Elementary School District Head Start Program Planning 2011 – 2012

Program long and short range goals and objectives
Hiring and termination of Head Start personnel (as needed)

- **Policy Committee Meeting:** (November 15, 2011)
 - PC review of:
 - IGA (Program Refunding Application, Service Plans and Program Option, PY 47)
 - Program monthly reports
 - PC approval of:
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Head Start Refunding Grant/Contract Renewal documents for Program Year 47
 - 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 13, 2011)
 - PC review of:
 - Self Assessment process
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Head Start Communication Committee Meeting:** (December 6, 2011)
 - CC review of:
 - Program monthly reports
 - Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
 - Quarterly Administrative Costs Report

January

- **Governing Board Presentation:**
 - Conduct Governing Board orientation
 - Review of Child Outcomes Measures
 - Review and approval of Self Assessment process
- Data Collection Outcomes Measures – Time Two
- Analyze Parent Satisfaction Survey results
- **Policy Committee Meeting:** (January 24, 2012)
 - PC approve of:
 - Self Assessment process
 - PC review of:
 - Child Outcomes Measures
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
 - PC Self Assessment training

Washington Elementary School District Head Start Program Planning 2011 – 2012

- **Head Start Communication Committee Meeting:** (January 10, 2012)
 - CC review of:
 - Self Assessment process/training
 - Review Parent Satisfaction Survey results
 - Program monthly reports
 - Program and Policy Committee Updates
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
 - Final submittal of any revised programmatic and fiscal renewal documents of PY 47

February

- Conduct Self Assessment/parents, PC, GB, Communication Committee and staff
- Conduct home visits
- Identify Budget Savings
- **Policy Committee Meeting:** (February 28, 2012)
 - 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 7, 2012)
 - 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 27, 2012)
 - PC approval of:
 - Eligibility, Recruitment, Selection, Enrollment and Attendance Plan (ERSEA Plan)
 - PC review of:
 - Self-Assessment Results/Program Improvement Plans (as applicable)
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
 - Quarterly Administrative Costs Report

Washington Elementary School District Head Start Program Planning 2011 – 2012

Two copies of Single Audit Report

April

- Conduct staff evaluations
- Recruitment and intake process commences
- Develop schedule for submission of Head Start student applications from COP Caseworkers
- **Policy Committee Meeting:** (April 17, 2012)
 - PC review of:
 - Program Improvement Plan
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Head Start Communication Committee Meeting:** (April 10, 2012)
 - 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 Head Start calendar (aligned to WESD calendar)
- Parent and Staff Recognition Event (based on availability of funds)
- **Policy Committee Meeting:** (May 15, 2012)
 - PC review of:
 - Program Refunding Application, Service Plans and Program Option-PY 47 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2012 -2013
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Head Start Communication Committee Meeting:** (May 8, 2012)
 - CC review of:
 - Program Refunding Application, Service Plans and Program Option-PY 47 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2012 - 2013
 - 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

Washington Elementary School District Head Start Program Planning 2011 – 2012

- Conduct independent Audit
- Finalize Preschool/Head Start calendar (aligned to WESD calendar)
- **Governing Board Head Start Presentation:**
 - GB review of:
 - Parent Satisfaction Survey
 - Child Outcomes Measurers Report
 - GB approval of:
 - Program Refunding Application, Service Plans and Program Option-PY 47 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2012 - 2013
 - Hiring and termination of Head Start personnel (as needed)
- **Policy Committee Meeting: (June 19, 2012)**
 - Identify Program Goals and Needs
 - PC approval of:
 - Program Refunding Application, Service Plans and Program Option-PY 47 (IGA)
 - WESD Head Start Program Planning Procedures Calendar 2012 – 2013
 - PC review of:
 - Parent Satisfaction Survey
 - Child Outcomes Measurers Report
 - Program monthly reports
 - Hiring and termination recommendations (as needed)
- **Submit to Grantee:**
 - Monthly expenditure report and funding request, invoices, disabilities tally updates and therapy logs, and budget modifications, as needed
 - Quarterly Administrative Costs Report
 - Final revised/current Methodology/Program Area Plan
 - Outcomes Measures Analysis for Year 2011 - 2012
 - 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 5/11 (Plan and Policies, Parent Policy, Governance)

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
X Discussion
 Information
 1st Reading

FROM: Dr. Susan J. Cook, Superintendent

DATE: June 9, 2011

AGENDA ITEM: 2011-2012 Desegregation Budget

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

PRESENTER AT GOVERNING BOARD MEETING: Janet Sullivan, Assistant Superintendent of Academic Services; and Cathy Thompson, Director of Business Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-910 G

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

Historical Information

As of October 31, 1986, the Washington Elementary School District entered into an administrative agreement with the Office for Civil Rights to ensure equal educational opportunity for all students, including language minority students. Based on an agreement of this type, Arizona Revised Statute 15-910 G states that, "The Governing Board may budget for expenses of complying with or continuing to implement activities which were required or permitted by a court order of desegregation or administrative agreement with the United States Department of Education Office for Civil Rights directed toward remediating alleged or proven racial discrimination." The Washington Elementary School District did not access desegregation funding until 1997-1998.

Budget and Expenditures

The Washington Elementary School District currently budgets for expenses that are directly related to the educational delivery of services to English Language Learners (ELL), using Group B Weighted and Desegregation funding.

Desegregation Plan

Desegregation funding is used to fund ELL program costs, which are those expenses that are incurred in addition to the normal costs of conducting programs for English proficient students. Desegregation funding will continue to fund classroom teachers who are providing specific instruction in a structured English immersion program. Other services that will continue to be provided to ELL students, using Desegregation funding, include ELL Testing Specialists, Instructional Assistants, Academic Interventionists, staff development for teachers and translation services. For those

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the 2011-2012 Maintenance and Operation desegregation budget and corresponding levy in the amount of \$6,350,000.00.

Superintendent 

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

Agenda Item III.C.

2011-2012 Desegregation Budget

June 9, 2011

Page 2

schools that have a higher percentage of English Language Learners, additional staffing is allocated for counseling and school liaison services. Desegregation funds are utilized for these positions.

The District has not been approved for additional funding to implement the mandated SEI models and it is not anticipated that there will be other available revenue identified to assist with full implementation. Therefore, it is recommended that the Maintenance and Operation desegregation funding for 2011-2012 be maintained at the current level of \$6,350,000.00

If future funding is allocated for all districts to specifically provide instruction for ELL students, the Washington Elementary School District would decrease the budgeted desegregation funding in the amount of additional funding allocated.

Primary Tax Rate

The levy for desegregation funding is rolled into the maintenance and operation levy. The primary tax rate also includes maintenance and operation, unrestricted capital, soft capital, and adjacent ways.

At this time the final tax rate for 2011-2012 has not been set, but preliminary numbers indicate that the desegregation levy could represent approximately 47 cents of the estimated \$2.05 primary levy per \$100.00 of assessed valuation. This would reflect a cost of about \$48.00 for an average home in the district.

Summary

The proposed budget for desegregation is being recommended at a funding level of \$6,350,000.00. The attached budget document indicates the proposed staffing per site, but this may change based on the number of ELL students next year. The remaining budget capacity includes purchased services and stipends for staff development.

Desegregation Staffing and Other Resources Budget for FY 2011-2012
(subtotals by location)

PROGRAM	LOC	Values	
		Sum of FTE	TOTAL DESEG BUDGET
510-ELL	Acacia	3.000	141,427
	Alta Vista	4.375	218,407
	Cactus Wren	3.000	149,277
	Chaparral	2.000	97,549
	Cholla	0.250	14,534
	Desert Foothills	0.250	16,608
	Desert View	5.875	315,759
	John Jacobs	1.750	84,793
	Lakeview	1.000	45,224
	Lookout Mountain	0.250	16,252
	Manzanita	4.375	213,080
	Maryland	3.250	149,347
	Moon Mountain	0.500	14,654
	Mountain Sky	0.250	12,891
	Mountain View	8.750	408,247
	Ocotillo	2.875	130,005
	Orangewood	2.500	121,363
	Palo Verde	1.550	74,307
	Richard E Miller	1.500	67,845
	Roadrunner	5.875	282,435
	Royal Palm	0.500	13,858
	Sahuaro	2.500	134,525
	Shaw Butte	4.250	179,568
	Sunburst	1.250	59,866
	Sweetwater	0.250	13,036
	Sunnyslope	4.875	270,199
	Sunset	1.000	40,618
	Abraham Lincoln	0.250	14,356
	Washington	2.375	101,723
	Assistant Superintendent	0.500	27,984
	Communications	3.000	258,683
	Assessment		21,000
	Professional Development		10,272
510-ELL Total		73.925	3,719,691
514-SEI	Desert View	3.000	166,761
	John Jacobs	1.000	67,851
	Manzanita	1.500	88,806
	Maryland	3.000	144,798
	Moon Mountain	1.000	56,002
	Mountain View	13.000	698,361
	Ocotillo	2.000	107,870
	Shaw Butte	10.000	496,611
	Sunnyslope	5.000	275,045
	Washington	9.000	528,205
514-SEI Total		48.500	2,630,309
Grand Total		122.425	6,350,000

Desegregation Staffing and Other Resources Budget for FY 2011-2012
(subtotals by Position)

PROGRAM	Position Description	Values	
		Sum of FTE	TOTAL DESEG BUDGET
510-ELL	TEACHER KINDERGARTEN	14.500	766,184
	TEACHER - 1ST GRADE	11.500	647,307
	TEACHER - 2ND GRADE	9.500	495,152
	TEACHER - 3RD GRADE	5.000	273,724
	TEACHER - 4TH GRADE	4.000	236,632
	TEACHER - 5TH GRADE	2.500	165,561
	TEACHER - 6TH GRADE	1.000	48,425
	TEACHER - READING	0.400	23,503
	TEACHER-LANGUAGE ART	1.400	81,399
	TEACHER-ELL SPCLST	0.250	14,149
	PROGRAM COACH SCHOOL	2.500	150,504
	PROGRAM COACH-ELL	0.500	27,984
	SENIOR TRANSLATOR	1.000	44,809
	TRANSLATOR	1.000	39,439
	LANG&CULTURAL PROGRM	1.000	75,525
	ELL TESTING SPCLST	17.875	499,213
	PURCHASE SERVICES		23,845
	STIPENDS		80,065
	SUPPLIES		26,272
510-ELL Total		73.925	3,719,691
514-SEI	TEACHER KINDERGARTEN	1.000	52,627
	TEACHER - 1ST GRADE	17.000	919,891
	TEACHER - 2ND GRADE	11.500	635,680
	TEACHER - 3RD GRADE	8.000	417,438
	TEACHER - 4TH GRADE	6.000	340,301
	TEACHER - 5TH GRADE	3.000	152,280
	TEACHER - 6TH GRADE	1.000	47,115
	TEACHER-ELL SPCLST	1.000	64,977
514-SEI Total		48.500	2,630,309
Grand Total		122.425	6,350,000

Washington Elementary School District Desegregation Plan

I. Purpose of English Language Learner (ELL) Programs

Washington Elementary School District is obligated to uphold the *Lau* findings that indicate that districts must identify students who have a primary home language other than English, assess PHLOTE (primary home language other than English) students for English proficiency, provide appropriate program options for identified English language learners and utilize trained, qualified staff to teach these students.

II. State-Mandated Structured English Immersion (SEI) Program

The “Structured English Immersion models of the Arizona English Language Learners Task Force” (September 15, 2007) outlines the authority, definition, and required components of the SEI English Language Development (ELD) models. These models require a minimum of four hours of English language instruction per day for all students not proficient in English as measured by the Arizona English Language Learner Assessment (AZELLA). All instruction and all materials must be in English and students are to be grouped together by proficiency levels. Where fewer than 20 students are identified as English language learners within a three-grade span, students may be placed in a mainstream classroom with services provided outlined in an Individual Language Learner Plan. The four hours of instruction are driven by the English Language Proficiency (ELP) Standards and the Discrete Skills Inventory. Prescribed time allotments are identified by grade level and proficiency level, and include oral English/conversation, grammar, reading, writing and vocabulary. Teachers are required to have appropriate certification, NCLB Highly Qualified status, and English as a Second Language (ESL), Bilingual Education (BLE), or Structured English Immersion (SEI) endorsement. Specific training on the necessary instructional components of the four-hour SEI model has been outlined by the Arizona Department of Education’s Office for English Language Acquisition Services.

III. Washington Elementary School District Plan

Extensive planning in moving toward the 4-hour English Language Development (ELD) requirement occurred following the receipt of the Task Force models. Washington Elementary School District complies with the statutes (ARS 15-751-756), resulting from HB2064, which require a four hour ELD program for all English language learners to the extent possible given existing staffing and budgetary constraints. A number of factors contribute to determining possible configurations for grouping and instructional minutes for ELD, including the number of English language learners among proficiency levels, the number of staff per grade level, and availability of supplemental staffing. Due to variations among school sites for each of these factors, each school’s plan is unique.

It is expected that all teachers teaching the 4-hour ELD program receive training on the English Language Proficiency Standards and the Discrete Skills Inventory. Ongoing training on these components and the use of aligned instructional materials is provided.

As funds become available the District would fully implement the plan as defined in the models.

IV. Funding Sources

Desegregation - A.R.S. 15-910(G):

The governing board may budget for expenses of complying with or continuing to implement activities which were required or permitted by a court order of desegregation or administrative agreement with the United States department of education office for civil rights directed toward remediation alleged or proven racial discrimination which are specifically exempt in whole or in part from the revenue control limit and the capital outlay revenue limit.

Group B Weighted Funding – A.R.S. 15-901(B.11):

School districts may budget additional capacity to provide educational improvements for English language learners enrolled in a program to promote English language proficiency pursuant to A.R.S. 15-752. The weight currently given to ELL students is 0.115 per student. The funding is based on an average ELL student enrollment on the 40th and 100th days.

V. Desegregation

The District is committed to systematically reducing the Desegregation funding in proportion to other funding sources that may become available, such as additional Group B weighted funding.

Methodology for Allocations:

Funding is allocated based upon the rank order of schools determined by the number of ELL students at each school, beginning with schools with higher numbers of ELLs. For these schools, the intent is to implement the 4-hour ELL model as closely as possible by reallocating and rescheduling current staff. These staff would be identified and funded at 1.0 FTE each. The plan to implement the SEI model will look different at schools that have a lower number of ELL students as a limited number or no staff can be dedicated to the 4-hour ELL program. A portion of the teacher's salary would be paid through desegregation funds.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

X
X

 Action
Discussion
Information
1st Reading

FROM: Dr. Susan J. Cook, Superintendent

DATE: June 9, 2011

AGENDA ITEM: Capital Outlay Revenue Limit (CORL) Transfer for Fiscal Year 2011-2012

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-961, ARS 15-947

SUPPORTING DATA

Funding Source: M&O, Unrestricted Capital
Budgeted: Yes

The Capital Outlay Revenue Limit (CORL) is a funding source to school districts provided for in ARS 15-961.B-D, and is calculated at \$225.76 per student. This funding can be used for capital expenditures or a portion can be transferred into the Maintenance and Operation (M&O) budget for general operating expenditures per ARS 15-947.


Historically, Washington Elementary School District's CORL transfer has ranged from sixty percent to ninety percent of the CORL dollars in the operational budget. Strategies for the CORL transfer have varied based on the impact to the District from legislative decisions each year such as excess utilities and capital budget reductions. The most recent legislative session resulted in further reductions to the Soft Capital allocation and new reductions to the CORL allocation.

In order to maintain the capital budget at near the same as the current year, it is necessary to decrease the percentage of CORL in the Maintenance and Operation Budget from eighty percent to sixty percent for fiscal year 2011-2012. Even at this amount, the Unrestricted Capital Budget will decrease by about \$50,000.00.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the transfer of 60 percent of CORL budget capacity from Capital to M&O for fiscal year 2011-2012.

Superintendent



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

Agenda Item III.D.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

X
X

 Action
Discussion
Information
1st Reading

FROM: Dr. Susan J. Cook, Superintendent

DATE: June 9, 2011

AGENDA ITEM: Arizona School Boards Association Action Agenda Proposals

INITIATED BY: Tee Lambert, Governing Board Member, and Aaron Jahneke, Governing Board Member SUBMITTED BY: Dr. Susan J. Cook, Superintendent

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

The Arizona School Boards Association (ASBA) Delegate Assembly is scheduled for June 25, 2011. Governing Board member Tee Lambert will represent the Governing Board as the official delegate and Governing Board member Aaron Jahneke will serve as the alternate delegate. In preparation for the Delegate Assembly, ASBA requests that the Governing Board provide direction for voting at the assembly to the official delegate/alternate.

Each of the action proposals has been duplicated in blue (provided for the Governing Board only) and includes an indication of whether Board members accept or reject the ASBA legislative committee's recommendation. If each Board member will indicate whether he/she accepts or rejects the recommendation for each proposal and provide comments as desired prior to the June 9, 2011 Governing Board meeting, the proposals can be collected and compiled in preparation for the delegates to offer the consensus vote during their attendance at the Delegate Assembly.

The compilation of the Board members' voting for the proposals will be available in the Superintendent's Office prior to the June 25, 2011 Delegate Assembly.

SUMMARY AND RECOMMENDATION

It is recommended that a summary of Governing Board members' responses, indicating the acceptance or rejection of the proposed ASBA's Legislative Committee's recommendations, be given to delegate, Governing Board member Tee Lambert, and the alternate delegate, Governing Board member Aaron Jahneke, to use when participating at the ASBA Delegate Assembly representing the Washington Elementary School District Governing Board.

Superintendent 

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

Agenda Item *III.E.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: June 9, 2011
AGENDA ITEM: Update Regarding Washington Resource Information Center (WRIC)
INITIATED BY: Dorothy Watkins, Administrator of Social Services
SUBMITTED BY: Dr. Steve Murosky, Director of Academic Support Programs
PRESENTER AT GOVERNING BOARD MEETING: Dorothy Watkins and Dr. Steve Murosky
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Grants
Budgeted: Yes

The Washington Resource Information Center (WRIC) will be a centrally located parent resource center, created in partnership with First Things First (FTF) and the Washington Elementary School District, which will provide critically needed services to families with children ages 0-5 that reside in high-risk areas of the city. The WRIC will be located on the Washington Elementary School campus. The mission of the WRIC is to strengthen families living within the Washington Elementary School District boundaries through prevention, intervention, and education. The Center will enhance existing services while implementing needed new services and programs that the school district, due to funding restrictions, cannot currently provide. The center will target families in areas, within the WESD, who have been identified as high-risk for child abuse and neglect.

At the core of the WRIC will be essential elements that will help families be successful: preventive programs, parenting skills training, family-centered support and referral services, employment and financial mentoring, and ESL and GED classes. In keeping with the requirements of First Things First, all services will be administered in accordance with established cultural competency objectives and guidelines and will make use of research-based curricula and the expertise of a broad-based human resource network.

The WRIC has the following long-term goals:

- To create additional, long-lasting partnerships with service providers—health, school, and community resources,

SUMMARY AND RECOMMENDATION

No action required.

Superintendent 

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

Agenda Item IV.A.

Update Regarding Washington Resource Information Center (WRIC)

June 9, 2011

Page 2

- To employ both project-funded and district-funded personnel to further insure sustainability when State (FTF) funding is no longer available,
- To provide coordinated, direct services to families in the areas of education, health, employment, finance, and related social services,
- To continuously research and implement effective programs that target the needs of children and their families, and
- To increase awareness and support throughout the school district and community to bring about family-level change that supports strong families, capable parents, and healthy children.

When combined into a comprehensive program of services, the WRIC will provide families the creativity, adaptability, innovation, and critical thinking skills that they will need in order to become proficient in dealing with the critical issues which they face on a daily basis.

Enriqueta Di Santo has been named as the WRIC Coordinator. Monday, July 11, 2011 will be the opening celebration of the Washington Resource Information Center.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: June 9, 2011
AGENDA ITEM: Update Regarding Possible Capital Override Recommendation
INITIATED BY: WESD Technology Committee SUBMITTED BY: Susan J. Cook, Superintendent
PRESENTER AT GOVERNING BOARD MEETING: Dr. Susan J. Cook, Superintendent
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, ARS §15-481

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

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

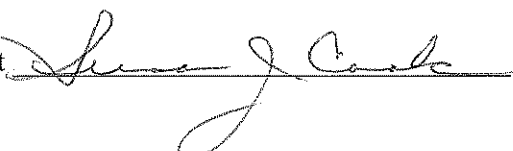
The authority to call for a capital override, i.e., a special election to request voter approval to exceed a school district's capital outlay revenue limit, is granted to school district governing boards according to Arizona Revised Statute §15-481. Funded through a secondary property tax, a capital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

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

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

SUMMARY AND RECOMMENDATION

No action required.

Superintendent 

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

Agenda Item IV.B.

Update Regarding Possible Capital Override Recommendation

June 9, 2011

Page 2

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

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

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

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

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

Update Regarding Possible Capital Override Recommendation

June 9, 2011

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

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