

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

DATE: September 23, 2010

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

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

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

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

I. REGULAR MEETING

A. Call to Order and Roll Call

B. Moment of Silence and Meditation

C. Pledge of Allegiance

D. Adoption of the Regular Meeting Agenda

Motion _____ Second _____ Vote _____

E. Approval of the Minutes

1-5

It is recommended that the Governing Board approve the Minutes of the September 9, 2010 Regular Meeting (all Governing Board Members were in attendance).

Motion _____ Second _____ Vote _____

F. Current Events: Governing Board and Superintendent

An Abraham Lincoln Traditional School student will demonstrate a mathematics concept that aligns with the newly adopted Mathematics Program Guide.

G. Governing Board Training Regarding Open Meeting Laws: Julia Z. Smock, Former Assistant Attorney General

6-57

H. Public Participation**

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

I. It is recommended the Governing Board approve the Consent Agenda.

Motion _____ Second _____ Vote _____

II. CONSENT AGENDA

- *A. Approval/Ratification of Vouchers 58
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 59-61
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) 62
1. Rodel Charitable Foundation donated a check in the amount of \$3,825.00 to be used for the MAC-Ro Math Program kick-off assemblies and student incentives for the benefit of participating students at Desert View, Mountain View, Shaw Butte, and Sunnyslope Schools.
 2. The Phoenix Zoo donated scholarships with a value of \$2,072.00 to Cactus Wren Elementary School for 36 students and chaperones to attend Zooreach Night Camp.
 3. Busy Bodies Planned Play, LLC donated school supplies with an approximate value of \$360.00 for the benefit of students at Cactus Wren Elementary School.
 4. Washington Education Foundation donated a check and gift cards with a total value of \$1,670.00 to support Washington Elementary School District's annual United Way campaign.
 5. Target donated a Take Charge of Education rebate check in the amount of \$1,499.00 for the benefit of students at Lookout Mountain Elementary School.
 6. Elizabeth Rogers donated a check in the amount of \$300.00 for the benefit of students at Washington Elementary School.
- *D. Out-of-County/State Field Trips 63-84
1. Keri Sallee, Mountain View Elementary School, has submitted an out-of-county/state field trip request to Sunset Crater, Flagstaff, AZ, November 9, 2010, for 7th grade students at a cost of \$1,734.00.
 2. Kathleen McKeever, Administrator of After-School Programs, has submitted an out-of-county/state field trip request for Pinerock Camp, Prescott, AZ, October 11-12, 2010, for 7th and 8th grade Cholla Middle School, Desert Foothills Jr. High School, Palo Verde Middle School and Royal Palm Middle School 21st Century students at a cost of \$12,708.44.
 3. Matthew Weaver, Royal Palm Middle School, has submitted an out-of-county/state field trip request to AstroCamp, Idyllwild, CA, November 8-10, 2010, for 7th grade students at a cost of \$12,855.00.
- *E. Out-of-State Travel 85-86
1. Dorothy Watkins, Administrator of Social Services, and Laurel Fiore, Homeless Social Worker, to attend the 22nd Annual National Association for the Education of Homeless Children and Youth, November 6-9, 2010, in Houston, TX at a cost of \$2,250.00.
- *F. Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards 87-90
- *G. Arizona Nutrition Network - Arizona Department of Health Service Contract, HI050057, Amendment 3 91-93

III. ACTION / DISCUSSION ITEMS

- A. Governing Board Involvement in the Federal Relations Network (FRN) (Tee Lambert) 94-97
Motion _____ Second _____ Vote _____
- B. K-3 Override Plans for 2010-2011 (Janet Sullivan) 98
Motion _____ Second _____ Vote _____
- C. 2011 Arizona School Boards Association (ASBA) Political Agenda: Governing Board Priorities (Dr. Susan J. Cook) 99-125
Motion _____ Second _____ Vote _____

IV. FUTURE AGENDA ITEMS

V. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

VI. ADJOURNMENT

Motion _____ Second _____ Vote _____

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

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

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

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

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT
GOVERNING BOARD MINUTES: REGULAR MEETING

2010-2011

September 9, 2010

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

I. REGULAR MEETING – GENERAL FUNCTION

A. Call to Order and Roll Call

Mr. Maza called the meeting to order at 7:03 p.m. Governing Board members constituting a quorum were present: Mr. Chris Maza, Mr. Bill Adams, Ms. Clorinda Graziano, and Mr. Aaron Jahneke. Mrs. Tee Lambert was not in attendance.

B. Moment of Silence and Meditation

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

C. Pledge of Allegiance

Mr. Maza led the Pledge of Allegiance.

D. Adoption of the Regular Meeting Agenda

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

UNANIMOUS

E. Approval of the Minutes

A motion was made by Mr. Adams that the Governing Board approve the Minutes of the August 26, 2010 Special Meeting – Executive Session and Study Session, Regular Meeting, and Executive Session. The motion was seconded by Ms. Graziano. The motion carried.

UNANIMOUS

F. Current Events: Governing Board and Superintendent

Mr. Adams shared that he attended Mr. Rich Curtin's Social Studies class at Palo Verde Middle School on September 3, 2010. He was a judge for the hearing regarding the history and current issues of immigration. He stated that Dr. Cook, Dr. Bailey and Ms. Graziano also participated in the hearings as judges.

Ms. Graziano shared she enjoyed attending Mr. Rich Curtin's Social Studies class at Palo Verde Middle School and participating as a judge for the immigration hearings. She commended Mr. Curtin for teaching the students about citizenship, e.g., you can disagree and still obey the law. Also you can disagree and work to change the law.

Mr. Maza shared that he is proud to be a member of his union in the District where he is employed and thanked Washington Elementary School District employees for their participation in their unions and associations.

Mr. Maza shared that his 3 year old niece started preschool in Chicago. His family has elected to send her to public school as she will probably be diagnosed as a special needs student. He thanked the taxpayers of Chicago for supporting public education so that his niece will be able to receive the services she will need as a special needs student in the public school.

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Dr. Cook shared that Channel 3 had formed a partnership with Communities in Schools and the Washington Elementary School District for a volunteer program. Dr. Cook thanked Ms. Carol Donaldson for her work with Channel 3 to formulate this program. A public service announcement was filmed at Orangewood School and was shown.

G. Public Participation

There was public participation. Mr. Carey Mason stated an affirmative action plan needs to be implemented in the District.

H. Approval of the Consent Agenda

UNANIMOUS

Ms. Graziano requested that Item *II.H. – Acceptance of the Target Grant in the Amount of \$2,000.00, the Wells Fargo Grant in the Amount of \$500.00 and the City of Phoenix Neighborhood Block Watch Grants in the Amount of \$38,884.00 be pulled from the Consent Agenda for separate consideration.

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

UNANIMOUS

Approved the public gifts and donations as presented.

1. Blue Cross/Blue Shield of Arizona donated a check in the amount of \$500.00 (in appreciation for participation and student surveys in the “Walk On Program”) to be used for the benefit of students at Orangewood School.

2. Kathleen L. Hetrick donated SmartBoard lessons for grades 3-5 and 50 SmartBoard graphic organizers for grades 2-5 with an approximate value of \$37.94 for the benefit of students at Richard E. Miller Elementary School.

3. Richard E. Miller Parent Teacher Organization donated a check in the amount of \$2,500.00 to the library to purchase books for the benefit of students at Richard E. Miller Elementary School.

4. The Phoenix Zoo donated scholarships with a value of \$2,072.00 to Acacia Elementary School for 36 students and chaperones to attend Night Camp.

***D. Annual Intergovernmental Cooperative Purchase Agreements with the Mohave Educational Services Cooperative (MESC) and Greater Phoenix Purchasing Consortium of Schools (GPPCS)**

UNANIMOUS

***E. Extension and Renewal of Annual Contracts for Specified Goods and Services**

UNANIMOUS

***F. Affiliation Agreement to Provide Meals to ACCEL School**

UNANIMOUS

***G. 2010-2011 Qualified Evaluators**

UNANIMOUS

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- *H. Acceptance of the Target Grant in the Amount of \$2,000.00, the Wells Fargo Grant in the Amount of \$500.00 and the City of Phoenix Neighborhood Block Watch Grants in the Amount of \$38,884.00

UNANIMOUS

A motion was made by Ms. Graziano that the Governing Board approve the acceptance of the Target Grant in the Amount of \$2,000.00, the Wells Fargo Grant in the Amount of \$500.00 and the City of Phoenix Neighborhood Block Watch Grants in the Amount of \$38,884.00. The motion was seconded by Mr. Adams. The motion carried.

Ms. Graziano thanked the organizations for their generous grants and asked what Community Improvement/Crime Prevention programs will be used for the City of Phoenix Neighborhood Block Watch grants. Dr. Bailey responded that the schools will open their gyms, computer labs and libraries for after-school hours and on weekends. Dr. Bailey advised that Dr. Murosky's department meets with the Neighborhood Block Watches to determine the progress on their grants and opportunities for further grant proposals.

III. ACTION / DISCUSSION ITEMS

A. Adoption of the Mathematics Program Guide

UNANIMOUS

Dr. Cook advised the Board that the District's practice was to develop a curriculum guide, use the guide for one year, obtain input from teachers, revise as necessary, and present the guide for adoption the following year. Dr. Cook introduced Ms. Janet Sullivan who reviewed the process for the Mathematics Program Guide.

Mr. Jahneke asked if parents were provided any resource materials in order to assist their children with schoolwork. Ms. Sullivan responded that parents are provided many handouts and ancillary materials.

Ms. Graziano was impressed and pleased that the teachers were continuing to reinforce the concepts that were previously taught.

Ms. Graziano asked if the Mathematics Program Guide met all the current State requirements, strands and performance objectives. Janet Sullivan responded that every concept, every strand and every performance objective are represented in the Mathematics Program Guide.

Ms. Graziano asked if the District's math textbook was sufficient to meet requirements or did additional materials need to be added. Janet Sullivan replied that there are several gaps, with larger gaps in the upper grades, which is why the District has provided additional resources, e.g., the Teaching Student Center Book for every K-8 teacher who teaches math, websites and activities. Ms. Sullivan advised that they were continually seeking new resource materials.

Mr. Adams asked if the information was online and available to parents. Ms. Sullivan responded that it was.

Mr. Maza asked if the change in math standards resulted in lower AIMS scores, thereby lowering schools' grading levels. Ms. Sullivan responded that the AIMS scores were lower after the change in math standards. Ms. Sullivan stated that it is anticipated that the State will implement new core standards within the next two years. Mr. Maza compared the change to a "moving target" and stated that schools are graded on those targets.

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A motion was made by Ms. Graziano that the Governing Board adopt the Mathematics Program Guide. The motion was seconded by Mr. Adams. The motion carried.

B. Governing Board Involvement in the Federal Relations Network

UNANIMOUS

A motion was made by Ms. Graziano that the Governing Board table this Agenda item until the September 23, 2010 Governing Board meeting because it involved Mrs. Lambert who was absent. The motion was seconded by Mr. Jahneke. The motion carried.

IV. INFORMATION / DISCUSSION ITEMS

A. Geothermal Energy Systems Report

Dr. Cook advised the Board that in February 2010, they were provided information on a potential geothermal energy system pilot project at Desert View Elementary School. Dr. Cook introduced Ms. Sue Pierce who provided an update on the project. Ms. Pierce advised the Board that the District had applied for an alternative energy incentive with Arizona Public Service (APS) and should have a response in the near future.

Ms. Pierce introduced Mr. Robert Erickson, an architect with Corgan Associates Inc. and Don Penn, an engineer with Image Engineering Group Inc. (IEG) who gave a report of the test well. The results of the test well were above average and these companies were interested in doing a pilot project at Desert View Elementary School to gather data on the effectiveness of geothermal in the Phoenix area.

Mr. Jahneke asked if the project would continue to other schools in the District after the Desert View pilot project is completed. Dr. Cook advised that there would only be one specific area at Desert View for the pilot project so that data could be compared to a similar wing of the school. The District would then present the Board with real data, costs and cost savings to determine if the project should be utilized at other schools in the District.

Ms. Graziano asked if we did not have funds from donations, would the cost savings justify the cost of the project. Ms. Pierce responded that they have saved over 50% of the cost as a result of donations received and because of APS incentives.

Mr. Adams asked if there were other school districts using the geothermal energy system and was advised that the Washington Elementary School District is the first in the State of Arizona to start a project.

Mr. Adams asked if the District will be using any other sources to confirm the project data. Ms. Pierce replied that the District has its own independent management energy company who is going to be sub-metering directly under the supervision of Mike Kramer. The data will be provided directly to the District, not through the vendors.

Mr. Adams asked what the payback timeline was. Ms. Pierce responded that the District's payback would be seven years. In addition to the 50% cost savings, the geothermal energy system's life span is 50+ years versus approximately 15 years for an air conditioning unit.

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B. Trust Board Update

Mr. Maza introduced Mr. Rex Shumway who provided a review of the August 17, 2010 meeting of the Casualty Trust, Workers' Compensation Trust and Employee Benefit Trust Boards (EBT). Mr. Shumway reported that all of the Trusts are doing quite well. Mr. Shumway stated there will be a Study Session at the September 21, 2010 meeting regarding a comprehensive review of employee health care benefits. Mr. John Coyle from The Segal Company will present information to the EBT and members of the Superintendent's Health Insurance Committee who have been invited to participate in the Study Session.

Ms. Graziano asked if the Study Session is open to everyone. Mr. Shumway advised that it is a public meeting and anyone is welcome to attend.

V. FUTURE AGENDA ITEMS

Mr. Adams requested that there be a study session with Janice Palmer from the Arizona School Boards Association (ASBA) to provide an update regarding new laws that will impact our District.

Ms. Graziano requested that during the Study Session regarding Open Meeting Laws, there be a discussion regarding Interest-based Negotiations (IBN) information provided in Executive Sessions.

VI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

There were no acknowledgments.

VII. ADJOURNMENT

UNANIMOUS

A motion was made by Mr. Adams to adjourn the meeting at 8:03p.m. The motion was seconded by Ms. Graziano. The motion carried.

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

September 9, 2010

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: September 23, 2010

AGENDA ITEM: Governing Board Training Regarding Open Meeting Laws: Julia Z. Smock, Former Assistant Attorney General

INITIATED BY: Dr. Susan J. Cook, Superintendent SUBMITTED BY: D. Rex Shumway, Legal Counsel

PRESENTER AT GOVERNING BOARD MEETING: Julia Z. Smock, Former Assistant Attorney General

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 38-431; Attorney General Opinion 105-004; BCB; ARS 43-1001; ARS 15-502; ARS 15-421

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

Julia Z. Smock, formerly of the Office of the Arizona Attorney General, will provide training to the Governing Board regarding the Open Meeting Law. As part of the training, Board members may ask questions and engage in discussions regarding the interpretation and operation of these laws, specifically regarding use of email, social networking, and Executive Sessions.

The following documents are provided:

- PowerPoint presentation – “Open Meeting Law Pitfalls”
- “Executive Sessions are Private, Not Secret: Tips for a Successful Executive Session on Personnel Matters”
- Attorney General Opinion I05-004: “Open Meeting Law Requirements and Email to and from Members of a Public Body”
- Attorney General Opinion I07-013: “Open Meeting Law and Comments to the Media Concerning Issues that May Come Before the Public Body”
- Attorney General Opinion I08-008: “Application of Open Meeting Law to Meetings of Public Bodies Conducted Online”
- Data/Records Retention Policy EHB
- Data/Records Retention Regulation EHB-R
- Guidelines for Managing Public Records Sent and Received Via Electronic Mail

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item I.G.

Washington Elementary School District Governing Board

Open Meeting Law Pitfalls
Presented by Julia Z. Smock
September 23, 2010

The E-mail Opinion

- Attorney General Opinion I05-04
- Hypotheticals are very instructive
- The opinion can be found at www.azag.gov
- Choose Opinions – they are arranged by year

The E-mail Opinion

- Board members cannot use e-mail to circumvent the OML
- Quorum cannot use e-mail to:
 - Discuss board business
 - Deliberate on board business

The E-mail Opinion

- Quorum cannot use e-mail to:
 - Take legal action
 - Propose legal action
 - Discuss board business (even though you are not in the same room at the same time)

The E-mail Opinion

- Discussion between less than a quorum that is forwarded to a quorum by a board member or at a board member's direction violates the OML

The E-mail Opinion

- A board member may e-mail staff and a quorum asking that a matter be placed on a future agenda
- Without more, this does not “propose legal action”
- But no discussion back and forth about the merits of the proposed items is permissible

The E-mail Opinion

- E-mail from superintendent or staff to quorum – no violation
- If a board member replies to the superintendent only, that's OK
- If a board member replies to all or a quorum, that's a violation
- If the superintendent forwards a board member's response to a quorum, that's a violation

The E-mail Opinion

- A board member may send a "cc" to all or a quorum on a response to a constituent
- That constitutes a one-way communication that is not a discussion, deliberation or taking legal action
- But other board members may not reply

The E-mail Opinion

- A board member may ask staff for specific information and “cc” other board members
- Staff may reply to all so long as there is no communication of opinions to other board members
- Board members may not reply to enough to make a quorum because that becomes a discussion or deliberation

Internet Social Networking

- Blogs, Twitter and Facebook can present same issues as e-mail among board members
- If a quorum of members is discussing board business using any technological means, a meeting may result

Internet Social Networking

- Like e-mail, this type of communication does not have to occur among a quorum of members simultaneously to be considered a meeting
- Like e-mail, this type of communication can occur on a personal computer, iPhone or BlackBerry and still be "board business"

Internet Social Networking

- This type of communication may be considered a virtual meeting requiring notice and access to technological equipment as it is discussed in the virtual meeting opinion
- **This type of communication results in the creation of electronic public records which must be maintained, preserved and produced upon request**

Comments to the Media

- I07-013
- Board members are not prohibited from speaking to the media about board matters
- Although a board member's proposal of legal action through e-mail involves a gathering of a quorum, a comment to the media does not involve a "gathering"

Public Records

- Public Records Retention Policy
 - A.R.S. 39-121: "Public records...in the custody of any officer shall be open to inspection..."

Public Records

- Public Records Retention Policy

—A.R.S. 39-121: “Public records...in the custody of any officer shall be open to inspection...”

Public Records

- Your school board related e-mails (both sent and received) are public records, even if you use your personal computer at home
- Voice mail, tweets and facebook comments may be public records as well
- They must be produced if a public records request is made

Public Records

- Your district must have a public records retention policy **and**
- You must know what it is **and**
- You must know how it works

Public Records

- Records Management Division of the Arizona State Library, Archives and Public Records has an article entitled “Managing Public Records Sent and Received Via Electronic Mail”

Public Records

- You can access that article and others at www.lib.az.us
- Avoid co-mingling your personal e-mails and other technological communications with school board e-mails

Virtual Meetings

- I08-008
- OML allows a board to conduct deliberations and discussion in an online or “virtual” meeting through technological devices
- Opinion specifically deals with board members contributing comments or editing a document on-line

Virtual Meetings

- Public must be given notice of meeting – including beginning and end times
- Public must have access to entire course of discussion or deliberation between board members
- Public must be able to identify which members contributed which comments and/or edits

Virtual Meetings

- Board must have a public records retention policy to cover maintenance and preservation of electronic documents
- Board must facilitate public access to the on-line meeting, including providing free internet access at or near board offices
- Board must provide instruction for accessing and operating software to access on-line meeting

Virtual Meetings

- This type of meeting is fraught with possible OML violations
- Do not take this lightly
- This opinion does not permit an unending chat room for board members

Executive Session

- A.R.S. § 38-431.03(A) provides exceptions to the need for public meeting
 - Personnel
 - Real Estate
 - Interstate, international or tribal negotiations
 - Negotiations with employee organizations
 - Confidential information
 - Pending/Contemplated litigation or contracts under negotiation
 - Legal advice

Executive Session

- Requires notice on public meeting agenda as well as a motion and a vote by the board
- Specific reasons for executive session must be included on the agenda by statutory subsection
- Board president may not just announce that the board is going into executive session

Executive Session

- Confidential information must be confidential by law – this exception may not be used to discuss information that makes you squeamish or happens to be stamped “confidential”
- Legal advice requires an attorney – this exception may not be used to discuss general legal matters without counsel present

Executive session

- Negotiations with representatives to consider board's position and to instruct regarding employee organizations
- This exception does not allow a board to negotiate with employee organizations in executive session

Executive Session

- This exception does not permit a general discussion of district goals, the budget, employee classifications, performance pay plans, merit pay or any other general matter that should be discussed in a public meeting
- This exception only permits instructions to be given to your representative

Executive Session

- Personnel exception
- Individual being discussed must be advised in writing more than 24 hours before the meeting that s/he is being discussed
- Individual being discussed has the right to request that discussion be held in public

Executive Session

- Individual being discussed may be excluded from executive session
- If individual is invited to attend executive session, his/her attorney can be present as well

Executive Session

- A.R.S. § 38-431.01(A)(1) permits evaluation of individual employees in executive session
- Evaluation instrument should be created in public session
- Evaluation instrument may be discussed with the employee in executive session

Executive Session

- If rating instrument is used, quorum of board may not exchange ratings or discuss the evaluation through e-mail or other technological means – Ariz. Op. Atty. Gen. No. 105-004
- Best practice is for all members to provide ratings to individual member who will compile and report at another meeting

Executive Session

- Board cannot use evaluation as an excuse to chart district's course for the next 5 years – Ariz. Op. Atty. Gen. No. I96-012
- No general information gathering masquerading as an evaluation or performance may take place in executive session – that takes place in public

Executive Session Minutes

- Minutes must include board members as present or absent and what was discussed
- Minutes must include accurate description of all instructions given to attorneys, representatives negotiating with employee groups and representatives negotiating regarding real estate transactions

Executive Session Minutes

- Executive session minutes are not available to the public – maintain them separately from regular session minutes
- If you review executive session minutes, you should turn them in to your superintendent after review to avoid inadvertent disclosure

Executive Session Minutes

- Executive session minutes should not be transmitted to board member via e-mail, fax or any other electronic means because of possible confidentiality “leaks”
- All executive session minutes must be made available to board members after taking office if requested

EXECUTIVE SESSIONS ARE PRIVATE, NOT SECRET:
TIPS FOR A SUCCESSFUL EXECUTIVE SESSION ON PERSONNEL MATTERS

BY

JULIA Z. SMOCK, FORMER ASSISTANT ATTORNEY GENERAL

You have an employee whose performance needs to be discussed. You want that discussion to occur in private, in executive session. Because of the volatile nature of personnel matters, decisions to discipline or evaluate employees often are challenged. Remember, executive sessions are private, not secret. You must let the public know that discussions are taking place in private without telling the public exactly what is being said. The policy of the State of Arizona is to favor openness, so the rules are strict. In order to avoid a challenge because of a violation of the Open Meeting Law and to focus your attention on the real reason for such an executive session, the following tips should be followed.

1. Know the law.

Too many times during investigations of alleged violations of the Open Meeting Law, lack of knowledge or misunderstanding of the law is the culprit. The most important tip is to know exactly what the law requires and what it prohibits. The following statutes should be reviewed:

A. "Executive session" is defined in A.R.S. § 38-431(2) as

"...a gathering of a quorum of members of a public body from which the public is excluded for one or more of the reasons prescribed in § 38-431.03. In addition to the members of the public body, officers, appointees and employees as provided in § 38-431.03 and the auditor general as provided in § 41-1279.04, only individuals whose presence is reasonably necessary in order for the public body to carry out its executive session responsibilities may attend the executive session."

B. Personnel matters may be discussed in executive session pursuant to A.R.S. § 38-431.03(A)(1) which provides that

"A. Upon a public majority vote of the members constituting a quorum, a public body may hold an executive session but only for the following purposes:

1. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting."
- C. Personnel matters must be included on an agenda just as other matters are required to be included, but the content of the agenda item is different from regular session agenda items. A.R.S. § 38-431.02(l) provides that
- "Notwithstanding the other provisions of this section, notice of executive sessions shall be required to include only a general description of the matters to be considered. The agenda shall provide more than just a recital of the statutory provisions authorizing the executive session, but need not contain information that would defeat the purpose of the executive session, compromise the legitimate privacy interests of a public officer, appointee or employee, or compromise the attorney-client privilege."
- D. Executive session discussions must remain confidential. The law requires not only that you not discuss publicly what happens in executive session, but also that you remind all who attend an executive session of the confidentiality requirement every time you meet in executive session. A.R.S. § 38-431.03 provides:
- "B. Minutes of and discussions made at executive sessions shall be kept confidential..."
- and
- "C. The public body shall instruct persons who are present at the executive session regarding the confidentiality requirements of this article."

- E. No decisions concerning personnel matters may be made in the executive session. A.R.S. § 38-431.03(D) provides:

"Legal action involving a final vote or decision shall not be taken at an executive session, except that the public body may instruct its attorneys or representatives as provided in subsection A, paragraphs 4, 5, and 7 of this section. A public vote shall be taken before any legal action binds the public body."

See also *Johnson v. Tempe Elementary School District No. 3 Governing Board*, 199 Ariz. 567, 20 P.3d 1148 (App.2001).

- F. Pursuant to A.R.S. §§ 38-431.01(B) and (C), minutes of an executive session must include the following:

- The date, time and place of the meeting;
- The members of the public body recorded as either present or absent;
- A general description of the matters considered;
- An accurate description of instructions given pursuant to A.R.S. § 38-431.03, paragraphs 4, 5 and 7; and
- Such other matters as may be deemed appropriate by the public body.

Minutes of an executive session are confidential but can be viewed by "[m]embers of the public body which met in executive session" and "[o]fficers, appointees or employees who were the subject of discussion or consideration..." A.R.S. § 38-431.03(B)(1-3). They also may be viewed by a newly-elected board member who was not on the board at the time of the meeting in question. *Picture Rocks Fire Dist. v. Updike*, 145 Ariz. 79, 699 P.2d 1310 (App.1985).

2. Have a specific employee in mind.

The personnel exception that allows a discussion in executive session requires that a specific person be discussed. You cannot have an executive session discussion of the number of employee positions you need, reclassification of the workers, general salary issues as they impact the budget or other personnel policies. Ariz. Op. Atty. Gen. No. I83-019.

3. Make sure you are discussing an officer, appointee or employee.

You may not discuss an independent contractor or vendor in executive session since neither is an officer, appointee or employee. You may not interview and/or discuss your Superintendent/CEO search firm in executive session either. Finally, you may not use an executive session to investigate or discipline a fellow board member. Board members are not officers, appointees or employees of the Board. *Berry v. Foster*, 180 Ariz. 233, 883 P.2d 470 (App.1994).

4. Notify the subject employee of your executive session properly.

A.R.S. § 38-431.03(A)(1) requires that the notice given to the subject of a personnel executive session

- be provided in writing
- be provided "as is appropriate" but not less than twenty-four hours before the meeting
- so that the officer, appointee or employee may determine whether the discussion should be held at a public meeting rather than in executive session.

It is not sufficient to hand an employee a copy of the board packet for the meeting at which s/he is discussed and hope that the executive session jumps out at her/him. If the employee chooses to have the discussion in public, it must be held in public.

5. List the executive session as a regular item on your public session agenda.

A.R.S. § 38-431.02(B) requires that the executive session notice cite A.R.S. § 38-431.03(A)(1) as statutory authority for your executive session on personnel matters. A.R.S. § 38-431.02(I) requires that the agenda must provide

- "a general description of the matters to be discussed";
- "more than a recital of the statutory provisions authorizing the executive session"; but not
- "information that would defeat the purpose of the executive session, compromise the legitimate privacy interests of a private office, appointee or employee, or compromise the attorney-client privilege."

The bottom line with the executive session agenda is that you have to be specific when you can be without giving away the reason for the executive session if that jeopardizes your ability to do business. If you are conducting the annual evaluation of

your Superintendent/CEO, your agenda should say that. If, however, you are going into executive session to discuss a complaint against your business manager for allegedly embezzling district/agency money, you probably will not want to say that until you verify that the complaint has validity and is not just "sour grapes" from the unsuccessful candidate for that job. Otherwise, you may be "compromising the legitimate privacy interests" of your business manager.

Your public meeting agenda also should include the personnel discussion as a possible regular session agenda item. This will allow you to have the personnel discussion as a regular meeting agenda item if the officer, appointee or employee opts at the last minute for discussion in a public meeting.

Finally, your public meeting agenda should include an item that allows you to take action on the executive session discussion, if appropriate.

6. Vote in public session to go into executive session.

A majority of the quorum must vote to enter executive session. That vote must take place in a public meeting. The motion that is made should include the specific statutory section which allows your personnel discussion to take place in private. An executive session may not be the result of a declaration by your board president that you all are going into an executive session.

7. Advise all present in the executive session of the confidentiality requirement.

Do this every time you have an executive session. Especially remind those who do not regularly attend executive sessions that the law applies to each of them, even though they are not board members. Include this admonition on your agendas as well. It will remind the members of the public who are excluded from the executive session that you cannot discuss the executive session after the meeting or ever...ever...ever.

8. Make sure only those who should be in the executive session are in attendance.

A.R.S. § 38-431(2) provides that those in attendance besides board members are those whose presence is "reasonably necessary." These may include:

- Board members
- Minute taker/recorder
- Superintendent /CEO if you want
- Employee only if you want her/him to be there
- Board counsel
- Employee's counsel or union representative
- Witnesses - one at a time

Remember that the employee has the right to choose to have the personnel discussion in public, but you have the right to choose whether the employee may attend the executive session. You are not required to allow the employee to attend. It is your choice, and frequently you will want the employee to be there to tell the story. If you do not want the employee to be present, though, do not be intimidated by private counsel!

9. Limit your discussion to the item listed on the agenda.

A.R.S. § 38-431.03(E) provides:

"Except as provided in § 38-431.02, subsections I and J, a public body shall not discuss any matter in an executive session which is not described in the notice of the executive session."

You may discuss another employee if it is relevant to the discussion of the employee who is the subject of the executive session. For example, if the discussion of a principal's ability to evaluate and supervise teachers so requires, you may discuss the evaluation of the teacher which caused you to question the ability of the principal in the first instance. You cannot, however, lapse into a discussion of the performance of the teacher during that executive session. Save that discussion for another day.

Similarly, you may not have broad policy discussions or "gather information about the operations of [your] programs" under the guise of the Superintendent's evaluation. Ariz. Op. Atty. Gen. No. I96-012.

Finally, you may not discuss extraneous matters that occurred in the public meeting prior to your going into executive session no matter how irritated you were with the speaker or the topic.

10. Do not vote in executive session.

A.R.S. § 38-43103(D) prohibits you from voting in an executive session, although you may instruct your attorney regarding contract negotiations and your representatives regarding employee salary negotiations and real property transactions. Remember to include an item on your public meeting agenda that will allow you to vote when you return from executive session, even if the vote is simply to direct the Superintendent/CEO to set another meeting or gather additional information for you.

11. Include sufficient information in your executive session minutes.

Your minutes must include more than a recital that you all were present for an executive session on personnel matters, that you discussed stuff and at you adjourned to the public meeting. There needs to be some "meat" in those minutes. It will serve to protect not only your record if a personnel decision is challenged but also your fading memories.

The minutes are confidential and must be kept from all but a limited number of people. Chances are very good that you will never have to provide them to anyone for any reason, but the law requires you to have them, and they must be complete. They will make life easier for you and your counsel in the event that they must be provided to the appropriate people in the future.

12. Take formal personnel action only in a public meeting.

Remember that executive sessions allow you to discuss, but not decide personnel matters privately. The decision-making process must take place in public session. Enough said.

STATE OF ARIZONA
OFFICE OF THE ATTORNEY GENERAL

ATTORNEY GENERAL OPINION by TERRY GODDARD ATTORNEY GENERAL July 25, 2005	No. I05-004 (R05-010) Re: Open Meeting Law Requirements and E-mail to and from Members of a Public Body
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To: Donald M. Peters, Esq.
Miller, LaSota & Peters
722 East Osborn Road, Suite 100
Phoenix, Arizona 85014

Pursuant to Arizona Revised Statutes ("A.R.S.") §15-253(B), you submitted for review your opinion to the president of the Washington Elementary School District ("District") Governing Board ("Board") regarding electronic mail ("e-mail") communications to and from members of the Board and Arizona's Open Meeting Law ("OML").

This Opinion revises your analysis to set forth some parameters regarding e-mail to and from members of a public body and is intended to provide guidance to public bodies throughout the State that are subject to the OML. *See* Ariz. Att'y Gen. Op. I98-006 at 2, n.2.

Question Presented

What are the circumstances under which the OML permits e-mail to and from members of a public body?

Summary Answer

Board members must ensure that the board's business is conducted at public meetings and may not use e-mail to circumvent the OML requirements. When members of the public body are parties to an exchange of e-mail communications that involve discussions, deliberations or taking legal action by a quorum of the public body concerning a matter that may foreseeably come before the public body for action, the communications constitute a meeting through technological devices under the OML. While some one-way communications from one board member to enough members to constitute a quorum would not violate the OML, an e-mail by a member of a public body to other members of the public body that proposes legal action would constitute a violation of the OML.

Analysis

The OML is intended to open the conduct of government business to public scrutiny and prevent public bodies from making decisions in secret. *See Karol v. Bd. of Educ. Trs.*, 122 Ariz. 95, 97, 593 P.2d 649, 651 (1979). “[A]ny person or entity charged with the interpretation [of the OML] shall construe any provision [of the OML] in favor of open and public meetings.” A.R.S. § 38-431.09. In addition, devices used to circumvent the OML and its purposes violate the OML and will subject the members of

the public body and others to sanctions.¹ See e.g. Ariz. Att’y. Gen. Ops. 199-022, n. 7; 175-7. These principles guide the analysis of the use of e-mails by members of a public body. E-mail communications to or from members of the public body are analyzed like any other form of communication, written or verbal, in person or through technological means.

A. An Exchange of E-mails Can Constitute a Meeting.

1. A Meeting Can Occur Through Serial Communications between a Quorum of the Members of the Public Body.

All meetings of public bodies must comply with the OML.² The OML defines a “meeting” as:

the gathering, in person or through technological devices, of a quorum of members of a public body at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action.

A.R.S. § 38-431(4).

The OML does not specifically address whether all members of the body must participate simultaneously to constitute a “gathering” or meeting. However, the requirement that the OML be construed in favor of open and public meetings leads to the conclusion that simultaneous interaction is not required for a “meeting” or “gathering”

¹ A.R.S. § 38-431-.07 (A) provides for penalties for violating the OML against not only members of the public body, but also against “[a person] who knowingly aids, agrees to aid or attempts to aid another person in violating [the OML].”

² A “public body” subject to the OML includes:
the legislature, all boards and commissions of this state or political subdivisions, all multimember governing bodies of departments, agencies, institutions and instrumentalities of the state or political subdivisions, including without limitation all corporations and other instrumentalities whose boards of directors are appointed or elected by the state or political subdivisions. Public body includes all quasi-judicial bodies and all standing, special or advisory committees or subcommittees of, or appointed by, such public body.

A.R.S. § 38-431(6).

within the OML. “Public officials may not circumvent public discussion by splintering the quorum and having separate or serial discussions. . . . Splintering the quorum can be done by meeting in person, by telephone, electronically, or through other means to discuss a topic that is or may be presented to the public body for a decision.” *Arizona Agency Handbook* § 7.5.2. (Ariz. Att’y Gen. 2001) Thus, even if communications on a particular subject between members of a public body do not take place at the same time or place, the communications can nonetheless constitute a “meeting.” See *Del Papa v. Board of Regents*, 114 Nev. 388, 393, 956 P. 2d 770, 774 (1998) (rejecting the argument that a meeting did not occur because the board members were not together at the same time and place)³; *Roberts v. City of Palmdale*, 20 Cal. Rptr. 2d 330, 337, 853 P. 2d 496, 503 (1993) (“[A] concerted plan to engage in collective deliberation on public business through a series of letters or telephone calls passing from one member of the governing body to the next would violate the open meeting requirement.”)⁴

2. Discussion, Proposals and Deliberations Among a Quorum of a Public Body Must Occur at a Public Meeting.

A “meeting” includes four types of activities by a quorum of the members of the public body: discussing legal action, proposing legal action, taking legal action, and deliberating “with respect to such action[s].” A.R.S. § 38-431(4). Three of these activities necessarily involve more than a one-way exchange between a quorum of members of a public body.

³ Like the OML, Nevada’s open meeting law defines a “meeting” as a gathering of a quorum of members of the public body. Nev. Rev. Stat. 241.015(2).

⁴ This Office declines to follow *Beck v. Shelton*, 267 Va. 482, 491, 593 S.E.2d 195, 199 (2004) because of differences between Arizona’s law and Virginia’s. In *Beck*, the court concluded that “the term [‘assemble’] inherently entails the quality of simultaneity.” Further, the court observed that “[w]hile such simultaneity may be present when e-mail technology is used in a ‘chat room’ or as ‘instant messaging,’ it is not present

For example, the ordinary meaning of the word “discuss” suggests that a discussion of possible legal action requires more than a one-way communication. See *Webster’s II New College Dictionary* 385 (1994) (defining “discuss” as “to speak together about.”) Likewise, the term “deliberations” requires some collective activity. See *Ariz. Att’y Gen. Op. I97-012*, citing *Sacramento Newspaper Guild v. Sacramento Bd. of Supervisors*, 69 Cal. Rptr. 480, 485 (App. 1968) (reversed on other grounds). “Deliberations” and “discussions” involve an exchange between members of the public body, which denotes more than unilateral activity. See *Ariz. Att’y Gen. Op. I75-8*; *Webster’s* at 390 (“exchange” means “to take or give up for another”; “to give up one thing for another”; “to provide in return for something of equal value.”) Finally, “taking legal action” in the context of the OML requires a “collective decision, commitment or promise” by a majority of the members of a public body. A.R.S. § 38-431(3); *Ariz. Att’y Gen. Op. I75-7*.

Unlike discussions and deliberations, the word “propose” does not imply or require collective action. Webster’s defines “propose” as “to put forward for consideration, discussion, or adoption.” *Webster’s II New College Dictionary* at 944. A single board member may “propose” legal action by recommending a course of action for the board to consider. For example, the statement, “Councilperson Smith was admitted to the hospital last night” is not a proposal, but “We should install a crosswalk at First and Main” is a proposal. Thus, an e-mail from a board member to enough other members to constitute a quorum that *proposes* legal action would be a meeting within the OML, even

when e-mail is used as the functional equivalent of letter communication by ordinary mail, courier, or facsimile transmission.” *Id.*, 267 Va. at 490, 593 S.E. 2d at 199.

if there is only a one-way communication, and no other board members reply to the e-mail.⁵

3. An Exchange of Facts, as Well as Opinions, Among a Quorum of Members of a Public Body Constitutes a Meeting within the OML, if it is Reasonably Foreseeable that the Topic May Come Before the Public Body for Action in the Future.

Arizona's OML does not distinguish between communication of facts or opinions. An exchange of facts, as well as opinion, may constitute deliberations under the OML. *See* Ariz. Att'y Gen. Ops. 197-012, 179-4; 175-8.⁶ The term "deliberations" as used in A.R.S. § 38-431 means "any exchange of facts that relate to a matter which foreseeably might require some final action . . ." Ariz. Att'y Gen. Op. 175-78; *see also Sacramento Newspaper Guild*, 69 Cal. Rptr. at 485 (deliberation connotes not only collective discussion, but also the collective acquisition and exchange of facts preliminary to the final decision).

Of course, the OML applies only to an exchange of facts or opinions if it is foreseeable that the topic may come before the public body for action. *See Valencia v. Cata*, 126 Ariz. 555, 556-57, 617 P.2d 63, 64-5 (App. 1980); Ariz. Att'y Gen. Op. 75-8. The scope of what may foreseeably come before the public body for action is determined

⁵ It might be argued that because the definition of meeting refers to a gathering of a quorum at which *they* discuss, propose or take legal action, the definition only applies to proposals made by a quorum or circumstances in which more than one person actually makes a proposal. That interpretation, however, is inconsistent with the ordinary meaning of the word "propose" and with the process for proposing legal action for consideration by public bodies. It is also contrary to the directive that the OML be construed broadly to achieve its purposes.

⁶ Unlike Arizona, some states permit exchanges of information among a quorum of a public body outside of public meetings. *See* Fla. AGO 2001-20, 2001 WL 276605 (Fla. A.G.) ("[C]ommunication of information, when it does not result in the exchange of council members' comments or responses on subjects requiring council action, does not constitute a meeting subject to [Florida's sunshine law]). As in many other states, Florida's open meeting law is known as its "sunshine law."

by the statutes or ordinances that establish the powers and duties of the body. *See* Ariz. Att'y Gen. Op. I00-009.

4. Applying OML Principles to E-mail.

Few reported decisions discuss when the use of e-mail violates a state's open meeting law. In *Wood v. Battle Ground School District*, 107 Wash. App. 550, 564, 27 P. 3d 1208, 1217 (2001), the Washington Court of Appeals held that the exchange of e-mail messages may constitute a meeting within Washington's Open Public Meetings Act. While the court held that "the mere use or passive receipt of e-mail does not automatically constitute a 'meeting'," it concluded that the plaintiff established a *prima facie* case of "meeting" by e-mails because the members of the school board exchanged e-mails about a matter, copying at least a quorum and sometimes all of the other members. The court said, "[T]he active exchange of information and opinions in these e-mails, as opposed to the mere passive receipt of information, suggests a collective intent to deliberate and/or to discuss Board business." 107 Wash. App. at 566, 27 P. 3d at 1218.

Although the Washington Open Public Meetings Act is not identical to the OML, like the OML, it broadly defines "meeting" and "action," and includes the directive that the law be liberally construed in favor of open and public meetings. 107 Wash. App. at 562, 27 P. 3d at 1216. The holding of the court in *Wood* and its attendant analysis are, therefore, persuasive.

The available case law and Arizona's statutory language indicate that a one-way communication by one board member to other members that form a quorum, with no further exchanges between members, is not a *per se* violation of the OML. Additional facts and circumstances must be evaluated to determine if the communication is being

used to circumvent the OML. A communication that proposes legal action to a quorum of the board would, however, violate the OML, even if there is no exchange among the members concerning the proposal. In addition, passive receipt of information from a member of the staff, with nothing more, does not violate the OML. *See Roberts*, 20 Cal. Rptr. 2d at 337, 853 P. 2d at 503 (receipt of a legal opinion by members of a public body does not result in a meeting.); *Frazer v. Dixon Unified Sch. Dist.*, 18 Cal. App. 4th 781, 797, 22 Cal. Rptr. 2d 641, 657 (1993) (passive receipt by board members of information from school district staff is not a violation of the open meeting law).⁷

There are risks whenever board members send e-mails to a quorum of other board members. Even if the first e-mail does not violate the open meeting law, if enough board members to constitute a quorum respond to the e-mail, there may be a violation of the OML. In addition, a quorum of the members might independently e-mail other board members on the same subject, without knowing that fellow board members are also doing so. This exchange of e-mails might result in discussion or deliberations by a quorum that could violate the OML. Because of these potential problems, I strongly recommend that board members communicate with a quorum about board business at open public meetings, not through e-mails.

B. Hypotheticals Illustrating the Use of E-mail.

The analysis of the OML and e-mail is theoretically no different than analyzing other types of communications. To provide additional guidance, this Opinion will address

⁷ This office has also opined that, in the context of a Call to the Public, passive receipt of information does not constitute a meeting. Ariz. Att'y Gen. Op. 199-006.

OML applications to specific factual scenarios.⁸

- a. E-mail discussions between less than a quorum of the members that are forwarded to a quorum by a board member or at the direction of a board member would violate the OML.
- b. If a staff member or a member of the public e-mails a quorum of members of the public body, and there are no further e-mails among board members, there is no OML violation.
- c. Board member A on a five-member board may not e-mail board members B and C on a particular subject within the scope of the board's responsibilities and include what other board members D and E have previously communicated to board member A. This e-mail would be part of a chain of improper serial communications between a quorum on a subject for potential legal action.
- d. A board member may e-mail staff and a quorum of the board proposing that a matter be placed on a future agenda. Proposing that the board have the opportunity to consider a subject at a future public meeting, without more, does not propose legal action, and, therefore, would not violate the OML.
- e. An e-mail from the superintendent of the school district to a quorum of the board members would not violate the OML. However, if board members reply to the superintendent, they must not send copies to enough other members to constitute a quorum. Similarly, the superintendent must not forward replies to the other board members.
- f. One board member on a three-member board may e-mail a unilateral communication to another board member concerning facts or opinions relating to board business, but board members may not respond to the e-mail because an exchange between two members would be a discussion by a quorum.
- g. A board member may copy other board members on an e-mailed response to a constituent inquiry without violating the OML because this unilateral communication would not constitute discussions, deliberations or taking legal action by a quorum of the board members.
- h. An e-mail request by a board member to staff for specific information does not violate the OML, even if the other board members are copied on the e-mail. The superintendent may reply to all without violating the OML as long as that response does not communicate opinions of other board members. However, if board members reply in a communication that includes a quorum, that would constitute a discussion or deliberation and therefore violate the OML.

⁸ These hypotheticals assume that the e-mails are not sent by board members or at a board member's direction with the purpose of circumventing the OML and that any unilateral communications do not propose legal action.

- i. A board member may use e-mail to send an article, report or other factual information to the other board members or to the superintendent or staff member with a request to include this type of document in the board's agenda packet. The agenda packet may be distributed to board members via e-mail. Board members may not discuss the factual information with a quorum of the board through e-mail.

C. Measures to Help Ensure that the Public Body Conducts Its Business in Public.

Although it is not legally required, I recommend that any e-mail include a notice advising board members of potential OML consequences of responding to the e-mail.

Possible language for a notice for e-mails from the superintendent or staff is as follows:

To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other members of the public body. Members of the public body may reply to this message, but they should not send a copy of the reply to other members.

Language for e-mails from board members could be the following:

To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other board members and board members should not reply to this message.

Although the OML does not require the above notice, such notification may serve as a helpful reminder to board members that they should not discuss or deliberate through e-mail.

It is also important to remember that e-mail among board members implicates the public records law, as well as the OML. E-mails that board members or staff generate pertaining to the business of the public body are public records. *See Star Publ'g Co. v. Pima County Attorney's Office*, 181 Ariz. 432, 891 P.2d 899 (App. 1994); *see also Arizona Agency Handbook* § 6.2.1.1 (Ariz. Att'y Gen. 2001). Therefore, the e-mails must be preserved according to a records retention program and generally be made available

for public inspection. A.R.S. §§ 39-121, 41-1436. Although the OML focuses on e-mails involving a quorum of the members of the public body, the public records law applies to any e-mail communication between board members or board members and staff. Public bodies might consider maintaining a file that is available for public inspection and contains any e-mails sent to and from board members. Ready access to this type of information helps ensure compliance with the legislative mandates favoring open government.

I encourage all public bodies to educate board members and staff concerning the parameters of the OML and the public records law to ensure compliance with these laws. E-mail is a useful technological tool, but it must be used in a manner that follows the OML's mandate that all public bodies propose legal action, discuss, deliberate, and make decisions in public.

Conclusion

E-mail communications among a quorum of the board are subject to the same restrictions that apply to all other forms of communications among a quorum of the board. E-mails exchanged among a quorum of a board that involve discussions, deliberations or taking legal action on matters that may reasonably be expected to come before the board constitute a meeting through technological means. While some unilateral e-mail communications from a board member to a quorum would not violate the OML, a board member may not propose legal action in an e-mail. Finally, a quorum of the board cannot use e-mail as a device to circumvent the requirements in the OML.

Terry Goddard
Attorney General

450529

STATE OF ARIZONA
OFFICE OF THE ATTORNEY GENERAL

ATTORNEY GENERAL OPINION	No. I07-013 (R07-028)
by	
TERRY GODDARD ATTORNEY GENERAL	Re: Open Meeting Law and Comments to the Media Concerning Issues that May Come Before a Public Body
December 24, 2007	

TO: The Honorable Steve M. Gallardo
The Honorable David Lujan
Arizona House of Representatives

Question Presented

You have asked whether Arizona's Open Meeting Law ("OML") prohibits a member of a public body from speaking to the media concerning matters that may come before the public body.

Summary Answer

The OML does not prohibit a member of a public body from speaking to the media concerning matters that may come before the public body.

Analysis

All meetings of public bodies¹ must comply with the OML. Ariz. Att’y Gen. Op. I05-004. Under the OML, a “meeting” is:

the gathering, in person or through technological devices, of a quorum of members of a public body at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action.

A.R.S. § 38-431(4).

Your inquiry concerning comments to the media stems from the theory that the OML may be violated if one member of a public body comments to the media concerning a matter that may come before the public body, and a quorum of the public body reads or hears those comments. When addressing e-mails among a quorum of the members of a public body, this Office advised that a member cannot propose legal action to a quorum of the public body outside of a meeting that complies with the OML. Ariz. Att’y Gen. Op. I05-004. Other conduct within the OML requires more than a single communication because it involves discussion, taking legal action and deliberations. *Id.*

Although a single e-mail to a quorum of a public body proposing legal action violates the OML, a comment reported through the media does not. The distinction is that an e-mail to a quorum of the board involves a “gathering” of a quorum, and a member’s comment to the media does not. A gathering of a quorum under the OML does not require simultaneous interaction.

¹ A “public body” subject to the OML includes

the legislature, all boards and commissions of this state or political subdivisions, all multimember governing bodies of departments, agencies, institutions and instrumentalities of the state or political subdivisions, including without limitation all corporations and other instrumentalities whose boards of directors are appointed or elected by the state or political subdivision. Public body includes all quasi-judicial bodies and all standing, special or advisory committees or subcommittees of, or appointed by, the public body.

A.R.S. § 38-431(6).

Ariz. Att’y Gen. Op. I05-004. “[E]ven if communications on a particular subject between members of a public body do not take place at the same time or place, the communications can nonetheless constitute a ‘meeting.’” *Id.* The OML also includes a gathering through technological devices. For example, members of a public body may gather by telephone, video conference and e-mail. *Id.* (discussing e-mail meetings); Ariz. Att’y Gen. Op. I91-033 (conducting business at open meetings by use of telephone or video conference); *Arizona Agency Handbook* § 7.10.2 (Ariz. Att’y Gen. 2001) (addressing participation in meetings by telephone and video conference).² In addition, board members may “gather” illegally through polling and other devices intended to circumvent the law. Ariz. Att’y Gen. Op. 75-8. Yet, the term “gathering” indicates that the OML does not apply to every situation in which a quorum of a board may become aware of what another member has said.³

A statute is interpreted in light of its “context, subject matter, historical background, effects and consequences, and spirit and purpose.” *Zamora v. Reinstein*, 185 Ariz. 272, 275, 915 P.2d 1227, 1230 (1996). “The OML is intended to open the conduct of government business to public scrutiny and prevent public bodies from making decisions in secret.” Ariz. Att’y Gen. Op. I05-004 at 1 (citing *Karol v. Bd. of Educ. Trs.*, 122 Ariz. 95, 97, 593 P.2d 649, 651 (1979)). Media reports about the work of public bodies supports the interest of open government, which is the same purpose that the OML serves.

Unlike e-mails to a quorum of members, a message communicated to the media reaches other members of a public body indirectly, if at all. In addition, when the media disseminates the

² The reference to “technological devices” in the definition of “meeting” was added to the OML in 2000 “to prohibit a quorum of a public body from secretly communicating through technological devices, including facsimile machines, telephones, and electronic mail.” Ariz. Agency Handbook, § 7.5 (Ariz. Att’y Gen. 2001).

³ “Gathering” is not defined in the OML statutes. In addition, the dictionary provides little guidance, defining gathering as a meeting or assembly, with assembly defined as a group of persons gathered together. *Webster’s II New College Dictionary* 69, 472 (2005).

information, it is open to and intended for the public. These characteristics distinguish a communication with the media from the types of communications that this Office has previously advised are “meetings” subject to the OML. Therefore, a communication with the media that may reach a quorum of the board’s members is not a “gathering” of the public body, and, for that reason, it is not a meeting. A contrary conclusion would virtually eliminate the concept of a “gathering” from the definition of a meeting. It also undermines the purpose of the OML. If members of public bodies refrain from speaking to the media, then government becomes less open to the public, not more. *Cf. Mills v. Alabama*, 384 U.S. 214, 218-19 (1966) (recognizing role of press in “free discussion of governmental affairs”). For these reasons, the language and purpose of the OML indicate that it does not limit the ability of members of public bodies to communicate with the media.⁴

Conclusion

The OML does not prohibit a member of a public body from speaking to the media regarding matters that may come before the public body. A meeting subject to the OML requires a gathering of a quorum of members of the public body, and a gathering does not occur when members merely hear or read a comment, including a proposal for legal action, made by another member in the media.

Terry Goddard
Attorney General

#106127

⁴ Of course, there are some limits on the information members of public bodies may share with the general public, including the media. For example, members may not disclose minutes of or discussions made at an executive session except to certain authorized individuals. A.R.S. § 38-431.03(B); *see also* Ariz. Att’y Gen. Op. 196-012 (recognizing executive sessions are exception to openness requirement).



STATE OF ARIZONA

OFFICE OF THE ATTORNEY GENERAL

ATTORNEY GENERAL OPINION by TERRY GODDARD ATTORNEY GENERAL September 29, 2008	No. I08-008 (R08-036) Re: Application of Open Meeting Law to Meetings of Public Bodies Conducted Online
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To: A. Dean Pickett, Esq.
Mangum, Wall, Stoops & Warden, P.L.L.C.

Pursuant to Arizona Revised Statutes ("A.R.S.") § 15-253(B), you submitted for review your opinion to the Superintendent of the Camp Verde Unified School District Governing Board (the "Board") regarding the Board's ability to conduct a meeting through the Internet during which the Board would engage in deliberations and discussion. This Office concurs with your conclusion that, after providing proper notice and an agenda in accordance with the Open Meeting Law and implementing procedures designed to safeguard the public's access to the meeting, a public body can conduct an online meeting to allow deliberation and discussion about matters within the public body's jurisdiction. We issue this Opinion to provide guidance concerning this matter to all public bodies subject to the Open Meeting Law. *See* Ariz. Att'y Gen. Op. I06-003.

Question Presented

Does the Open Meeting Law, A.R.S. §§ 38-431 to 38-431.09, allow the governing board of a school district to conduct deliberations and discussion in an online meeting when the Board provides proper notice under the law and facilitates public access to the online meeting through the Internet?

Summary Answer

Yes. The definition of "meeting" under A.R.S. § 38-431 includes the gathering of a quorum of a public body through technological devices and would encompass serial communications of a quorum of the public body through the Internet or other online medium. Measures must be taken, however, to provide clear notice to the public about when the Board will be deliberating in its online meeting and to facilitate the public's access to the meeting.

Analysis

You have asked this Office to evaluate your opinion regarding a proposal by the Board to conduct online meetings to discuss and edit documents. The Board does not propose to take any legal action during the online meeting. The Board meeting would be conducted online for a defined time period with members accessing the document over the Internet to comment and propose changes. Board members would not necessarily be editing or commenting on the document simultaneously. The public could also access the document over the Internet, but could only review changes and comments made by the Board members.¹ The public would be able to see which Board member proposed each change or submitted a comment. The Board proposes to offer free computer access at or near its offices during the online meeting. After

¹ Under the Open Meeting Law, the Board is not required to offer editing or commenting rights to the public. The public has the right to attend and observe the Board's proceedings, but no right to participate in the proceedings unless the Board allows it. A.R.S. § 38-431.01.

the online meeting for comment and revision ends, the Board would conduct a traditional meeting at its office to take legal action to adopt the final version of the document. At this meeting, the Board would include a call to the public so that members of the public could address comments about the document to the Board. Under these circumstances, is a "virtual meeting" in which Board members participate through serial communications over the Internet in compliance with the requirements of the Open Meeting Law?

Construed in a fashion most favorable to open and public meetings, as directed by the Legislature in A.R.S. § 38-431.09, the Open Meeting Law allows the Board to hold a virtual meeting through technological devices if it otherwise complies with the requirements of the statute. Under the Open Meeting Law, "all meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings." A.R.S. § 38-431.01. A "meeting" consists of "the gathering, in person *or through technological devices*, of a quorum of members of a public body at which they discuss, propose, or take legal action, including any deliberations by a quorum with respect to such action." A.R.S. § 38-431(4) (emphasis added). The Open Meeting Law clearly contemplates the ability of the Board to hold meetings through the use of technological devices, such as telephones, video-cameras, or even web-cameras, in which all members of the body are present simultaneously to discuss the Board's business.

Additionally, the statute allows the Board to meet through serial communications to discuss and deliberate about Board business if accomplished in compliance with the terms of the Open Meeting Law. This Office previously opined that serial e-mail communications without notice or public access between a quorum of a public body's members about public business constituted a meeting through technological devices that violated the Open Meeting

Law. Ariz. Att'y Gen. Op. I05-004. In that opinion, the Attorney General noted that "even if communications on a particular subject between members of a public body do not take place at the same time or place, the communications can nonetheless constitute a 'meeting.'" *Id.* at 4. Thus, the Board can conduct a virtual meeting in which a quorum of Board members contribute comments and edits to a document posted on the Internet through serial communications if the Board complies with the notice requirements, minute-keeping requirements, and other provisions of the Open Meeting Law.² To comply with the statute, the public must be able to access the entire course of discussion or deliberation between the Board members and be able to identify which Board members contributed which edits or comments. In addition, the Board must ensure that it creates a document retention policy under the public records statute to govern the maintenance and preservation of electronic documents created in this process.

Although using technology may provide broader access to the public than would otherwise be possible, virtual meetings such as those proposed by the Board also provide potential obstacles for public access based on uncertainty about the timing of the meeting, lack of equipment necessary to access the meeting, or unfamiliarity with operating such equipment. To offset these risks, this Office encourages the Board to strictly comply with the notice and minute-keeping requirements of the Open Meeting Law and to facilitate the public's access to

² We note that under A.R.S. § 38-431.01(A), any member of the public who so desires must be permitted to "attend *and listen* to the deliberations and proceedings" in an open meeting. (Emphasis added.) It is unlikely that this provision restricts the requirements of the Open Meeting Law to only allow meetings in which every person can hear the proceedings. In the case of an agency like the Arizona Commission for the Deaf and Hard of Hearing, some members of the public "listen" to proceeding by observing sign language interpreters. It would be inconsistent with the purpose of the Open Meeting Law to find a violation of the statute because not every member of the public can listen to an audible meeting. *See* A.R.S. § 38-431.09. We conclude that the mandate to interpret the Open Meeting Law in favor of open and public meetings requires an interpretation of "listen" that includes other methods of observing deliberations and proceedings of a board, including non-audible methods.

the virtual meeting. Because not all citizens own a computer or have Internet access, the Board should take measures at its facility to allow public access to the on-line meeting. Your suggestions that the Board provide free Internet access at or near the Board office and maintain regular print-outs of the results of the on-line meeting for public review provide valid solutions to address these concerns. Regarding the notice for the on-line meeting, the Board should provide clear notice of when the meeting will begin and end, as well as clear instructions on how to access the meeting or to operate any software used by the Board to host the on-line meeting. The notice should also indicate to the public how the Board intends to facilitate public access, including the location of any free Internet access offered by the Board or printouts of the results of the on-line meeting. In addition, the notice should also include the proposed date and time of the meeting at which the Board intends to take final action adopting the proposed document. The Board must also offer reasonable accommodations to any member of the public with a disability that requests accommodation, as required by federal law.³

Conclusion

The Board can lawfully hold a virtual meeting, including one comprised of serial communications through the Internet, under the Open Meeting Law. Continuing developments in telecommunications technology offer the promise of widening the public's access to meetings held by public bodies, whether by web-casting meetings or allowing other forms of virtual meetings. This promise, however, is counterbalanced by the potential for abuse or technological obstacles for some citizens to access the meeting. Thus, any public body

³ The Civil Rights Division of the Department of Justice offers a helpful guide to state and local government entities seeking to create a website that complies with the Americans with Disabilities Act. The document can be found at www.ada.gov/websites2.htm.

choosing to use technological means to conduct its meetings must scrupulously comply with the notice and minute-keeping requirements imposed by the Open Meeting Law and must further make all reasonable efforts to facilitate public access to the meeting, whether through explicit instructions on using the technology or by providing access to the meeting at the public body's own facilities.

Terry Goddard
Attorney General

**E-4500 © EHB
DATA / RECORDS RETENTION**

(Records Management)

All required records and any other records that are deemed necessary or helpful will be prepared in a manner consistent with law and the requirements of the Uniform System of Financial Records. An administrative records management program approved by the Governing Board shall be established and maintained, and copies of retention schedules shall be submitted to the Department of Library Archives and Public Records.

The Governing Board is the custodian of the official copies of all records, required or optional, and the Superintendent shall be responsible for protecting such records on behalf of the Board. As a part of the records management program, the Superintendent may assign management responsibilities to other employees by naming the employee positions and a general description of the records assigned to their jurisdiction.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-271

15-272

15-521

23-721

23-926

23-962

38-421

38-423

38-424

39-101

39-103

39-121

41-1346 et seq.

A.A.C. R7-2-803

E-4511 © EHB-R

REGULATION REGULATION

DATA / RECORDS RETENTION

(Records Management Program)

Records shall be prepared and managed as outlined below.

Business and Financial Records

Management of the following records is the responsibility of the business office:

- Annual District budget.
- Audit reports.
- Financial statements.
- Capital levy plan.
- Bids.
- Contracts (except employment).
- Deeds.
- Leases/lease purchases.
- Inventory (history records of general fixed assets).
- Records identified in the Uniform System of Financial Records.

Other District Records

The current year's records will be kept in the District administration office. When practical to do so, but no later than during the second immediate past year, all records will be grouped, bundled together, and labeled, with the disposal date noted on the label. Retention periods noted will refer to the number of years after the end of the fiscal year in which the records were made or superseded, as specified in the *Records Retention and Disposition for Arizona School Districts* (2002).

All other records shall be managed so as to be in compliance with the requirements of the Records Management Division of the Department of Library, Archives, and Public Records.

[Home](#) > [Records Management](#) > [Standards and Guidelines](#) > Guidelines for Managing Public Records Sent and Received Via Electronic Mail

Guidelines for Managing Public Records Sent and Received Via Electronic Mail

Scope and Responsibility

This document provides guidelines for the management (creation, maintenance, access and use, and disposition) of e-mail messages in accordance with state and federal legal requirements. Public officials and other custodians of public records (hereafter referred to collectively as "agencies") shall preserve and protect public records in accordance with these guidelines and to maintain documentation as evidence that these standards are being met. These guidelines apply to state and local government agencies and political subdivisions in the State of Arizona.

Authority

These guidelines are established by the Director, Arizona State Library, Archives and Public Records pursuant to ARS § 41-1345.A.1. It is promulgated by the Arizona State Library, Archives and Public Records, an agency of the Legislature.

This document was initially prepared by a committee acting as advisors to the Director. The committee was composed of records management professionals with representation from State, County, and Municipal Government. Its purpose was to develop guidelines for managing electronic messages that are public records.

Guidelines

1. E-mail messages created or received by a government employee are public records under ARS 41 1350 if it documents the organization, functions, policies, decisions, procedures, operations or other activities of the political organization.
2. E-mail messages sent by an agency employee in their official capacity using another system (for example, a personal, home e-mail system) are public records.
3. An e-mail record includes metadata (minimally the sender, all recipients, date and time sent, subject), the body of the message, any attachments, documentation of all recipients. If an e-mail record is sent to a distribution list, it must be possible to demonstrate who received the message, not just the name of the distribution list.
4. Agencies shall establish policies and procedures for managing e-mail created or received by the agency, including preserving and filing, access and use, and disposition. Such policies shall address the use of e-mail for sending sensitive, proprietary, or confidential information and shall also address any state or federal legal requirements specific to the agency's work.
5. Agencies shall make employees aware that an e-mail may be a record and shall provide employees training in policies and procedures for properly managing e-mail.
6. Agencies must make all e-mail records available to the public upon request under the Arizona Inspection of Public Records Law (ARS 39-121) during the required retention period, unless the content of the message falls under one of the exceptions contained in the law or in any other statute, regulation, Executive Order, or rule of court.
7. E-mail messages that do not meet the criteria of the Arizona statutory definition of a public record may be deleted at any time, unless they become part of some official record as a result of special circumstances.
8. Agencies must retain e-mail records for the period of time specified on a records retention and disposition schedule approved by the Arizona State Library, Archives and Public Records. Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. Agencies may not routinely delete all e-mail after an arbitrary amount of time.
9. Agencies must suspend destruction of e-mail records relevant to any reasonably foreseeable legal action, audit, or government investigation until the conclusion of such action, even if their retention period has passed. Agencies should suspend destruction of potentially relevant records as soon as there is reasonable expectation of such action, regardless of whether a legal notice of such action has been served.
10. Agencies must report the destruction of public records without legal, administrative, historical, or other value to Arizona State Library, Archives and Public Records (ARS § 41-1351) on an annual basis.
11. Agencies have the option of printing and filing e-mail records or may use software to facilitate the

management and disposition of e-mail records. Agencies may not use backups of e-mail systems for retention of e-mail records.

12. E-mail records that have permanent retention periods must be transferred from the e-mail system and stored in either an electronic recordkeeping system or another proper recordkeeping system.

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Updated: 07/20/2007

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: September 23, 2010 Information
 AGENDA ITEM: *Approval/Ratification of Vouchers 1st Reading

INITIATED BY: Cathy Thompson, Director of Business Services
 SUBMITTED BY: Debra Karns, Accounting Manager

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 FY 09/10 EXPENSE VOUCHERS (warrants for services and materials, payroll expense):

08/26/10	<u>6,360.48</u>
Totals:	<u>6,360.48</u>

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

08/25/10	<u>2,809,740.33</u>
Totals:	<u>2,809,740.33</u>

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

08/25/10	<u>3,865,434.95</u>
09/01/10	<u>2,578,311.18</u>
09/03/10	<u>1,617.64</u>
Totals:	<u>6,445,363.77</u>

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u>X</u>	Action
		<u> </u>	Discussion
FROM:	Dr. Susan J. Cook, Superintendent	<u> </u>	Information
		<u> </u>	1st Reading
DATE:	September 23, 2010		

AGENDA ITEM: *Personnel Items

INITIATED 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

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

Agenda Item *II.B.

PERSONNEL ACTION RECOMMENDED
September 23, 2010

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
Kester	MaryBeth	Academic Intervention Specialist	Alta Vista	Leave of Absence for 2010-2011 fiscal year		11/1/2010
Venable	Lori	Teacher-Kindergarten	Maryland	Resignation from Leave of Absence	5	8/30/2010

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Ibanez	Silvestre	Custodian	Desert View	Resignation	6 mo.	9/17/2010

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Braden	Laura	Paraprofessional	Orangewood	Resignation	2	9/10/2010
Eberson	Sandy	Office Technician	Ironwood	Resignation	1 mo.	9/10/2010
Hammack	Patricia	Food Service Unit Leader	Royal Palm	Resignation	1	8/23/2010
Morua	Alexandra	Food Service Helper	John Jacobs	Resignation	1	9/24/2010
Raygoza	Vanessa	Special Ed. Assistant	John Jacobs	Resignation	1 mo.	5/25/2010
Santillan	Denise	Special Ed. Assistant	Ironwood	Resignation	7	9/10/2010
Smith	Emily	Paraprofessional	Washington	Resignation	6 mo.	9/3/2010
Williams	Thomas	Bus Driver	Transportation	Resignation	3	9/17/2010
Wilson	Charity	Food Service Helper	Mountain View	Resignation	4 days	8/30/2010

II. EMPLOYMENT

A. ADMINISTRATIVE

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

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Coughlin	Christopher	Teacher-Music	E	Manzanita/Roadrunner
Snyder	Theresa	Teacher-Reading	E	Sunnyslope

C. FULL-TIME CLASSIFIED

PERSONNEL ACTION RECOMMENDED

September 23, 2010

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION	
Augustine	Nicole	Dietician	E	Food Services	
Hoover	Michally	Speech Pathology Asst.	N	Special Services	ARRA Funds
Klugman	Emily	Private School Consortium Instructor	E	Private School Consortium	
Mestayer	Patricia	Parent Outreach Liaison	N	Academic Services	ARRA Funds

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Adcock	James	Bus Driver	E	Transportation
Agundez	Jesusa	Food Service Helper	E	Mountain View
Callens	Termesia	Bus Assistant	E	Transportation
Canez	Luisa	Food Service Helper	E	Orangewood
Ceballos	Monica	Food Service Helper	E	Mountain View
Cervantes Ayala	Lorena	Crossing Guard	E	Sunnyslope
Cichoracki	Christine	Crossing Guard	E	Shaw Butte
Cortez	Alyssa	Food Service Helper	E	Food Services
Cruz	Brenda	Special Ed. Assistant	E	Sweetwater
Edwards	Jessica	Instructional Assistant	E	John Jacobs
Eveleth	Sally	Special Ed. Assistant	E	Sweetwater
Gabraiel	Franko	Bus Driver	E	Transportation
Gutierrez Ortiz	Brenda	Crossing Guard	E	Sunnyslope
Hirth	Dennis	Bus Driver	E	Transportation
Howick	Patty	Headstart Instructor	E	Sunnyslope
Jarrell	Russell	Bus Driver	E	Transportation
Koester	Jeni	Crossing Guard	E	Sunnyslope
Lee	Ryan	Bus Driver	E	Transportation
Lerma	Josephine	Crossing Guard	E	Arroyo
Lopez	Marina	Monitor	E	Abraham Lincoln
McIntyre	Stacey	Bus Assistant	E	Transportation
Pfeiffer	Robert	Special Ed. Assistant	E	Sweetwater
Pope	Debra	Bus Driver	E	Transportation
Romero	Francisco	Food Service Floater	E	Food Services
Sands	Mykel	Bus Assistant	E	Transportation
Stopp	William	Bus Assistant	E	Transportation
Tompsett	Dean	Bus Driver	E	Transportation
Valdez	Samuel	Bus Driver	E	Transportation
Wardell	Leilani	Special Ed. Assistant	E	Sweetwater
Young	Daniel	Bus Driver	E	Transportation
Zondervan	Steven	Paraprofessional	E	Mountain View

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: September 23, 2010 Information
AGENDA ITEM: *Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) 1st Reading
INITIATED BY: Dr. Susan J. Cook, Superintendent SUBMITTED BY: Dr. Susan J. Cook, Superintendent
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. Rodel Charitable Foundation donated a check in the amount of \$3,825.00 to be used for the MAC-Ro Math Program kick-off assemblies and student incentives for the benefit of participating students at Desert View, Mountain View, Shaw Butte, and Sunnyslope Schools.
2. The Phoenix Zoo donated scholarships with a value of \$2,072.00 to Cactus Wren Elementary School for 36 students and chaperones to attend Zooreach Night Camp.
3. Busy Bodies Planned Play, LLC donated school supplies with an approximate value of \$360.00 for the benefit of students at Cactus Wren Elementary School.
4. Washington Education Foundation donated a check and gift cards with a total value of \$1,670.00 to support Washington Elementary School District's annual United Way campaign.
5. Target donated a Take Charge of Education rebate check in the amount of \$1,499.00 for the benefit of students at Lookout Mountain Elementary School.
6. Elizabeth Rogers donated a check in the amount of \$300.00 for the benefit of students at Washington 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
DATE: September 23, 2010 Information
AGENDA ITEM: *Out-of-County/State Field Trips 1st Reading

INITIATED BY: School and Department as Presented SUBMITTED BY: Administrative Services,
Curriculum, Accounting and
Purchasing Departments

PRESENTER AT GOVERNING BOARD MEETING: Field Trip Sponsor

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


SUPPORTING DATA

Funding Source: See Attached
Budgeted: N/A

1. Keri Sallee, Mountain View Elementary School, has submitted an out-of-county/state field trip request to Sunset Crater, Flagstaff, AZ, November 9, 2010, for 7th grade students at a cost of \$1,734.00.
2. Kathleen McKeever, Administrator of After-School Programs, has submitted an out-of-county/state field trip request for Pinerock Camp, Prescott, AZ, October 11-12, 2010, for 7th and 8th grade Cholla Middle School, Desert Foothills Jr. High School, Palo Verde Middle School and Royal Palm Middle School 21st Century students at a cost of \$12,708.44.
3. Matthew Weaver, Royal Palm Middle School, has submitted an out-of-county/state field trip request to AstroCamp, Idyllwild, CA, November 8-10, 2010, for 7th grade students at a cost of \$12,855.00.

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *II.D.

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: **September 23, 2010**

Instructions:

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

School: **Mountain View School**

Dates of Travel: **November 9, 2010**

Destination of Field Trip: **Sunset Crater, Route 3 Box 149, Flagstaff, AZ**

of Student Participants: **130**

Grade Level(s): **7**

of Adults (1:8): **16**

Emergency Contact Number: **602-291-6300**

Person Requesting Trip/Contact at Board Meeting: **Keri Sallee**

Principal Approved: Yes ☒ No ☐ Principal Name: **Mike Christensen**

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

Summary of Event/Purpose:

Science trip to identify volcanoes, lava and volcanic formations.

Educational Use:

Instructional Goal(s): Include the specific objectives regarding what the students will know and be able to do in a specific content area, e.g. science, social studies, etc. as a result of the field trip. **For example: The students will identify current political leaders in Arizona and describe the major influences each has had on Arizona as specified in the fourth grade social studies curriculum. Students will answer questions about the volcanoes and lava flows and its impact on the environment before and after the eruption and to identify characteristics of igneous rock and volcanic material at or around the volcanoes and lava trails. Students will also be exploring the Wupatki National Monument in the same park as Sunset Crater. They will be learning about the environmental challenges the original inhabitants faced and how geological processes formed the area. Strand 6 Earth Science, Concept 2, Performance Objectives 1-7.**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
November 9, 2010	Depart Mountain View - 9:00 a.m.	Arrive Sunset Crater - 11:00 a.m.	District busses	602-291-6300
November 9, 2010	Depart Sunset Crater - 2:30 p.m.	Arrive Mountain View - 5:00 p.m.	District busses	602-291-6300

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:

Trip is being funded by tax credit and no student will be left behind regardless of payment of the \$1.00 fee.

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

Yes ☒

Please indicate accommodations for students with special circumstances. NOTE: Additional 0 chaperones are required to accommodate specific student needs.

None at this time.

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

Yes ☒

Chaperones:

List all certified and non-certified staff and parents who are chaperoning the trip. Please note: one adult chaperone is required for every eight students. (This must match number of adults indicated on front section.)

Certificated	Non-Certificated	Parent
Keri Sallee	Diane Bolze	
Nathan Wells	Hilary Pinney	
Jeanette Ray	Dennis Sallee	
Nada Cox	4 TBD	
Kirk Kittle		
Crystal Keller		
Lily Gold		
Lori Homan		
Jame Spelling		

For Academic Services Use Only

Natalie McWhorter

9-10-10

Signature

Date

Out-of-County/State Field Trip Cost Sheet

IMPORTANT:

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

Total package price: \$ _____ (should match attached travel agent¹ quote)

Includes:

\$ _____ Lodging

\$ 0 Food: ☐ Included ☒ Sack Lunch ☐ Individual Purchase

\$ 1,734.00 Transportation: ☒ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ _____ Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 1,734.00 TOTAL (should match package price above)

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

Students participating: 130 TOTAL PER STUDENT COST: \$ 1.00 per student - balance to come from tax credit

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

Chaperones participating: 16 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: _____ Payment method: _____

Scholarship students: _____ Funding source: _____

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

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

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

- ☒ Tax Credit (Fund 526 – donation based) ☐ Other _____
- ☐ Gifts & Donations (Fund 530 – donation based)
- ☐ Auxiliary Operations (Fund 525 – fee based)
- ☐ Student Activities (Fund 850 – fundraising based)
- ☐ PTA/PTO

For Finance Department Use Only	
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	<div style="display: flex; justify-content: space-between;"> <div>Debra K. Karns</div> <div>9/10/10</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Signature</div> <div>Date</div> </div>
For Purchasing Department Use Only	
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	<div style="display: flex; justify-content: space-between;"> <div>Howard Kropp</div> <div>09/10/10</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Signature</div> <div>Date</div> </div>

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

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

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

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: **September 23, 2010**

Instructions:

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

School: **Cholla Middle School**

Dates of Travel: **October 11- 12, 2010**

Destination of Field Trip: **Pinerock Camp Prescott**

of Student Participants: **30**

Grade Level(s): **7-8**

of Adults (1:8): **7**

Emergency Contact Number: **602-725-6837**

Person Requesting Trip/Contact at Board Meeting: **Kathleen McKeever**

Principal Approved: Yes ☒ No ☐ Principal Name: **Phil Garitson**

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

Summary of Event/Purpose:

Overnight trip to Pinerock Camp in Prescott, Arizona to help middle school students develop leadership skills through team-building activities and the opportunity to participate on a High Ropers Course through the 21st Century Grant program.

Educational Use:

Instructional Goal(s): Include the specific objectives regarding what the students will know and be able to do in a specific content area, e.g. science, social studies, etc. as a result of the field trip. **For example: The students will identify current political leaders in Arizona and describe the major influences each has had on Arizona as specified in the fourth grade social studies curriculum. The students will participate in team-building activities to foster and develop leadership skills. These skills include effective communication, self esteem building, decision making, conflict resolution, and goal setting.**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
October 11, 2010	Depart Cholla - 9:00 a.m.	Arrive Pinerock Camp, Prescott, AZ - 11:00 a.m.	WESD Bus	928-445-8357
October 12, 2010	Depart Pinerock Camp, Prescott, AZ - 1:30 p.m.	Arrive Cholla - 3:30 p.m.	WESD Bus	928-445-8357

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:

Cost of field trip free to all 21st Century students in the Wednesday leadership program.

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

Yes ☒

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

Accommodations will be made so that all identified students will attend and participate in this field trip.

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

Yes ☒

Chaperones:

List all certified and non-certified staff and parents who are chaperoning the trip. Please note: one adult chaperone is required for every eight students. (This must match number of adults indicated on front section.)

Certificated	Non-Certificated	Parent
Deborah Yarbrough	Brandon Dahl	
Rebecca Potavin	Kathleen McKeever	
Dr. Steve Murosky		
TBA		
TBA		

For Academic Services Use Only

Natalie McWhorter

9-13-10

Signature

Date

Out-of-County/State Field Trip Cost Sheet

IMPORTANT:

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

Total package price: \$ _____ (should match attached travel agent¹ quote)

Includes:

\$ _____ Lodging

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

\$ 327.11 Transportation: ☒ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 2,850.00 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 3,177.11 TOTAL (should match package price above)

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

Students participating: 30

TOTAL PER STUDENT COST: \$ no cost to students

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

Chaperones participating: 4

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

Additional parents: 3

Payment method: No cost for extra chaperones

Scholarship students: _____

Funding source: 21st Century Grant/Fund 520 Comm. Programs

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

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

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

- ☐ Tax Credit (Fund 526 – donation based) ☒ Other 21st Century Grant/Fund 520
- ☐ Gifts & Donations (Fund 530 – donation based)
- ☐ Auxiliary Operations (Fund 525 – fee based)
- ☐ Student Activities (Fund 850 – fundraising based)
- ☐ PTA/PTO

This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	For Finance Department Use Only Debra K. Karns _____ Signature	09/14/10 _____ Date
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	For Purchasing Department Use Only Howard Kropp _____ Signature	09/14/10 _____ Date

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

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

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

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: **September 23, 2010**

Instructions:

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

School: **Desert Foothills** Dates of Travel: **October 10-11, 2010**

Destination of Field Trip: **Pinerock Camp Prescott**

of Student Participants: **30** Grade Level(s): **7-8** # of Adults (1:8): **7**

Emergency Contact Number: **602-725-6837**

Person Requesting Trip/Contact at Board Meeting: **Kathleen McKeever**

Principal Approved: Yes ☒ No ☐ Principal Name: **James Hall**

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

Summary of Event/Purpose:

Overnight trip to Pinerock Camp in Prescott, Arizona to help middle school students develop leadership skills through team-building activities and the opportunity to participate on a High Ropers Course through the 21st Century Grant program.

Educational Use:

Instructional Goal(s): Include the specific objectives regarding what the students will know and be able to do in a specific content area, e.g. science, social studies, etc. as a result of the field trip. For example: The students will identify current political leaders in Arizona and describe the major influences each has had on Arizona as specified in the fourth grade social studies curriculum. The students will participate in team-building activities to foster and develop leadership skills. These skills include effective communication, self esteem building, decision making, conflict resolution, and goal setting.

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
October 10, 2010	Depart Desert Foothill - 9:00 a.m.	Arrive Pinerock Camp, Prescott, AZ - 11:00 a.m.	WESD Bus	928-445-8357
October 11, 2010	Depart Pinerock Camp, Prescott, AZ - 1:30 p.m.	Arrive Desert Foothills - 3:30 p.m.	WESD Bus	928-445-8357

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:

Cost of field trip free to all 21st Century students in the Wednesday leadership program.

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

Yes ☒

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

Accommodations will be made so that all identified students will attend and participate in this field trip.

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

Yes ☒

Chaperones:

List all certified and non-certified staff and parents who are chaperoning the trip. Please note: one adult chaperone is required for every eight students. (This must match number of adults indicated on front section.)

Certificated	Non-Certificated	Parent
Rebecca Potavin	Brandon Dahl	
Dr. Steve Murosky	Kathleen McKeever	
TBA		
TBA		
TBA		

For Academic Services Use Only

Natalie McWhorter

9-13-10

Signature

Date

Out-of-County/State Field Trip Cost Sheet

IMPORTANT:

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

Total package price: \$ _____ (should match attached travel agent¹ quote)

Includes:

\$ _____ Lodging

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

\$ 327.11 Transportation: ☒ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 2,850.00 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 3,177.11 TOTAL (should match package price above)

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

Students participating: 30 TOTAL PER STUDENT COST: \$ no cost to students

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

Chaperones participating: 4 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: 3 Payment method: No cost for extra chaperones

Scholarship students: _____ Funding source: 21st Century Grant/Fund 520 Comm. Programs

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

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

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

- ☐ Tax Credit (Fund 526 – donation based) ☒ Other 21st Century Grant/Fund 520
- ☐ Gifts & Donations (Fund 530 – donation based)
- ☐ Auxiliary Operations (Fund 525 – fee based)
- ☐ Student Activities (Fund 850 – fundraising based)
- ☐ PTA/PTO

This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	For Finance Department Use Only Debra K. Karns _____ Signature	9/14/10 _____ Date
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	For Purchasing Department Use Only Howard Kropp _____ Signature	09/14/10 _____ Date

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

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

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: **September 23, 2010**

Instructions: Submit this form electronically to the Superintendent's Office at least four weeks prior to the date of the proposed trip. All out-of-county/state field trips must be approved by the Governing Board. Please type and provide complete information by completing all spaces; indicate n/a (not applicable), if appropriate.				
School: Palo Verde		Dates of Travel: October 10- 11, 2010		
Destination of Field Trip: Pinerock Camp Prescott				
# of Student Participants: 30	Grade Level(s): 7-8	# of Adults (1:8): 7		
Emergency Contact Number: 602-725-6837				
Person Requesting Trip/Contact at Board Meeting: Kathleen McKeever				
Principal Approved: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Principal Name: Carmen Kemery				
Office Manager received a copy of this form. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Summary of Event/Purpose: Overnight trip to Pinerock Camp in Prescott, Arizona to help middle school students develop leadership skills through team-building activities and the opportunity to participate on a High Ropers Course through the 21 st Century Grant program.				
Educational Use: Instructional Goal(s): Include the specific objectives regarding what the students will know and be able to do in a specific content area, e.g. science, social studies, etc. as a result of the field trip. For example: The students will identify current political leaders in Arizona and describe the major influences each has had on Arizona as specified in the fourth grade social studies curriculum. The students will participate in team-building activities to foster and develop leadership skills. These skills include effective communication, self esteem building, decision making, conflict resolution, and goal setting				
Itinerary: Include specific information in all five categories.				
Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
October 10, 2010	Depart Palo Verde - 9:00 a.m.	Arrive Pinerock Camp, Prescott, AZ - 11:00 a.m.	WESD Bus	928-445-8357
October 11, 2010	Depart Pinerock Camp, Prescott, AZ - 1:30 p.m.	Arrive Palo Verde - 3:30 p.m.	WESD Bus	928-445-8357

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: Cost of field trip free to all 21 st Century students in the Wednesday leadership program.
No eligible student will be denied the field trip due to financial hardship. Yes <input checked="" type="checkbox"/>
Please indicate accommodations for students with special circumstances. NOTE: Additional chaperones are required to accommodate specific student needs. Accommodations will be made so that all identified students will attend and participate in this field trip.

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

Yes ☒

Chaperones:

List all certified and non-certified staff and parents who are chaperoning the trip. Please note: one adult chaperone is required for every eight students. (This must match number of adults indicated on front section.)

Certificated	Non-Certificated	Parent
Rebecca Potavin	Brandon Dahl	
Dr. Steve Murosky	Kathleen McKeever	
TBA		
TBA		
TBA		

For Academic Services Use Only

Natalie McWhorter

9-13-10

Signature

Date

Out-of-County/State Field Trip Cost Sheet

IMPORTANT:

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

Total package price: \$ _____ (should match attached travel agent¹ quote)

Includes:

\$ _____ Lodging

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

\$ 327.11 Transportation: ☒ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 2,850.00 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 3,177.11 TOTAL (should match package price above)

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

Students participating: 30 TOTAL PER STUDENT COST: \$ no cost to students

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

Chaperones participating: 4 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: 3 Payment method: No cost for extra chaperones

Scholarship students: _____ Funding source: 21st Century Grant/Fund 520 Comm. Programs

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

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

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

- ☐ Tax Credit (Fund 526 – donation based) ☒ Other 21st Century Grant/Fund 520
- ☐ Gifts & Donations (Fund 530 – donation based)
- ☐ Auxiliary Operations (Fund 525 – fee based)
- ☐ Student Activities (Fund 850 – fundraising based)
- ☐ PTA/PTO

This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	For Finance Department Use Only Debra K. Karns _____ Signature	9/14/10 _____ Date
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	For Purchasing Department Use Only Howard Kropp _____ Signature	09/14/10 _____ Date

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Washington Elementary School District Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: **September 23, 2010**

Instructions:

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

School: **Royal Palm**

Dates of Travel: **October 11- 12, 2010**

Destination of Field Trip: **Pinerock Camp Prescott**

of Student Participants: **30**

Grade Level(s): **7-8**

of Adults (1:8): **7**

Emergency Contact Number: **602-725-6837**

Person Requesting Trip/Contact at Board Meeting: **Kathleen McKeever**

Principal Approved: Yes ☒ No ☐ Principal Name: **Lenny Hoover**

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

Summary of Event/Purpose:

Overnight trip to Pinerock Camp in Prescott, Arizona to help middle school students develop leadership skills through team-building activities and the opportunity to participate on a High Ropers Course through the 21st Century Grant program.

Educational Use:

Instructional Goal(s): Include the specific objectives regarding what the students will know and be able to do in a specific content area, e.g. science, social studies, etc. as a result of the field trip. **For example: The students will identify current political leaders in Arizona and describe the major influences each has had on Arizona as specified in the fourth grade social studies curriculum. The students will participate in team-building activities to foster and develop leadership skills. These skills include effective communication, self esteem building, decision making, conflict resolution, and goal setting**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
October 11, 2010	Depart Royal Palm - 9:00 a.m.	Arrive Pinerock Camp, Prescott, AZ - 11:00 a.m.	WESD Bus	928-445-8357
October 12, 2010	Depart Pinerock Camp, Prescott, AZ - 1:30 p.m.	Arrive Royal Palm - 3:30 p.m.	WESD Bus	928-445-8357

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:

Cost of field trip free to all 21st Century students in the Wednesday leadership program.

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

Yes ☒

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

Accommodations will be made so that all identified students can attend and participate in the field trip

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

Yes ☒

Chaperones:

List all certified and non-certified staff and parents who are chaperoning the trip. Please note: one adult chaperone is required for every eight students. (This must match number of adults indicated on front section.)

Certificated	Non-Certificated	Parent
Tameri Bayus	Brandon Dahl	
Rebecca Potavin	Kathleen McKeever	
Dr. Steve Murosky		
TBA		
TBA		

For Academic Services Use Only

Natalie McWhorter

9-13-10

Signature

Date

Out-of-County/State Field Trip Cost Sheet

IMPORTANT:

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

Total package price: \$ _____ (should match attached travel agent¹ quote)

Includes:

\$ _____ Lodging

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

\$ 327.11 Transportation: ☒ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 2,850.00 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 3,177.11 TOTAL (should match package price above)

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

Students participating: 30 TOTAL PER STUDENT COST: \$ no cost to students

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

Chaperones participating: 4 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: 3 Payment method: No cost for extra chaperones

Scholarship students: _____ Funding source: 21st Century Grant/Fund 520 Comm. Programs

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

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

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

- ☐ Tax Credit (Fund 526 – donation based) ☒ Other 21st Century Grant/Fund 520
- ☐ Gifts & Donations (Fund 530 – donation based)
- ☐ Auxiliary Operations (Fund 525 – fee based)
- ☐ Student Activities (Fund 850 – fundraising based)
- ☐ PTA/PTO

For Finance Department Use Only	
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	<div style="display: flex; justify-content: space-between;"> <div>Debra K. Karns</div> <div>9/14/10</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Signature</div> <div>Date</div> </div>
For Purchasing Department Use Only	
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	<div style="display: flex; justify-content: space-between;"> <div>Howard Kropp</div> <div>09/14/10</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Signature</div> <div>Date</div> </div>

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

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

September 23, 2010

Instructions:

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

School: **Royal Palm**

Dates of Travel: **November 8-10, 2010**

Destination of Field Trip: **AstroCamp Idyllwild, California**

of Student Participants: **50**

Grade Level(s): **7**

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

Emergency Contact Number: **(419) 307 7500**

Person Requesting Trip/Contact at Board Meeting: **Matthew Weaver**

Principal Approved: Yes ☒ No ☐ Principal Name: **Lenny Hoover**

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

Summary of Event/Purpose:

3 Day field trip to AstroCamp

Educational Use:

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

PO 1. Explain the phases of the Moon in terms of the relative positions of the Earth, Sun, and Moon.

Astrocamp Activates:

- Evening Activities: **Astro Jeopardy**
- Planetarium

PO 5. Identify the following major constellations visible (seasonally) from the Northern Hemisphere:

Astrocamp Activates:

- Evening Activities: **Interstellar Auction**
- Evening Activities: **Astro Jeopardy**
- Planetarium
- Telescope Viewing

PO 6. Explain the relationship among common objects in the solar system, galaxy, and the universe.

Astrocamp Activates:

- Evening Activities: **Messier Madness**
- Evening Activities: **Mission to Mars**
- Light & Lasers
- Planetarium
- Solar Studies
- Space Rocks!: **Planets**
- Space Rocks!: **Micrometeorites**
- Telescope Viewing
- Expedition **Valles Marineris**

PO 1. Formulate questions based on observations that lead to the development of a hypothesis.

Astrocamp Activities:

- Atmosphere and Gases
- Space Exploration: **Cosmic Lander**

- Space Rocks!: Planets

PO 2. Select appropriate resources for background information related to a question, for use in the design of a controlled investigation.

Astrocamp Activities:

- Rocketry
- Atmosphere and Gases
- Space Exploration: Cosmic Lander
- Space Rocks!: Planets

PO 3. Explain the role of a hypothesis in a scientific inquiry.

Astrocamp Activities:

- Rocketry
- Atmosphere and Gases
- Space Exploration: Cosmic Lander
- Space Rocks!: Planets

PO 1. Demonstrate safe behavior and appropriate procedures (e.g., use and care of technology, materials, organisms) in all science inquiry.

Astrocamp Activities:

- Atmosphere and Gases
- Space Exploration: Cosmic Lander

PO 2. Design an investigation to test individual variables using scientific processes.

Astrocamp Activities:

- Rocketry
- Atmosphere and Gases
- Space Exploration: Cosmic Lander

PO 3. Conduct a controlled investigation, utilizing multiple trials, to test a hypothesis using scientific processes.

Astrocamp Activities:

- Rocketry
- Atmosphere and Gases
- Space Exploration: Cosmic Lander

PO 4. Perform measurements using appropriate scientific tools (e.g., balances, microscopes, probes, micrometers).

Astrocamp Activities:

- Rocketry
- Atmosphere and Gases
- Space Exploration: Cosmic Lander
- Space Exploration: Remote Sensing
- Space Rocks!: Micrometeorites
- Evening Activities: Telescope Viewing

PO 5. Keep a record of observations, notes, sketches, questions, and ideas using tools such as written and/or computer logs.

Astrocamp Activities:

- Rocketry
- Evening Activities: Messier Madness
- Evening Activities: Mission to Mars
- Atmosphere and Gases
- Space Exploration: Cosmic Lander

PO 1. Analyze data obtained in a scientific investigation to identify trends.

Astrocamp Activities:

- Rocketry
- Atmosphere and Gases
- Space Exploration: Cosmic Lander

PO 2. Form a logical argument about a correlation between variables or sequence of events (e.g., construct a cause-and-effect chain that explains a sequence of events).

Astrocamp Activities:

- Rocketry
- Atmosphere and Gases
- Space Exploration: Cosmic Lander

PO 3. Analyze results of data collection in order to accept or reject the hypothesis.

Astrocamp Activities:

- Rocketry
- Atmosphere and Gases
- Space Exploration: Cosmic Lander

PO 4. Determine validity and reliability of results of an investigation.

Astrocamp Activities:

- Rocketry
- Evening Activities: Messier Madness
- Atmosphere and Gases
- Space Exploration: Cosmic Lander

PO 5. Formulate a conclusion based on data analysis.

Astrocamp Activities:

- Rocketry
- Evening Activities: Messier Madness
- Atmosphere and Gases
- Space Exploration: Cosmic Lander

PO 6. Refine hypotheses based on results from investigations.

Astrocamp Activities:

- Rocketry
- Evening Activities: Messier Madness
- Atmosphere and Gases
- Space Exploration: Cosmic Lander

PO 7. Formulate new questions based on the results of a previous investigation.

Astrocamp Activities:

- Rocketry
- Evening Activities: Messier Madness
- Atmosphere and Gases
- Space Exploration: Cosmic Lander

PO 2. Display data collected from a controlled investigation.

Astrocamp Activities:

- Rocketry
- Evening Activities: Messier Madness
- Evening Activities: Mission to Mars
- Space Exploration: Cosmic Lander

PO 3. Communicate the results of an investigation with appropriate use of qualitative and quantitative information.

Astrocamp Activities:

- Rocketry
- Evening Activities: Messier Madness
- Evening Activities: Mission to Mars
- Space Exploration: Cosmic Lander

PO 5. Communicate the results and conclusion of the investigation.

Astrocamp Activities:

- Rocketry
- Evening Activities: Messier Madness
- Evening Activities: Mission to Mars
- Space Exploration: Cosmic Lander

PO 2. Describe how a major milestone in science or technology has revolutionized the thinking of the time (e.g., global positioning system, telescopes, seismographs, photography).

Astrocamp Activities:

- Rocketry
- Space Exploration: Cosmic Lander
- Space Exploration: Remote Sensing

PO 3. Analyze the impact of a major scientific development occurring within the past decade.

Astrocamp Activities:

- Space Exploration: Cosmic Lander
- Space Exploration: Remote Sensing

PO 4. Analyze the use of technology in science-related careers.

Astrocamp Activities:

- Expedition Valles Marineris
- Space Exploration: Cosmic Lander
- Space Exploration: Remote Sensing

PO 1. Describe how science is an ongoing process that changes in response to new information and discoveries.

Astrocamp Activities:

- Expedition Valles Marineris
- Light & Lasers
- Space Exploration: Remote Sensing

PO 2. Describe how scientific knowledge is subject to change as new information and/or technology challenges prevailing

theories.

Astrocamp Activities:

- Expedition Valles Marineris
- Light & Lasers
- Space Exploration: Remote Sensing

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
November 8, 2010	Depart Royal Palm - 4:00 a.m.	Arrive Blythe, CA Rest Stop - 8:00 a.m.	Charter Bus	(419) 307 7500
November 8, 2010	Depart Blythe, CA Rest Stop - 8:30 a.m.	Arrive AstroCamp, Idyllwild, CA - 11:00 a.m.	Charter Bus	951 659 6062
November 10, 2010	Depart AstroCamp - 12:00 p.m.	Arrive Blythe, CA Rest Stop - 2:00 p.m.	Charter Bus	951 659 6062
November 10, 2010	Depart Blythe, CA Rest Stop - 2:30 p.m.	Arrive Royal Palm - 6:30 p.m.	Charter Bus	(419) 307 7500

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:

We are asking for Tax Credit money to be donated from as many people as possible. Chaperones will be paying their entrance fee at the gate and Tax Credit will not be utilized for them.

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

Yes ☒

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

None at this time

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

Yes ☒

Chaperones:

List all certified and non-certified staff and parents who are chaperoning the trip. Please note: one adult chaperone is required for every eight students. (This must match number of adults indicated on front section.)

Certificated	Non-Certificated	Parent
Matthew Weaver		Cara Thomas
Jamie O'Keefe		Brent Thomas
		Dan Fleming
		Zac Brisco
		Lenny Hoover
		Carol Latham

For Academic Services Use Only

Natalie McWhorter

9-14-10

Signature

Date

Out-of-County/State Field Trip Cost Sheet

IMPORTANT:

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

Total package price: \$ 12,855.00 (should match attached travel agent¹ quote)

Includes:

\$ inc. Lodging

\$ inc. Food: ☒ Included ☐ Sack Lunch ☐ Individual Purchase

\$ inc. Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ inc. Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 12,855.00 TOTAL (should match package price above)

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

Students participating: 50

TOTAL PER STUDENT COST: \$ 257.10

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

Chaperones participating: 6

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

Additional parents: 2

Payment method: personal payment

Scholarship students: _____

Funding source: _____

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

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

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

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

☐ Gifts & Donations (Fund 530 – donation based)

☒ Auxiliary Operations (Fund 525 – fee based)

☐ Student Activities (Fund 850 – fundraising based)

☐ PTA/PTO

This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	For Finance Department Use Only Debra K. Karns _____ Signature	9/15/10 _____ Date
---	---	--------------------------

This expenditure was reviewed for compliance with applicable procurement laws and regulations.	For Purchasing Department Use Only Howard Kropp _____ Signature	09/16/10 _____ Date
--	--	---------------------------

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

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

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

SUNDANCE/TZELL TRAVEL GROUP
215 NORTH 40TH ST.
PHOENIX, AZ 85034

INVOICE 00000EMAIL
DATE 14SEPTEMBER10
BOOKING REF X8MC9I
AGENT MM/MM

TELEPHONE: 602 275-2400
FAX : 602 267-8095

WASHINGTON ELEMENTARY SCHOOL DISTRICT ROYAL PALM MIDDLE SCHOOL
4650 W SWEETWATER
GLENDALE AZ 85304

ACCOUNT NUMBER WASHINGD

TOUR 08NOV LOS ANGELES CA - INTL
 MONDAY SUNDANCE MEETINGS & INCENTIVES
 PASS THROUGH PAYMENT FOR ASTRO CAMP GROUP

 BASED ON 50 STUDENTS/ 5 CHAPERONES

COACH AMERICA \$2385.00 - GRATUITY EXCLUDED
ASTRO CAMP \$9975.00
AGENCY FEE \$ 9.00 PER PERSON

TOTAL TOUR PRICE 12360.00
TRANSACTION FEE 495.00

INVOICE TOTAL 12855.00

OTHER CHARGES PAYMENT: CHECK

ROYAL/PALM

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: September 23, 2010 Information
 AGENDA ITEM: *Out-of-State Travel 1st Reading

INITIATED BY: Dr. Maggie Westhoff, Director of Professional Development
 SUBMITTED BY: Dr. Maggie Westhoff, Director of Professional Development

PRESENTER AT GOVERNING BOARD MEETING: Dorothy Watkins, Administrator of Social Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA and A.R.S. §15-342

SUPPORTING DATA

Funding Source: Initially Title II/Move to McKinney
 Vento When Received
 Budgeted: Yes

The following out-of-state travel request has been reviewed and is recommended for approval:

1. Dorothy Watkins, Administrator of Social Services, and Laurel Fiore, Homeless Social Worker, to attend the 22nd Annual National Association for the Education of Homeless Children and Youth, November 6-9, 2010, in Houston, TX, at a cost of \$2,250.00.

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *II.E.

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6

DATE OF BOARD AGENDA ITEM

September 23, 2010

OUT-OF-STATE TRAVEL REQUEST FORM

Name of Traveler(s) (as it appears on your driver's license)	Position	School/Department
Dorothy Watkins	Administrator of Social Services	District Office/Administration
Laurel Fiore	Homeless Social Worker	District Office

CONFERENCE INFORMATION:

CONFERENCE TITLE:	22nd Annual National Association for the Education of Homeless Children and Youth						
TRAVEL DATES:	November , 6-9,2010						
CONFERENCE LOCATION:	Houston, TX						
SOURCE OF FUNDING: Description:	Title II Initially/McKinney Vento Subgrant When Received						Total
Registration Account Code:	140	100	2200	6331	522	0000	\$950.00
SOURCE OF FUNDING: Description:							Total
Travel Account Code:	140	100	2200	6580	522	0000	\$1300.00
SOURCE OF FUNDING: Description:							Total
Substitute Account Code:							\$0

PURPOSE OF TRAVEL: The Administrator of Social Services, the District Homeless Education Liaison, and the Title I and McKinney Vento social workers will attend the 21st Annual National Association for the Education of Homeless Children and Youth Conference. The conference will offer sessions on effective school and community responses to homelessness, including practice-based strategies for implementing the McKinney-Vento Homeless Assistance Act and related legislation. This information will be shared with social workers, other social service and enrollment staff who daily work with homeless students and families. Participation in this conference is mandated by the grant.

MAXIMUM COSTS:

REGISTRATION FEE:	\$ 950.00
MEALS	\$ 200.00
LODGING:	\$ 500.00
TRANSPORTATION:	
AIR	\$ 500.00
CAR RENTAL/PARKING	\$0
BUS/TAXI/SHUTTLE	\$100.00
SUBSTITUTES	\$0
TOTAL COST:	\$ 2250.00

Supervisor/s Approval

Supervisor/s Approval

Budget Manager/s Approval

COMMENTS: The initial costs will be paid from Title IIA until the McKinney-Vento grant is released.

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

Revised 08-10-05 by Connie Gray in Professional Development on x2641

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: September 23, 2010 Information
 AGENDA ITEM: *Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards 1st Reading

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

PRESENTER AT GOVERNING BOARD MEETING: Natalie McWhorter, Director of Curriculum

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

The Arizona Department of Education (ADE) requires all public schools to annually submit a Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards adopted by the State Board of Education (SBE) in reading, writing, mathematics, science and social studies. The timeline set by ADE for implementing the articulated standards is as follows:

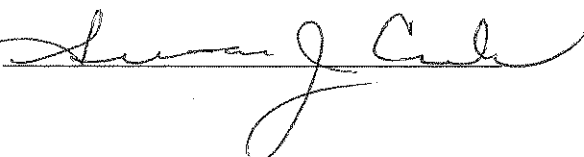
Standard	Year Adopted by SBE	Inclusion in Declaration
Articulated Reading	2003	2004-2005
Articulated Writing	2004	2005-2006
Articulated Science	2004	2005-2006
Articulated Social Studies	2005	2007-2008
2008 Articulated Mathematics	2008	2009-2010

Washington Elementary School District curriculum documents for mathematics, reading, writing, science, and social studies are fully aligned with the Arizona Academic Standards and were revised per the established timeline. All teachers have been in-serviced on the instruction of these standards as reflected in the WESD Program Guides.

The rearticulated Reading Program Guide was brought to the Board for adoption August 28, 2003. At the August 13, 2004 Governing Board meeting the revised Writing Program Guides was adopted. The revised Science Program Guide was adopted August 24, 2005. The WESD Social Studies Program Guide was adopted by the Governing Board August 9, 2007. The revision work to the Mathematics Curriculum Program Guide, took place during the 2008-2009

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the submission of the Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards in mathematics, reading, writing, science, and social studies, to the Arizona Department of Education.

Superintendent 

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

Agenda Item *II.F.

***Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards**

September 23, 2010

Page 2

school year, and the new standards were implemented in August of 2009. Following a year of implementation and revision, the current Mathematics Program Guide was adopted by the Governing Board September 9, 2010.

The declarations for the Governing Board President and Superintendent's signature are attached. The documents will be submitted to ADE through ALEAT, a web-based application for the submission of documents, self-assessments, and LEA (Local Education Agency) plans.



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

**DECLARATION OF CURRICULAR & INSTRUCTIONAL ALIGNMENT
TO THE ARIZONA ACADEMIC STANDARDS**

All public schools (including charter schools) must submit annually to the Arizona Department of Education (ADE) a Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards for language arts (Reading Standard Articulated by Grade Level 2003 and Writing Standard Articulated by Grade Level 2004), mathematics (2008 Mathematics Standard Articulated by Grade Level), science (Science Standard Articulated by Grade Level 2004) and social studies (Social Studies Standard Articulated by Grade Level 2005) referred to in this document collectively as the "Standards". The Declaration requires affirmations from the governing board, superintendent, and principal (or equivalent charter school officials), regarding the alignment of curriculum and the evaluation of instruction to the Standards.

Governing Board

The Governing Board of the _____ School District /Charter affirms that it has adopted a curriculum that is aligned with the Arizona Academic Standards and adopted an evaluation system that assesses whether teachers are integrating the Standards into their instructional practices. These policies are in effect for the 2010-2011 school year.

The deadline for submitting the Governing Board Declaration is October 15, 2010. The Declaration may be submitted at anytime prior to the deadline.

My signature below affirms the foregoing is accurate and complete:

Name (print or type)

Title

Signature

Date

This Declaration is to be submitted to the Arizona Department of Education by October 15, 2010. Please submit this Governing Board Declaration and the Superintendent/Charter Administrator Declaration at the same time. **Submit by uploading this signed document into the ALEAT Filing Cabinet.**

Standards Based Best Practices
Arizona Department of Education
Cheryl J. Lebo
Associate Superintendent of Standards & Assessment

☒ Governing Board ☐ Superintendent/Charter Administrator ☐ School Principal



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

**DECLARATION OF CURRICULAR & INSTRUCTIONAL ALIGNMENT
TO THE ARIZONA ACADEMIC STANDARDS**

All public schools (including charter schools) must submit annually to the Arizona Department of Education (ADE) a Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards for language arts (Reading Standard Articulated by Grade Level 2003 and Writing Standard Articulated by Grade Level 2004), mathematics (2008 Mathematics Standard Articulated by Grade Level), science (Science Standard Articulated by Grade Level 2004), and social studies (Social Studies Standard Articulated by Grade Level 2005) referred to in this document collectively as the "Standards". The Declaration requires affirmations from the governing board, superintendent, and principal (or equivalent charter school officials), regarding the alignment of curriculum and the evaluation of instruction to the Standards.

Superintendent/Charter Administrator

In my capacity as superintendent/charter administrator of the _____ School District/Charter, I affirm that:

1. The Governing Board of _____ School District/Charter has adopted a curriculum that is aligned with the Arizona Academic Standards and adopted an evaluation system that assesses whether teachers are integrating the Standards into their instructional practices. These policies are in effect for the 2010-2011 school year.
2. The District/Charter administration of the _____ School District/Charter is implementing these policies by:
 - a. providing instructional materials aligned to the Standards.
 - b. providing (or arranging for others to provide) opportunities for teachers and principals to receive training related to the Standards.
 - c. administering the District/Charter's system of teacher evaluation to confirm that teachers are integrating the Standards into their instructional practices.
 - d. *for non-unified school districts*: collaborating on a curriculum alignment agreement between all corresponding feeders and receiving districts.

The deadline for submitting the Superintendent/Charter Administrator Declaration is October 15, 2010. The Declaration may be submitted at anytime prior to the deadline.

My signature below affirms the foregoing is accurate and complete:

Name (print or type) Title

Signature Date

This Declaration is to be submitted to the Arizona Department of Education by October 15, 2010. Please submit this Superintendent/Charter Administrator Declaration and the Governing Board Declaration at the same time. Submit by uploading this signed document into the ALEAT Filing Cabinet.

Standards-Based Best Practices
Arizona Department of Education
Cheryl J. Lebo
Associate Superintendent of Standards & Assessment

☐ Governing Board ☒ Superintendent/Charter Administrator ☐ School Principal

1535 West Jefferson St., Bin #5 • Phoenix, Arizona 85007 • 602-364-2335 • www.azed.gov

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: September 23, 2010 Information
AGENDA ITEM: *Arizona Nutrition Network - Arizona Department of Health Service Contract, HI050057, Amendment 3 1st Reading

INITIATED BY: Connie Parmenter, RD
Director of Nutrition Services

SUBMITTED BY: Connie Parmenter, RD
Director of Nutrition Services

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

On September 10, 2009, the Governing Board approved the contract with Arizona Department of Health Services to participate in the Arizona Nutrition Network – Local Incentive Award.

The purpose of this amendment is to revise the Price Sheet of the contract to reflect changes for the 2010-2011 school year. The changes from the previously year are as follows:

- Personnel Costs/Salary \$ 82.00 decrease
- Fringe Benefits \$ 16.00 decrease
- Contracts/Grants/Agreements \$ 600.00 increase
- Non-Capital Equipment Supplies \$11,900.00 increase
- Materials \$ 1,072.00 decrease
- Travel \$ 1,685.00 increase

This agreement has been reviewed by District Legal Counsel.


SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the amendment to Contract HI050057 with the Arizona Department of Health Services.

Superintendent 

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

Agenda Item *II.G.

	Contract Amendment		ARIZONA DEPARTMENT OF HEALTH SERVICES 1740 W. Adams Room 303 Phoenix, Arizona 85007 (602) 542-1040
	Contract No: HI050057	Amendment Three (3)	Procurement Specialist Terri Johnson

Arizona Nutrition Network

It is mutually agreed that the Contract referenced is amended as follows:

1. Replace Price Sheet, in Amendment Two (2), Page Two (2) with revised Price Sheet in Amendment Three (3) Page Two (2). The following changes shall apply:
 - a. Personnel Costs/Salary shall be decreased \$82.00;
 - b. Fringe Benefits shall be decreased \$16.00;
 - c. Contracts/Grants/Agreements shall be increased \$600.00;
 - d. Non-Capital Equipment Supplies shall be increased \$11,900.00 due to an increase in number of monthly teaching demonstrations, additional equipment and increased costs for printing and copy services;
 - e. Materials shall be decreased \$1,072.00; and
 - f. Travel shall be increased \$1,685.00 due to additional travel between sites and training costs not previously requested

All other provisions remain unchanged.

Contractor hereby acknowledges receipt and acceptance of above amendment and that a signed copy must be filed with the Procurement Office before the effective date. In accordance with A.R.S. 35-391.06, the Contractor hereby certifies that the Contractor does not have scrutinized business operations in Iran. In accordance with A.R.S. 35-393.06, the Contractor hereby certifies that the Contractor does not have any scrutinized business operations in Sudan	The above referenced Contract Amendment is hereby executed this <div style="text-align: center;"> _____ day of _____, 2010 at Phoenix, Arizona </div>
Signature / Date	
Authorized Signatory's Name and Title:	Procurement Officer:
Contractor's Name: Washington Elementary School District	



Contract Amendment

ARIZONA DEPARTMENT OF
HEALTH SERVICES
1740 W. Adams
Room 303
Phoenix, Arizona 85007
(602) 542-1040

Contract No: HI050057

Amendment Three (3)

Procurement Specialist:
Terri Johnson

Washington Elementary School District EFFECTIVE OCTOBER 1, 2010

ACCOUNT CLASSIFICATION	AMOUNT
Personnel Costs/Salary	\$ 35,766.00
Fringe Benefits	\$ 10,782.00
Contracts/Grants/Agreements	\$ 7,800.00
Non-Capital Equipment Supplies	\$ 15,400.00
Materials	\$ 43,659.00
Travel	\$ 3,135.00
Building/Space	\$ 0.00
Maintenance	\$ 0.00
Equipment and Other Capital	\$0.00
Indirect Costs	\$0.00
TOTAL	\$116,542.00

LINE ITEM BUDGET TRANSFERS

Upon receipt of written authorization from the ADHS Program Manager, the Contractor is authorized to transfer up to a maximum of 10% of the Total Budgeted Amount between line items. Transfer of funds are only allowed between funded line items. Transfers exceeding ten percent (10%) or to a non-funded line item shall require an amendment.

ALLOWED REIMBURSEMENTS

The reimbursement for the approved federal share budget shall not exceed fifty percent (50%) of the actual local share expenditures.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
 1st Reading
DATE: September 23, 2010
AGENDA ITEM: Governing Board Involvement in the Federal Relations Network (FRN)
INITIATED BY: Tee Lambert, Governing Board President SUBMITTED BY: Tee Lambert, Governing Board President
PRESENTER AT GOVERNING BOARD MEETING: Tee Lambert, Governing Board President
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BIBA

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

The National School Boards Association's (NSBA) Federal Relations Network (FRN) involves local school board members from every congressional district in the country who are committed to grassroots advocacy for public education. The ultimate goal of the FRN advocacy is to make public education a top priority of the federal government.

FRN members are appointed by their state associations to attend the FRN Conference and remain in contact with their members of Congress throughout the year to discuss NSBA's and their state association's positions on key education issues.

The 38th Annual FRN Conference will be held February 6-8, 2011 in Washington, D.C. Governing Board President Tee Lambert has been invited to participate for the upcoming year. Mrs. Lambert is seeking input from the Governing Board regarding the efficacy of the Washington Elementary School District Governing Board's participation in FRN. Depending on the direction from the Board, the travel request may be brought to the Governing Board for action as soon as registration materials are available, pursuant to Board Policy BIBA (attached).

SUMMARY AND RECOMMENDATION

Action will be at the discretion of the Governing Board.

Superintendent 

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

Agenda Item III.A.



OFFICERS
AND
DIRECTORS

PRESIDENT
Debbie King
Vail Unified

PRESIDENT ELECT
Dee Navarro
Prescott Unified

SECRETARY
Debra Scott
Sierra Vista Unified

TREASURER
Lamar Johnson
Casa Grande Elementary

IMMEDIATE PAST PRESIDENT
Robert Rice
Chandler Unified

APACHE COUNTY
Rose Martinez

COCHISE COUNTY
Carolyn Calderon

COCONINO COUNTY
Charles Wahler

GILA COUNTY
Bob Cassa

GRAHAM COUNTY
Roberta Lopez

GREENLEE COUNTY
Michael Wearne

LA PAZ COUNTY
Rudy Parker

MARICOPA COUNTY
Kevin Clayborn
Randy Schiller

MOHAVE COUNTY
William Goodale

NAVAJO COUNTY
Raymond Laughter

PIMA COUNTY
Jim Coulter
Elaine Hall

PINAL COUNTY
Irene Patino

SANTA CRUZ COUNTY
Harry Clapeck

YAVAPAI COUNTY
Karen McClelland

YUMA COUNTY
Maureen Irr

CHAIR, HISPANIC/NATIVE
AMERICAN INDIAN CAUCUS
David Esquivel

EXECUTIVE DIRECTOR
Panfilo H. Contreras

"Quality leadership and advocacy for children in public schools."
August 27, 2010

TEE LAMBERT, WASHINGTON ESD

DEAR TEE:

It is my pleasure to inform you that your dedicated service and support of public education on behalf of Arizona's school children has been recognized and you have been re-appointed this year as an official ASBA delegate to the National School Boards Association's 38th Annual Federal Relations Network Conference (FRN) Feb. 6-8, 2011, in Washington, D.C.

ASBA and the local school districts need representation in your Congressional District! ASBA will set up the appointment for your team to meet with your Congressman. As an official Delegate, ASBA will pay your conference registration fee and anticipates that your District's governing board will recognize the importance of your participation and pay your other expenses, estimated at \$2,000. You may also apply for the Barbara Robey FRN Scholarship (information enclosed) to assist with your travel costs.

The Federal Relations Network has been the backbone of NSBA's lobbying efforts on Capitol Hill for the last 30 years. The impact locally elected governing board members have on their congressmen-who serve part of the same constituency-is incalculable. **FRN members work throughout the year** by calling, faxing, emailing, writing and visiting, to develop strong relationships with federal legislators. NSBA's Office of Advocacy through Action Updates will keep you apprised of current and proposed federal legislation and regulations affecting education which will enable you to stand on the front line telling your members of Congress what will or will not work in local districts. NSBA asks you respond to "Calls to Action" that are sent out periodically. In addition, there will be a breakout session as part of the ASBA Annual Conference, Thursday, December 16, from 3:15 – 4:15 p.m., at the Biltmore Conference Center in Phoenix. The room will be listed in your conference brochure. Please be present at this important information and coordination meeting.

As part of your preparation for the actual FRN Conference in Washington, we ask that you make the following commitments:

- to attend ALL educational briefing sessions held by NSBA and ASBA at the FRN Conference, including the Sunday evening briefing/info session; Tuesday morning breakfast meeting prior to your "Day on the Hill" and the Tuesday evening Congressional reception.
- to attend all required "Day on the Hill" meetings held on Tuesday, February 6, 2011.
- as your participation as a FRN delegate is a year-long obligation, to monitor and respond accordingly to all NSBA/ASBA calls-to-action and updates bringing in as many other advocates as possible to increase the impact of the calls-to-action.
- to participate in any in-district meetings or town halls that might be held during your period of service.

ARIZONA SCHOOL BOARDS ASSOCIATION
2100 North Central Avenue, Suite 200, Phoenix, Arizona 85004 • 602.254.1100 • FAX 602.254.1177

TEE LAMBERT
FRN RE-APPOINTMENT LETTER
PAGE TWO

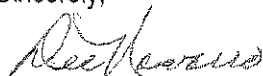
The FRN registration pamphlet will not be ready until later this month. The pamphlets come directly to ASBA and will be sent out to the Delegates as soon as they are received. ***ASBA will pay the registration fee and your Board Secretary need only indicate in the registration space that ASBA will be remitting payment.***

**Your response-either yes or no-to accept this re-appointment is needed
by Friday, September 10, 2010!**

Please contact either Panfilo H. Contreras, 602.254.1100, toll free 800.238.4701 (e-mail, pcontreras@azsba.org) or myself, Dee Navarro, 928-710.1484 (e-mail, woochen@cableone.net AND rudee@cableone.net) if you have any questions.

I look forward to your attendance at the ASBA Annual Conference at the Biltmore Conference Center in December and at the 2011 Federal Relations Network Conference in Washington D.C. in February. Thank you so much for considering once again to accept this vitally important appointment.

Sincerely,



Dee Navarro, President-Elect
Arizona School Boards Association

DN/sfs
Encl.

Cc: DR. SUSAN COOK, Superintendent

B-3300 BIBA
BOARD MEMBER CONFERENCES,
CONVENTIONS, AND
WORKSHOPS

In keeping with the need for continuing in-service training and development for its members, the Governing Board encourages the participation of all members at appropriate conferences, workshops, and conventions. However, in order to control the investment of time and funds necessary to implement this policy, the Governing Board establishes these principles and procedures for its guidance:

- The Governing Board will decide which out-of state and in-state meetings appear to be most promising in terms of producing direct and indirect benefits to the District as a Governing Board agenda item in January and July of each year.
- Funds for participation at such meetings will be budgeted on an annual basis. The Governing Board will decide which of its members would be the most appropriate to participate at a given meeting.
- When a conference, convention, or workshop is not attended by the full Governing Board, those who participate will be requested to provide a report in a timely manner at a Governing Board meeting.

Governing Board Out-of-State

Travel Authority

Governing Board members may not incur District costs for out-of-state travel/conferences that have not been approved by a majority of the Governing Board beforehand.

Governing Board In-State Travel

Governing Board members shall contact the Superintendent to register for in-state conferences.

Adopted: October 23, 2008

LEGAL REF.: A.R.S. 15-342

CROSS REF.: DKC - Expense Authorization/Reimbursement

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent X Discussion
 DATE: September 23, 2010 Information
 AGENDA ITEM: K-3 Override Plans for 2010-2011 1st Reading

INITIATED BY: Janet Sullivan, Assistant Superintendent for Academic Services
 SUBMITTED BY: Janet Sullivan, Assistant Superintendent for Academic Services

PRESENTER AT GOVERNING BOARD MEETING: Janet Sullivan, Assistant Superintendent for Academic Services

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-482

SUPPORTING DATA

Funding Source: K-3 Override Funds
 Budgeted: Yes

In May 2004, the voters approved a K-3 override for three program options: full-day kindergarten, reduced class size, and academic intervention programs. On November 3, 2009 Washington Elementary School District voters approved a continuation of this override. With the reduction in state funding for full day kindergarten programs, the K-3 override has allowed the District to continue to fund full day kindergarten programs at all twenty-seven elementary schools to more effectively meet the academic needs of kindergarten students, to assist with the acquisition of English by kindergarten students who have a primary home language other than English, and to meet the needs of parents who seek full-day programs for their children. In addition, reduced-class size and/or academic intervention programs provide additional time for K-3 children to interact with teachers/adults at some sites. The goals for each of these program options are to improve achievement in literacy and mathematics, and to promote the acquisition and retention of English for English language learners.

The school plans have been updated in the context of the three program options. The K-3 Override Program plans are provided to the Governing Board members for review.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board accept the K-3 Override plans for the 2010-2011 school year as presented.

Superintendent 

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

Agenda Item III.B.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

X	Action
X	Discussion
	Information
	1st Reading

FROM: Dr. Susan J. Cook, Superintendent

DATE: September 23, 2010

AGENDA ITEM: 2011 Arizona School Boards Association (ASBA) Political Agenda: Governing Board Priorities

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

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

Governing Board members have been asked to select the ten legislative action proposals that are the most important for Arizona School Boards Association (ASBA) to pursue in any Special Session on Education and/or the Forty-Ninth Legislature, Second Regular Session. WESD Governing Board members have provided individual responses to the ASBA Legislative priorities. The complete list of ASBA's priorities are attached (**Attachment A**).

The following priority was marked by **five** Governing Board members as evidenced by **Attachment B**:

1. Seek and support legislation that ensures that all public schools are funded and governed in a manner consistent with the Arizona Constitution's requirement of a general and uniform public school system, so that substantial disparities in the treatment of schools are not created by the law.

The following priorities were marked by **three** Governing Board members as evidenced by **Attachment B**:

2. Advocate the repeal of performance labels to A-F letter grades.
3. Seek and support the reenactment and funding of voluntary, full-day kindergarten.

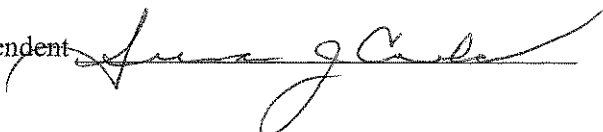
The following priorities were marked by **two** Governing Board members as evidenced by **Attachment B**:

4. Seek and support legislation that adequately encourages, assists and financially supports the curriculum and instructional needs of Arizona's public schools to ensure college and career readiness of all students.
5. Advocate for preservation of community governance of school districts through elected representation and oppose efforts to erode the authority of governing boards.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board determine the legislative action priorities that will be submitted to ASBA on or before October 1, 2010.

Assistant Superintendent



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

Agenda Item III.C.

2011 Arizona School Boards Association (ASBA) Political Agenda: Governing Board Priorities

September 23, 2010

Page 2

6. Seek and support legislation to ensure that all schools receiving public funds are equally accountable financially to the public by complying with conflict of interest laws. Further, efforts to create charter funding systems are transparent, do not allow comingling of funds, and reverts all public funds and property to the state, if a charter school ceases to operate or loses its charter.
7. Advocate for a complete revision of the school finance formula.
8. Seek and support legislation to adequately fund English Language Learners.
9. Seek and support legislation to fully fund excess utility costs inside the Revenue Control Limit (RCL).
10. Oppose any legislation to impose mandatory collective bargaining as a method of determining salaries and working conditions for employees.

ASBA is asking the Governing Board to come to consensus as to the priorities so that they may be submitted by October 1, 2010.



Arizona School Boards Association

2011 POLITICAL AGENDA PRIORITIES

As a governing board, please select the ten (10) legislative action proposals your school district believes are the most important ones for ASBA to pursue in any Special Session on Education and/or in the Fiftieth Legislature, First Regular Session. PLEASE RETURN TO ASBA BY THE CLOSE OF BUSINESS OCTOBER 1, 2010. They will be compiled to determine ASBA's Top Ten Priorities. Thank you much.

I. ADVOCACY FOR CHILDREN AND STUDENT NEEDS

- ☐ 1. Seek and support legislation that adequately encourages, assists and financially supports the curriculum and instructional needs of Arizona's public schools to ensure college and career readiness of all students.
- ☐ 2. Seek and support legislation to increase mandatory school attendance requirements until graduation-level competency has been reached or until 18 years of age.
- ☐ 3. Oppose efforts to undermine the authority of Arizona Interscholastic Association and its members to determine eligibility for student participation in interscholastic activities.
- ☐ 4. Seek and support legislation or initiatives that will fund programs to prepare and support children and families for success in public schools.
- ☐ 5. Oppose efforts to curtail communications, not including instruction, in a language other than English for students, parents and other constituents and advocate for ADE to publish critical items intended for parent distribution in Spanish as well as English.

- ☐ 6. Seek and support legislation that amends A.R.S. 15-756(A) to provide for an identification process that includes a primary home language determination for classification as English Language Learner for pupils in those districts with corrective action agreements for English Language Learner programs with the Office of Civil Rights.
- ☐ 7. Oppose efforts to dismantle First Things First.
- ☐ 8. Oppose legislation to require school districts to report or determine the immigration status of students.

II. LOCAL CONTROL/GOVERNANCE

- ☐ 1. Advocate for preservation of community governance of school districts through elected representation and oppose efforts to erode the authority of governing boards.
- ☐ 2. Oppose unfunded and burdensome legislative mandates.
- ☐ 3. Oppose any effort not initiated by local school districts, through their governing boards or voters, to consolidate or unify school districts.
- ☐ 4. Seek and support legislation that ensures that all public schools are funded and governed in a manner consistent with the Arizona Constitution's requirement of a general and uniform public school system, so that substantial disparities in the treatment of schools are not created by the law.
- ☐ 5. Oppose legislation that would limit district control of performance pay for teachers under the Classroom Site Fund, while acknowledging statewide best practices as demonstrated by the Performance Pay Task Force.
- ☐ 6. Advocate the consistent treatment of school districts with other political subdivisions and governing board members with other elected public officials in matters of general governance, open meeting law, and public records law.
- ☐ 7. Seek and support changes to law regarding elections and school district resources that clearly articulate free speech rights of both school employees and school board members.

- ☐ 8. Oppose efforts by tribal governments to assume authority that now rests with school district governing boards.
- ☐ 9. Advocate that the Legislature revise A.R.S. 15-424(D) to allow candidates in an uncontested election, which has been cancelled, to be declared duly elected by the supervisors of that county rather than appointed.
- ☐ 10. Oppose requiring school districts to adopt the city/manager model.
- ☐ 11. Seek and support a change to student enrollment laws that would allow a school district to honor a disciplinary action of a student from another district when enrolling that student.
- ☐ 12. Seek and support a school district's ability to procure utilities through competitive pricing and providers.
- ☐ 13. Advocate for flexibility in utilizing both days of instruction and minutes of instruction over the course of the year rather than required 60 minute periods of instruction per day to provide flexibility in scheduling for school districts.
- ☐ 14. Seek and support Legislation that provides Governing Boards with flexibility in committing and prioritizing the use of education funds.

III. ACCOUNTABILITY

- ☐ 1. Seek and support the continued re-evaluation and refinement of the Arizona Instrument to Measure Standards.
- ☐ 2. Seek and support legislation to ensure that all schools receiving public funds are equally accountable financially to the public by complying with conflict of interest laws. Further, efforts to create charter funding systems are transparent, do not allow comingling of funds, and reverts all public funds and property to the state, if a charter school ceases to operate or loses its charter.
- ☐ 3. Advocate for the adoption of a single software package for student accounting and data collection (ADM, address, phone, etc.) for the entire state of Arizona, the cost of implementation to be funded and provided to each district by the state.

- ☐ 4. Advocate for continued local control of school improvement plans created and implemented for underperforming schools.
- ☐ 5. Oppose efforts to require verification of free and reduced lunch applications beyond federal guidelines.
- ☐ 6. Advocate a change to the Arizona Constitution to state that the State Superintendent of Public Instruction meets the same qualifications as all other local school district superintendents and that the Superintendent of Public Instruction be employed by the State and appointed by the Arizona State Board of Education.
- ☐ 7. Seek and support legislation to allow school districts and property owners to reach a solution to the Pesticide Covenant as it relates to new school sites.
- ☐ 8. Encourage the Arizona Department of Education to conduct research to determine the N number that is statistically valid.
- ☐ 9. Seek and support legislation which creates greater flexibility in procurement policies and procedures as they apply to rural districts.
- ☐ 10. Seek and support the implementation of assessment tools to measure college and career readiness.
- ☐ 11. Advocate for local governance of persistently low-performing schools and support other interventions as a last resort.
- ☐ 12. Advocate the repeal of performance labels to A-F letter grades.
- ☐ 13. Support legislation that accurately, consistently and fairly measures the academic performance of individual schools and the district as a whole.

IV. TAXATION/REVENUES

- ☐ 1. Advocate structural change to Arizona's tax system through legislation or initiative to support a competitive business climate and funding for public education and other child support services and oppose any change to the existing property tax structure unless a comprehensive tax reform proposal is implemented to adequately address the needs of public education.

- ☐ 2. Oppose any legislation that prohibits local school district governing boards from supplementing state funding and budget provisions through M&O and flexible capital overrides as well as bond authorizations.
- ☐ 3. Oppose, or advocate the repeal of, any legislation that results in the direct or indirect use of public funds to support private schools, including school vouchers and tax credits.
- ☐ 4. Seek and support legislation to clarify A.R.S. 15-915 and require ADE to provide the commensurate state aid revenue to districts that lose assessed value regardless of the cause of the reduction so that there is no loss of revenue to the district.
- ☐ 5. Seek and support efforts that would serve to maximize and increase the earnings of the school trust lands for the benefit of K-12 public education.
- ☐ 6. Seek and support legislation to ensure all property owners in the state of Arizona are paying the full qualifying tax rate to support education.
- ☐ 7. Seek and support legislation that allows the use of M&O interest for current year budget increases for technology maintenance and training.
- ☐ 8. Oppose, or advocate the repeal of, any measure that would require a two-thirds vote or supermajority to increase state or local revenues.
- ☐ 9. Oppose efforts to permanently repeal the state equalization assistance rate.
- ☐ 10. Oppose Arizona's Proposition 13 initiative.
- ☐ 11. Oppose the various Taxpayer Bill of Rights (TABOR) legislation.
- ☐ 12. Oppose efforts to undercut voter-approved measures.
- ☐ 13. Seek and support legislation to exempt public schools from municipal impact fees.
- ☐ 14. Allow school districts an appeals process to seek correction of census estimates.

- ☐ 15. Seek and support legislation to permanently address the Constitutional Aggregate Expenditure Limit formula.
- ☐ 16. Advocate for a review of all proposed legislative mandates to ensure any new requirements will have an identified funding stream.
- ☐ 17. Seek and support legislation requiring the Arizona State Legislature to pass a state budget for the ensuing fiscal year no later than April 1 of the previous fiscal year.
- ☐ 18. Seek and support legislation to provide for direct reimbursement, grants, and/or other incentives to schools for energy efficiencies.
- ☐ 19. Advocate that the Legislature modify the current freeze on the acquisition of school sites to allow acquisition of sites from the School Facilities Board or school district on State Trust Land according to the Arizona Constitution highest and best use provision.
- ☐ 20. Advocate to allow the purchase of equipment with bond money.
- ☐ 21. Seek and support state funding for any tax judgments that are due to inaccurate rate settings by a county or state.
- ☐ 22. Equalize the length of time a School District has to sell voter-approved bonds to that of Arizona's Cities and Towns. This action would be applicable to all current and future bond authorizations.
- ☐ 23. Strike the bond indebtedness limits found in Arizona statutes so that districts may utilize the limits found in Arizona's Constitution.
- ☐ 24. Advocate the Legislature change the designation of "override" elections to "local effort" elections and adjust other language in the law suggesting that these elections provide "extra" funding.

V. FUNDING

- ☐ 1. Advocate for a complete revision of the school finance formula.
- ☐ 2. Seek and support legislation that addresses issues related to the implementation of Students FIRST.

- ☐ 3. Seek and support full funding for voluntary educational preschool programs and oppose any effort from federal or state bodies or agencies to require preschool in the state of Arizona on a mandatory basis.
- ☐ 4. Seek and support legislation that would assist districts declining at a rate of less than 5% over consecutive (2% or more) years to have the same fiscal assistance as those with a 5% or more decline in one year.
- ☐ 5. Seek and support legislation to adequately fund English Language Learners.
- ☐ 6. Continue to work with the legislature to ensure full funding for inflation, especially in years in which the rate of inflation is greater than 2 percent and vigorously oppose at the legislature and in the courts any attempts to not fully fund at least the 2 percent inflation factor as approved by the voters in Proposition 301 (2000).
- ☐ 7. Oppose legislation that takes away district authority to comply with federal desegregation court orders and Office of Civil Rights agreements.
- ☐ 8. Seek and support legislation to fully fund excess utility costs inside the Revenue Control Limit (RCL).
- ☐ 9. Oppose any effort to divert Medicaid in Public Schools (MIPS) reimbursement dollars from school districts to the state general fund.
- ☐ 10. Advocate for the continuation of funding career and technical education at both the State and Federal levels.
- ☐ 11. Oppose any measure that would require a certain percentage of district budgets be allocated to classroom expenditures, as defined by the State Auditor General, with the recognition that some "outside the classroom" expenditures directly benefit classroom learning of students.
- ☐ 12. Seek and support legislation that enables Joint Technological Education Districts (JTEDs) -- including all verbiage from items a through d.
- ☐ 13. Seek and support legislation to eliminate the Budget Balance Carry Forward limit in the M&O funding calculation.
- ☐ 14. Seek and support funding of programs that are proven to enhance school safety, including, but not limited to gang and drug prevention programs.

- ☐ 15. Seek and support legislation that would move the determination of the construction inflation costs from the Joint Legislative Budget Committee to the School Facilities Board.
- ☐ 16. Advocate for full state funding of Arizona State Retirement System employer contribution increases.
- ☐ 17. Oppose any mandatory increase in calendar days.
- ☐ 18. Encourage legislation to provide funding for school districts to cover the cost of elections that are state mandated.
- ☐ 19. Seek and support legislation that will increase the Soft Capital and Unrestricted Capital funding levels by a percentage corresponding to the annual increases received in the M&O budget since 1998-99.
- ☐ 20. Seek and support efforts to create a statewide database of digital content to be used in the classroom to enhance student achievement while lowering costs.
- ☐ 21. Seek and support funding to hold harmless for any loss of revenue and to cover transitional costs associated with district approved unification efforts.
- ☐ 22. Encourage legislation which requires the state to pay 100% of the cost of the Structured English Immersion model to districts to implement the program.
- ☐ 23. Seek and support the reenactment and funding of voluntary, full-day kindergarten.

VI. PERSONNEL

- ☐ 1. Seek and support legislation that provides increased funding for school personnel salaries.

- ☐ 2. Seek and support legislation providing all school districts with 5.5% in revenue to fund a Career Ladder program or other locally-determined professional development program or other state or federal system that promotes or rewards teacher individual performance, including merit pay.
- ☐ 3. Oppose any legislation that would further restrict the local board's ability to terminate non-certificated personnel.
- ☐ 4. Oppose any legislation to impose mandatory collective bargaining as a method of determining salaries and working conditions for employees.
- ☐ 5. Oppose any legislative attempts to reduce the governing board's authority to use lawful forms of affirmative action.
- ☐ 6. Seek and support legislation that prevents the award of unemployment compensation to substitute teachers and other substitute employees.
- ☐ 7. Seek and support legislation providing that the school district may require medical or psychological examination of an employee by a physician of the board's choosing and at the district's expense.
- ☐ 8. Seek and support legislation to relieve school districts of the duty to hire a teacher who chooses to leave the district to teach in a charter school and later wishes to return to the district.
- ☐ 9. Expand existing programs for the provision of instruction from proficient teachers through technological means such as interactive classes, video, video-conferencing, or computerized, on-line classroom settings to offset shortages in prioritized areas of math, science, reading and languages, in multiple school districts.
- ☐ 10. Encourage legislation to provide additional funding to help low income and small rural/isolated schools, as well as for high-need subject areas, to attract and retain highly qualified teachers.
- ☐ 11. Encourage legislation which allows public colleges and universities to offer a tuition discount to teachers who need to meet the NCLB criteria for becoming "highly qualified" and continue to teach in schools that have a high concentration of economically disadvantaged students.
- ☐ 12. Seek and support legislation that would set a mandatory minimum contribution rate for the Arizona State Retirement System that would be

based on historical averages and prevent large variant increases or decreases from year to year.

- ☐ 13. Encourage the development of a comprehensive professional education certification system to establish an independent Professional Licensing Board.
- ☐ 14. Initiate a change to current legislation which will allow for the superintendent evaluation to be confidential and not public record similar to the A.R.S. 15-537 regarding teacher evaluations.
- ☐ 15. Seek and support a quality school personnel evaluation framework, with student achievement comprising a significant portion.
- ☐ 16. Advocate for flexibility with regard to Highly Qualified regulations.

VII. FEDERAL CONCERNS

- ☐ 1. Advocate for increasing the federal investment in public education to meet the federally-imposed mandates and subsequent cost increases for special education (IDEA) and implementation of the No Child Left Behind (NCLB)/Elementary and Secondary Education Act (ESEA).
- ☐ 2. Advocate for the following changes in the new reauthorization of the federal No Child Left Behind Act/Elementary and Secondary Education Act (ESEA).
- ☐ 3. Urge the Arizona congressional delegation to ensure that adequate federal funds are available to support and sustain federally initiated supplemental programs such as Title 1, Title 2 and gifted programs as well as federally mandated programs.
- ☐ 4. Advocate for the continuation of full funding for federal impact aid for Group A and Group B students through Public Law 81-874 and for increased funding for school construction through Public Law 81-815.
- ☐ 5. Encourage legislation that would direct disbursement of forest fees and payment in lieu of taxes on all federal land on a formula basis whereby a minimum of fifty percent would be distributed to the public schools in the county.

- ☐ 6. Seek and support legislation that makes student/parent collegiate grant and loan programs more accessible and affordable.
- ☐ 7. Urge the codification of Congressional intent to firmly establish Medicaid responsibility for IDEA activities and direct medical services while recognizing that school-based Medicaid programs are good fiscal policy.
- ☐ 8. Ensure that the E-Rate is continued, making advanced telecommunications services affordable for the nation's schools and libraries.
- ☐ 9. Defeat all federal voucher and tuition tax subsidy proposals that result in public funds supporting private K-12 institutions.
- ☐ 10. Seek and support legislation aligning the Higher Education Act with NCLB/ESEA to ensure a pool of highly qualified teachers.
- ☐ 11. Seek and support developmentally appropriate early education standards for Head Start that are aligned with state academic content standards and reflective of the expectations of local schools.
- ☐ 12. Seek and support legislation that resolves the conflict between federal laws to ensure equal opportunity of disabled students.
- ☐ 13. Advocate for the distribution of additional State Fiscal Stabilization Funds to mitigate education personnel layoffs.
- ☐ 14. Support Arizona's efforts to apply and implement its Race to the Top plan.
- ☐ 15. Support federal grants to enhance school district innovation and further student success.
- ☐ 16. Advocate Arizona maximize opportunities to receive federal matching monies for all education-related issues.



Arizona School Boards Association's 2010 POLITICAL AGENDA PRIORITIES

FINAL STATUS REPORT

1. Seek legislation that adequately encourages, assists and financially supports the curriculum and instructional needs of Arizona's public schools to ensure college and career readiness of all students. **(ADVOCACY FOR CHILDREN AND STUDENT NEEDS)**

PLAN OF ACTION: Work with policy makers, the Governor, and other regulatory bodies to ensure that a hybrid of revenue enhancements and cuts are implemented to minimize the impact to K-12 education students. To that end, ASBA has commissioned an update of the 2004 Tax Study to determine, in a revenue neutral manner, the best way to redesign Arizona's tax system. At the same time, ASBA has directed scenarios, if revenues were increased, how it would be best to do it to ensure stability, fairness, and competitiveness for the State's future. In the regulatory arena, ASBA remains active with the State Board of Education, where a number of policy issues (alternative certification, AZ Learns criteria changes, etc.) continue to be discussed and implemented. The American Reinvestment and Recovery Act (the federal stimulus) has provided an opportunity for Arizona to delve into four critical areas to support our students' success. ASBA will continue to play an active role in the Governor's P-20 Coordinating Council's Task Forces as we apply for the Race to the Top funding and work to implement the stated goals. Last, ASBA's advocacy efforts have ramped up this fall and will continue into the New Year. This is only the first of our efforts to support our legislative efforts with the best advocates of all – you!

→FINAL STATUS REPORT:

- Played a key role in the overwhelming success of the Proposition 100 1-cent sales tax campaign (2/3 of revenue to K-12 education) through active participation on the campaign committee and statewide grassroots efforts.
- Worked with legislative leadership and staff to pass HB 2227 (Chapter 98, Laws 2010) to ensure the important personnel changes (allowing more flexibility in teacher retention and recall, salaries and contracts) made in the previous legislative session remained good law.
- Participated in discussions surrounding the four assurance areas of Phase 1 and Phase 2 of Arizona's Race to the Top Applications.
- Worked with Representative Rich Crandall on HB 2731 (Chapter 333, Laws 2010) and HB 2732 (Chapter 296, Laws 2010) to ensure Move on When Ready and Move on When Reading promote high standards for all students with an emphasis on college and career readiness while retaining some flexibility at the local school district governing board level.
- Worked with legislative leadership and State Board of Education members to pass HB 2298 (Chapter 49, Laws 2010) and board rules expanding opportunities for alternative teacher and administrator preparation programs.



Arizona School Boards Association's

2010 POLITICAL AGENDA PRIORITIES

FINAL STATUS REPORT—Page 2

2. Advocate for preservation of community governance of school districts through elected representation and oppose efforts to erode the authority of governing boards. **(LOCAL CONTROL/GOVERNANCE)**

PLAN OF ACTION: Work to oppose any mandated dollar amount that districts must spend in the classroom, while educating legislators and the public on the diverse needs each district has, and thus, the differential in where dollars are spent.

→FINAL STATUS REPORT:

- Implemented a media and membership strategy surrounding the release of the Auditor General's Dollars in the Classroom Report to provide clarification and detail regarding how Arizona public schools utilize resources to provide a high-quality education for students.
- Engaged in discussions with legislative staff and State Board of Education leadership on potential reforms to the financial receivership process (HB 2787) to increase fairness and flexibility for school districts.

3. Oppose unfunded legislative mandates and advocate for the removal of overly restrictive regulations. **(LOCAL CONTROL/GOVERNANCE)**

PLAN OF ACTION: Introduce an administrative reduction bill to continue to lessen the administrative burdens on our local districts, while also reinstating those local decisions to the local level.

→FINAL STATUS REPORT:

- Worked with both Education Committee Chairs on HB 2725 (Chapter 332, Laws 2010) to reduce administrative burdens on school districts and remove unnecessary restrictions.

4. Continue to work with the legislature to ensure full funding for inflation, especially in years in which the rate of inflation is greater than two percent and vigorously oppose at the legislature and in the courts any attempts to not fully fund at least the two percent inflation factor as approved by the voters in Proposition 301 (2000). **(FUNDING)**

PLAN OF ACTION: Focus on ensuring the 2% inflation factor is applied across the board in the FY11 budget with some flexibility in lump sum reductions. Further, ASBA will vigorously oppose efforts to undermine voter-approved measures, which created this 2%inflation factor.

→FINAL STATUS REPORT:

- Sent an email to all legislators explaining ASBA's position that Proposition 301 requires funding the 2% inflation factor across the board, not just applied to the transportation support level while providing the suggestion of funding the 2% across the board and then making additional revenue reductions of the same amount, thus providing a revenue neutral option.
- Leading effort to challenge action of Legislature in failing to fully fund inflation under Prop. 301 by: working with and funding effort by Attorney Don Peters in advance of filing suit; bringing together education stakeholders, including ASBA member districts, as partners in litigation effort; and providing legislative history and assistance to Don Peters in pursuing the suit.



Arizona School Boards Association's

2010 POLITICAL AGENDA PRIORITIES

FINAL STATUS REPORT—Page 3

5. Oppose any legislation that results in the direct or indirect use of public funds to support private schools, including school vouchers and tax credits. **(TAXATION/REVENUES)**

PLAN OF ACTION: Continue to oppose the continuance of private school tax credits; absent repeal or legal invalidation of program, introduce legislation to provide more transparency in the student tuition organization individual and corporate tax credit for private schools. Oppose any efforts to expand the credits.

→FINAL STATUS REPORT:

- Participated in the work of two task forces created to review private school income tax credits.
- Actively opposed legislation aimed at expanding private school tax credits and/or removing accountability provisions.
- Worked with other stakeholders and legislators to amend HB 2664 (Chapter 293, Laws 2010) to remove the increase for the allowable tax credit amount except for an inflationary increase.
- Continued to support litigation effort in federal appellate courts to challenge constitutionality of individual tax credits in the manner in which they operate under the First Amendment's Establishment Clause.

6. Seek legislation that provides increased funding for school personnel salaries. **(PERSONNEL)**

PLAN OF ACTION: Due to the budget shortfall, additional personnel salaries are not realistic. However, there does exist a need to provide the necessary compensation for teachers and administrative staffs to ensure the most qualified leaders are in our public schools. To that end, we will work this year to educate legislators and the public on our administrative needs to set the groundwork for years when the state budget is healthier. Further, ASBA continues to be intimately involved in trust land reform negotiations to better maximize our trust lands that benefit mostly teacher salaries. In addition, we will work to put our members and the state in the best position to receive one of the Race to the Top grants which may provide additional resources for targeted teacher compensation.

→FINAL STATUS REPORT:

- Actively participated in both Phase 1 and Phase 2 of Arizona's Race to the Top Applications to pursue additional resources for school personnel.
- Worked with Stand for Children and legislative staff to pass SB 1040 (Chapter 297, Laws 2010) focused on developing a model framework through the State Board of Education for teacher and principal evaluations to ensure top-performing personnel are rewarded and retained.
- Ongoing collaboration with ASA to develop best practices for teacher evaluations.

7. Advocate for a complete revision of the school finance formula. **(FUNDING)**

PLAN OF ACTION: ASBA continues to participate in the ABEC School Finance Project, in which the eight principles have been adopted by the Board and efforts are now underway to strategize its implementation. (However, we do not endorse all of the preliminary recommendations of the Project.) Further, ASBA's tax study should prove useful if funds are needed to fulfill the newly-revised school finance formula. (Cont'd. next page.)



Arizona School Boards Association's 2010 POLITICAL AGENDA PRIORITIES

FINAL STATUS REPORT—Page 4

7. (Cont'd.)

→FINAL STATUS REPORT:

- Continued work with ABEC's School Finance Project including implementing a public vetting strategy.
- Completed an update to ASBA's 2004 tax study with ASU researchers with plans to educate members and key policymakers on the results and implementation efforts for the 2011 Legislative Session.

8. Seek and support legislation requiring the Arizona State Legislature to pass a state budget for the ensuing fiscal year no later than April 1 of the previous fiscal year. **(TAXATION/REVENUES)**

PLAN OF ACTION: Introduce legislation to require this in the form of a referendum (which would be required due to constitutional concerns).

→FINAL STATUS REPORT:

- Worked with Representative Rae Waters to introduce HB 2761 to require by April 1 the Legislature pass the budget for the Department of Education for the next fiscal year.

9. Oppose any effort that does not allow local school districts, through their governing boards and voters, to both initiate and decide for themselves efforts to consolidate or unify their districts.

(LOCAL CONTROL/GOVERNANCE)

PLAN OF ACTION: Ensure the legislature leaves these decisions to local governing boards, while also working to incentivize those local districts wishing to do so.

→FINAL STATUS REPORT:

- Worked to prevent any legislation that would force unification or consolidation of school districts.
- Implemented an effective grassroots alert to ASBA members and other interested parties to prevent a potential amendment proposing another election on previously decided unification and consolidation issues.

10. Support the continued re-evaluation and refinement of the Arizona Instrument to Measure Standards (AIMS). **(ACCOUNTABILITY)**

PLAN OF ACTION: Continue to actively monitor and participate through testimony, research and collaboration with the State Board of Education and Governor's P-20 Coordinating Council to ensure students are learning the standards, while at the same time, ensuring students and schools are treated fairly in the accountability portion. There may also be an effort to create an AIMS Task Force II to focus on college and career readiness, which ASBA will also take an active role in following.

→FINAL STATUS REPORT:

- Monitored the work of the State Board of Education on their processes to review AIMS scores, establish revised standards and performance level standards.
- Worked with the P-20 Coordinating Council's Standards and Assessments Task Force to discuss possible AIMS revisions in-line with Arizona's RTTT application.

**Arizona School Boards Association
2011 POLITICAL AGENDA PRIORITIES**

As a governing board, please select the ten (10) legislative action proposals your school district believes are the most important ones for ASBA to pursue in any Special Session on Education and/or in the Fiftieth Legislature, First Regular Session. PLEASE RETURN TO ASBA BY THE CLOSE OF BUSINESS OCTOBER 1, 2010. They will be compiled to determine ASBA's Top Ten Priorities. Thank you much.

I. ADVOCACY FOR CHILDREN AND STUDENT NEEDS

☒ 1. Seek and support legislation that adequately encourages, assists and financially supports the curriculum and instructional needs of Arizona's public schools to ensure college and career readiness of all students.

BA, AJ

☐ 2. Seek and support legislation to increase mandatory school attendance requirements until graduation-level competency has been reached or until 18 years of age.

☐ 3. Oppose efforts to undermine the authority of Arizona Interscholastic Association and its members to determine eligibility for student participation in interscholastic activities.

☐ 4. Seek and support legislation or initiatives that will fund programs to prepare and support children and families for success in public schools.

☐ 5. Oppose efforts to curtail communications, not including instruction, in a language other than English for students, parents and other constituents and advocate for ADE to publish critical items intended for parent distribution in Spanish as well as English.

☒ 6. Seek and support legislation that amends A.R.S. 15-756(A) to provide for an identification process that includes a primary home language determination for classification as English Language Learner for pupils in those districts with corrective action agreements for English Language Learner programs with the Office of Civil Rights. **CG**

☒ 7. Oppose efforts to dismantle First Things First. **CM**

☒ 8. Oppose legislation to require school districts to report or determine the immigration status of students. **CM**

II. LOCAL CONTROL/GOVERNANCE

- ☒ 1. Advocate for preservation of community governance of school districts through elected representation and oppose efforts to erode the authority of governing boards. **TL, CM**
- ☒ 2. Oppose unfunded and burdensome legislative mandates. **CM**
- ☐ 3. Oppose any effort not initiated by local school districts, through their governing boards or voters, to consolidate or unify school districts.
- ☒ 4. Seek and support legislation that ensures that all public schools are funded and governed in a manner consistent with the Arizona Constitution's requirement of a general and uniform public school system, so that substantial disparities in the treatment of schools are not created by the law. **BA, CG, AJ, TL, CM**
- ☒ 5. Oppose legislation that would limit district control of performance pay for teachers under the Classroom Site Fund, while acknowledging statewide best practices as demonstrated by the Performance Pay Task Force. **CM**
- ☐ 6. Advocate the consistent treatment of school districts with other political subdivisions and governing board members with other elected public officials in matters of general governance, open meeting law, and public records law.
- ☐ 7. Seek and support changes to law regarding elections and school district resources that clearly articulate free speech rights of both school employees and school board members.
- ☐ 8. Oppose efforts by tribal governments to assume authority that now rests with school district governing boards.
- ☐ 9. Advocate that the Legislature revise A.R.S. 15-424(D) to allow candidates in an uncontested election, which has been cancelled, to be declared duly elected by the supervisors of that county rather than appointed.
- ☐ 10. Oppose requiring school districts to adopt the city/manager model.
- ☐ 11. Seek and support a change to student enrollment laws that would allow a school district to honor a disciplinary action of a student from another district when enrolling that student.
- ☐ 12. Seek and support a school district's ability to procure utilities through competitive pricing and providers.

☒ 13. Advocate for flexibility in utilizing both days of instruction and minutes of instruction over the course of the year rather than required 60 minute periods of instruction per day to provide flexibility in scheduling for school districts. **CM**

☒ 14. Seek and support Legislation that provides Governing Boards with flexibility in committing and prioritizing the use of education funds. **AJ**

III. ACCOUNTABILITY

☐ 1. Seek and support the continued re-evaluation and refinement of the Arizona Instrument to Measure Standards.

☒ 2. Seek and support legislation to ensure that all schools receiving public funds are equally accountable financially to the public by complying with conflict of interest laws. Further, efforts to create charter funding systems are transparent, do not allow comingling of funds, and reverts all public funds and property to the state, if a charter school ceases to operate or loses its charter. **AJ, CM**

☐ 3. Advocate for the adoption of a single software package for student accounting and data collection (ADM, address, phone, etc.) for the entire state of Arizona, the cost of implementation to be funded and provided to each district by the state.

☐ 4. Advocate for continued local control of school improvement plans created and implemented for underperforming schools.

☒ 5. Oppose efforts to require verification of free and reduced lunch applications beyond federal guidelines. **CM**

☒ 6. Advocate a change to the Arizona Constitution to state that the State Superintendent of Public Instruction meets the same qualifications as all other local school district superintendents and that the Superintendent of Public Instruction be employed by the State and appointed by the Arizona State Board of Education. **AJ**

☐ 7. Seek and support legislation to allow school districts and property owners to reach a solution to the Pesticide Covenant as it relates to new school sites.

☐ 8. Encourage the Arizona Department of Education to conduct research to determine the N number that is statistically valid.

☐ 9. Seek and support legislation which creates greater flexibility in procurement policies and procedures as they apply to rural districts.

- ☐ 10. Seek and support the implementation of assessment tools to measure college and career readiness.
- ☐ 11. Advocate for local governance of persistently low-performing schools and support other interventions as a last resort.
- ☒ 12. Advocate the repeal of performance labels to A-F letter grades.

CG, AJ, CM

- ☒ 13. Support legislation that accurately, consistently and fairly measures the academic performance of individual schools and the district as a whole.

BA

IV. TAXATION/REVENUES

- ☒ 1. Advocate structural change to Arizona's tax system through legislation or initiative to support a competitive business climate and funding for public education and other child support services and oppose any change to the existing property tax structure unless a comprehensive tax reform proposal is implemented to adequately address the needs of public education.

BA, AJ

- ☒ 2. Oppose any legislation that prohibits local school district governing boards from supplementing state funding and budget provisions through M&O and flexible capital overrides as well as bond authorizations. **CM**
- ☐ 3. Oppose, or advocate the repeal of, any legislation that results in the direct or indirect use of public funds to support private schools, including school vouchers and tax credits.
- ☐ 4. Seek and support legislation to clarify A.R.S. 15-915 and require ADE to provide the commensurate state aid revenue to districts that lose assessed value regardless of the cause of the reduction so that there is no loss of revenue to the district.
- ☐ 5. Seek and support efforts that would serve to maximize and increase the earnings of the school trust lands for the benefit of K-12 public education.
- ☐ 6. Seek and support legislation to ensure all property owners in the state of Arizona are paying the full qualifying tax rate to support education.
- ☐ 7. Seek and support legislation that allows the use of M&O interest for current year budget increases for technology maintenance and training.
- ☐ 8. Oppose, or advocate the repeal of, any measure that would require a two-thirds vote or supermajority to increase state or local revenues.

- ☐ 9. Oppose efforts to permanently repeal the state equalization assistance rate.
- ☐ 10. Oppose Arizona's Proposition 13 initiative.
- ☒ 11. Oppose the various Taxpayer Bill of Rights (TABOR) legislation. **AJ**
- ☒ 12. Oppose efforts to undercut voter-approved measures. **CG**
- ☐ 13. Seek and support legislation to exempt public schools from municipal impact fees.
- ☐ 14. Allow school districts an appeals process to seek correction of census estimates.
- ☐ 15. Seek and support legislation to permanently address the Constitutional Aggregate Expenditure Limit formula.
- ☐ 16. Advocate for a review of all proposed legislative mandates to ensure any new requirements will have an identified funding stream.
- ☐ 17. Seek and support legislation requiring the Arizona State Legislature to pass a state budget for the ensuing fiscal year no later than April 1 of the previous fiscal year.
- ☐ 18. Seek and support legislation to provide for direct reimbursement, grants, and/or other incentives to schools for energy efficiencies.
- ☐ 19. Advocate that the Legislature modify the current freeze on the acquisition of school sites to allow acquisition of sites from the School Facilities Board or school district on State Trust Land according to the Arizona Constitution highest and best use provision.
- ☐ 20. Advocate to allow the purchase of equipment with bond money.
- ☐ 21. Seek and support state funding for any tax judgments that are due to inaccurate rate settings by a county or state.
- ☐ 22. Equalize the length of time a School District has to sell voter-approved bonds to that of Arizona's Cities and Towns. This action would be applicable to all current and future bond authorizations.
- ☐ 23. Strike the bond indebtedness limits found in Arizona statutes so that districts may utilize the limits found in Arizona's Constitution.
- ☐ 24. Advocate the Legislature change the designation of "override" elections to "local effort" elections and adjust other language in the law suggesting that these elections provide "extra" funding.

V. FUNDING

- ☒ 1. Advocate for a complete revision of the school finance formula.

BA, TL

- ☐ 2. Seek and support legislation that addresses issues related to the implementation of Students FIRST.

- ☐ 3. Seek and support full funding for voluntary educational preschool programs and oppose any effort from federal or state bodies or agencies to require preschool in the state of Arizona on a mandatory basis.

- ☐ 4. Seek and support legislation that would assist districts declining at a rate of less than 5% over consecutive (2% or more) years to have the same fiscal assistance as those with a 5% or more decline in one year.

- ☒ 5. Seek and support legislation to adequately fund English Language Learners. **CG, TL**

- ☒ 6. Continue to work with the legislature to ensure full funding for inflation, especially in years in which the rate of inflation is greater than 2 percent and vigorously oppose at the legislature and in the courts any attempts to not fully fund at least the 2 percent inflation factor as approved by the voters in Proposition 301 (2000). **CG**

- ☐ 7. Oppose legislation that takes away district authority to comply with federal desegregation court orders and Office of Civil Rights agreements.

- ☒ 8. Seek and support legislation to fully fund excess utility costs inside the Revenue Control Limit (RCL). **AJ, TL**

- ☒ 9. Oppose any effort to divert Medicaid in Public Schools (MIPS) reimbursement dollars from school districts to the state general fund. **CG**

- ☐ 10. Advocate for the continuation of funding career and technical education at both the State and Federal levels.

- ☒ 11. Oppose any measure that would require a certain percentage of district budgets be allocated to classroom expenditures, as defined by the State Auditor General, with the recognition that some "outside the classroom" expenditures directly benefit classroom learning of students.

CG

- ☐ 12. Seek and support legislation that enables Joint Technological Education Districts (JTEDs) -- including all verbiage from items a through d.

- ☐ 13. Seek and support legislation to eliminate the Budget Balance Carry Forward limit in the M&O funding calculation.

- ☐ 14. Seek and support funding of programs that are proven to enhance school safety, including, but not limited to gang and drug prevention programs.
- ☐ 15. Seek and support legislation that would move the determination of the construction inflation costs from the Joint Legislative Budget Committee to the School Facilities Board.
- ☐ 16. Advocate for full state funding of Arizona State Retirement System employer contribution increases.
- ☐ 17. Oppose any mandatory increase in calendar days.
- ☐ 18. Encourage legislation to provide funding for school districts to cover the cost of elections that are state mandated.
- ☐ 19. Seek and support legislation that will increase the Soft Capital and Unrestricted Capital funding levels by a percentage corresponding to the annual increases received in the M&O budget since 1998-99.
- ☐ 20. Seek and support efforts to create a statewide database of digital content to be used in the classroom to enhance student achievement while lowering costs.
- ☐ 21. Seek and support funding to hold harmless for any loss of revenue and to cover transitional costs associated with district approved unification efforts.
- ☐ 22. Encourage legislation which requires the state to pay 100% of the cost of the Structured English Immersion model to districts to implement the program.
- ☒ 23. Seek and support the reenactment and funding of voluntary, full-day kindergarten. **CG, AJ, TL**

VI. PERSONNEL

- ☐ 1. Seek and support legislation that provides increased funding for school personnel salaries.
- ☒ 2. Seek and support legislation providing all school districts with 5.5% in revenue to fund a Career Ladder program or other locally-determined professional development program or other state or federal system that promotes or rewards teacher individual performance, including merit pay.

TL

☐ 3. Oppose any legislation that would further restrict the local board's ability to terminate non-certificated personnel.

☒ 4. Oppose any legislation to impose mandatory collective bargaining as a method of determining salaries and working conditions for employees.

BA, TL

☐ 5. Oppose any legislative attempts to reduce the governing board's authority to use lawful forms of affirmative action.

☐ 6. Seek and support legislation that prevents the award of unemployment compensation to substitute teachers and other substitute employees.

☐ 7. Seek and support legislation providing that the school district may require medical or psychological examination of an employee by a physician of the board's choosing and at the district's expense.

☐ 8. Seek and support legislation to relieve school districts of the duty to hire a teacher who chooses to leave the district to teach in a charter school and later wishes to return to the district.

☐ 9. Expand existing programs for the provision of instruction from proficient teachers through technological means such as interactive classes, video, video-conferencing, or computerized, on-line classroom settings to offset shortages in prioritized areas of math, science, reading and languages, in multiple school districts.

☐ 10. Encourage legislation to provide additional funding to help low income and small rural/isolated schools, as well as for high-need subject areas, to attract and retain highly qualified teachers.

☐ 11. Encourage legislation which allows public colleges and universities to offer a tuition discount to teachers who need to meet the NCLB criteria for becoming "highly qualified" and continue to teach in schools that have a high concentration of economically disadvantaged students.

☐ 12. Seek and support legislation that would set a mandatory minimum contribution rate for the Arizona State Retirement System that would be based on historical averages and prevent large variant increases or decreases from year to year.

☐ 13. Encourage the development of a comprehensive professional education certification system to establish an independent Professional Licensing Board.

- ☒ 14. Initiate a change to current legislation which will allow for the superintendent evaluation to be confidential and not public record similar to the A.R.S. 15-537 regarding teacher evaluations. **TL**
- ☐ 15. Seek and support a quality school personnel evaluation framework, with student achievement comprising a significant portion.
- ☐ 16. Advocate for flexibility with regard to Highly Qualified regulations.

VII. FEDERAL CONCERNS

- ☐ 1. Advocate for increasing the federal investment in public education to meet the federally-imposed mandates and subsequent cost increases for special education (IDEA) and implementation of the No Child Left Behind (NCLB)/Elementary and Secondary Education Act (ESEA).
- ☐ 2. Advocate for the following changes in the new reauthorization of the federal No Child Left Behind Act/Elementary and Secondary Education Act (ESEA).
- ☒ 3. Urge the Arizona congressional delegation to ensure that adequate federal funds are available to support and sustain federally initiated supplemental programs such as Title 1, Title 2 and gifted programs as well as federally mandated programs. **TL**
- ☐ 4. Advocate for the continuation of full funding for federal impact aid for Group A and Group B students through Public Law 81-874 and for increased funding for school construction through Public Law 81-815.
- ☐ 5. Encourage legislation that would direct disbursement of forest fees and payment in lieu of taxes on all federal land on a formula basis whereby a minimum of fifty percent would be distributed to the public schools in the county.
- ☐ 6. Seek and support legislation that makes student/parent collegiate grant and loan programs more accessible and affordable.
- ☐ 7. Urge the codification of Congressional intent to firmly establish Medicaid responsibility for IDEA activities and direct medical services while recognizing that school-based Medicaid programs are good fiscal policy.
- ☐ 8. Ensure that the E-Rate is continued, making advanced telecommunications services affordable for the nation's schools and libraries.

- ☒ 9. Defeat all federal voucher and tuition tax subsidy proposals that result in public funds supporting private K-12 institutions. **CG**
- ☐ 10. Seek and support legislation aligning the Higher Education Act with NCLB/ESEA to ensure a pool of highly qualified teachers.
- ☐ 11. Seek and support developmentally appropriate early education standards for Head Start that are aligned with state academic content standards and reflective of the expectations of local schools.
- ☐ 12. Seek and support legislation that resolves the conflict between federal laws to ensure equal opportunity of disabled students.
- ☐ 13. Advocate for the distribution of additional State Fiscal Stabilization Funds to mitigate education personnel layoffs.
- ☒ 14. Support Arizona's efforts to apply and implement its Race to the Top plan. **BA**
- ☐ 15. Support federal grants to enhance school district innovation and further student success.
- ☐ 16. Advocate Arizona maximize opportunities to receive federal matching monies for all education-related issues.