

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

DATE: October 28, 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

1-6

It is recommended that the Governing Board approve the Minutes of the October 14, 2010 Regular Meeting (all Governing Board Members were in attendance).

Motion _____ Second _____ Vote _____

F. Current Events: Governing Board and Superintendent

G. Special Recognition

Staff Sergeant Dean Tomlinson with the Arizona National Guard 855th MP is the father of a Moon Mountain student and has recently returned from Iraq. While deployed, he took with him an Arizona flag that accompanied him and his team on more than 50 successful missions. He intends to give the flag to students at Moon Mountain Elementary School along with documentation and photos in conjunction with Veterans Day.

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 7
The Vice President of the Board reviews all vouchers prior to the meeting of the Board. Vouchers represent orders for payment of materials, equipment, salaries and services.
- *B. Personnel Items 8-10
Personnel items include resignations, terminations, requests for retirement or leave, recommendations for employment and position changes.
- *C. Out-of-County/State Field Trips 11-114
1. Barb Alspaugh, Gregg Grantham, and Helga Newcomer, Arroyo Elementary School, submitted an out-of-county/state field trip request to Catalina Island Marine Institute, Toyon Bay, CA, May 10-13, 2011, for 6th grade students at a cost of \$13,859.40.
 2. Lydia and Thomas Aron, Alta Vista Elementary School, submitted an out-of-county/state field trip request to Disneyland, Anaheim, CA, May 6-8, 2011, for 5th and 6th grade students at a cost of \$5,271.00.
 3. Lydia Aron, Alta Vista Elementary School, submitted an out-of-county/state field trip request to the Arizona Renaissance Festival, Apache Junction, AZ, March 22, 2011, for 5th and 6th grade students at a cost of \$846.00.
 4. Jody May and Laurie Richards, Cholla Middle School, submitted an out-of-county/state field trip request to Granite Mountain Middle School, Prescott, AZ, February 4-5, 2011, for 7th and 8th grade students at a cost of \$1,540.00.
 5. Dennis Lester, Ironwood Elementary School, submitted an out-of-county/state field trip request to Catalina Island Marine Institute, Toyon Bay, CA, April 24-27, 2011, for 6th grade students at a cost of \$12,000.00.
 6. Stacia Deering, John Jacobs Elementary School, submitted an out-of-county/state field trip request to the Arizona Sonora Desert Museum, Tucson, AZ, March 3, 2011, for 5th grade students at a cost of \$1,300.00.
 7. Sarah Kakritz, John Jacobs Elementary School, submitted an out-of-county/state field trip request to the Grand Canyon National Park, Grand Canyon, AZ, April 22, 2011, for 4th grade students at a cost of \$3,000.00.
 8. Michael Pettit, Lakeview Elementary School, submitted an out-of-county/state field trip request to San Diego, CA and the surrounding areas, May 4-6, 2011, for 6th grade students at a cost of \$27,734.00.
 9. Lisa Lacey-Porras, Lookout Mountain Elementary School, submitted an out-of-county/state field trip request to the Renaissance Festival, Apache Junction, AZ, March 22, 2011, for 6th grade students at a cost of \$3,210.00.
 10. Kirsten Kloppel, Mountain Sky Junior High School, submitted an out-of-county/state field trip request to Fullerton College, Fullerton, CA and Disneyland, Anaheim, CA, May 6-8, 2011, for 7th and 8th grade students at a cost of \$47,155.00.
 11. Philip Liles, Mountain View School, submitted an out-of-county/state field trip request to Disneyland, Anaheim, CA, May 13, 2011, for 6th, 7th, and 8th grade students at a cost of \$32,536.00.
 12. John Vasey, Orangewood School, submitted an out-of-county/state field trip request to the Canyon Moon Ranch, Florence, AZ, February 18, 2011, for 6th grade students at a cost of \$2,590.00.

II. CONSENT AGENDA (continued)

***C. Out-of-County/State Field Trips (continued)**

13. Elizabeth Gonzales, Orangewood School, submitted an out-of-county/state field trip request to Catalina Island Marine Institute, Toyon Bay, CA and Dana Point Ocean Institute, Dana Point, CA, May 16-19, 2011, for 6th grade students at a cost of \$19,315.00.
14. John Vasey, Orangewood School, submitted an out-of-county/state field trip request to Catalina Island Marine Institute, Toyon Bay, CA and Dana Point Ocean Institute, Dana Point, CA, May 24-27, 2011, for 6th grade students at a cost of \$19,315.00.
15. Gerda McCurdy, Orangewood School, submitted an out-of-county/state field trip request to Montezuma Castle National Monument, Montezuma Well, and Tuzigoot National Monument, Camp Verde, AZ, April 22, 2011, for 4th grade students at a cost of \$2,790.00.
16. Stephanie Christiansen, Orangewood School, submitted an out-of-county/state field trip request to Kartchner Caverns State Park, Benson, AZ, March 11, 2011, for 3rd grade students at a cost of \$4,120.00.
17. Luciano Valdes, Palo Verde Middle School, submitted an out-of-county/state field trip request to Reid Park, Tucson, AZ, April 16, 2011, for 8th grade students at a cost of \$550.00.
18. Luciano Valdes, Palo Verde Middle School, submitted an out-of-county/state field trip request to Catalina Island Marine Institute, Toyon Bay, CA, March 10-13, 2011, for 8th grade students at a cost of \$14,601.50.
19. Michele Case and Samantha Hart, Palo Verde Middle School, submitted an out-of-county/state field trip request to Valencia High School and Six Flaggs, Valencia, CA, May 6-9, 2011, for 7th and 8th grade students at a cost of \$18,045.00.
20. Susie Parra and Tameri Bayus, Royal Palm Middle School, submitted an out-of-county/state field trip request to Disneyland, Anaheim, CA, May 13-14, 2011, for 5th, 6th, 7th, and 8th grade students at a cost of \$22,400.00.
21. Terry McFee and Sam Karraker, Sunnyslope School, submitted an out-of-county/state field trip request to Disneyland, Anaheim, CA, May 14-15, 2011, for 7th and 8th grade students at a cost of \$15,925.50.
22. Lynn Boddy, Sunnyslope School, submitted an out-of-county/state field trip request to the Grand Canyon National Park, Grand Canyon, AZ, May 5, 2011, for 3rd grade students at a cost of \$1,369.00.
23. Susie Smith, Sunburst Elementary School, submitted an out-of-county/state field trip request to YMCA Sky-Y Camp, Prescott, AZ, April 21-22, 2011, for 4th grade students at a cost of \$7,722.00.
24. Angela Clipper, Sweetwater School, submitted an out-of-county/state field trip request to the Renaissance Festival, Apache Junction, AZ, March 22, 2011, for 7th and 8th grade students at a cost of \$1,547.50.
25. Peggy Pitts-Miller, Tumbleweed Elementary School, submitted an out-of-county/state field trip request to Kartchner Caverns State Park, Benson, AZ and Colossal Cave Park, Tucson, AZ, May 20, 2011, for 5th grade students at a cost of \$1,149.72.
26. Sara Pearson, Washington Elementary School, submitted an out-of-county/state field trip request to Biosphere 2, Oracle, AZ, May 12, 2011, for 3rd and 5th grade students at a cost of \$539.00.

II. CONSENT AGENDA (continued)

- *D. Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium of Schools (GPPCS) and The Cooperative Purchasing Network (TCPN) 115-116
- *E. Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO) and Mohave Educational Services Cooperative (MESC) 117-118
- *F. Issue RFQ No. 10.032, Architectural Services 119
- *G. Intergovernmental Agreement with Maricopa County Education Service Agency 120-127
- *H. Amendment No. 3 to Memorandum of Understanding with Maricopa County Department of Public Health for Dental Screening and Sealant Program 128-130
- *I. Approval of First Reading of Proposed Amended Board Policies BBBB – Board Member Oath of Office, BE – School Board Meetings, BEC – Executive Sessions/Open Meetings, BEDA – Notification of Board Meetings and BEDG - Minutes 131-142

III. ACTION / DISCUSSION ITEMS

- A. Work Furlough (Dr. Susan J. Cook) 143
Motion _____ Second _____ Vote _____
- B. Arizona School Facilities Board 2009-2010 Preventive Maintenance Program Report (Mike Kramer) 144-148
Motion _____ Second _____ Vote _____

IV. INFORMATION / DISCUSSION ITEMS

- A. Update Regarding Strategic Action Plans (Sue Snyder, Janet Sullivan, Carol Donaldson, Sue Pierce, Mike Kramer, Chris Lieurance, Justin Wing) 149-232

V. FUTURE AGENDA ITEMS

VI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

VII. ADJOURNMENT

Motion _____ Second _____ Vote _____

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

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

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

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

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT
GOVERNING BOARD MINUTES: REGULAR MEETING

2010-2011

October 14, 2010

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

I. REGULAR MEETING – GENERAL FUNCTION

A. Call to Order and Roll Call

Mrs. Lambert called the meeting to order at 7:03 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Mr. Bill Adams, Ms. Clorinda Graziano, Mr. Aaron Jahneke, and Mr. Chris Maza.

B. Moment of Silence and Meditation

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

C. Pledge of Allegiance

Mrs. Lambert led the Pledge of Allegiance.

D. Adoption of the Regular Meeting Agenda

A motion was made by Mr. Adams to adopt the Regular Meeting Agenda. The motion was seconded by Mr. Maza. 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 September 23, 2010 Regular Meeting. The motion was seconded by Mr. Jahneke. The motion carried.

UNANIMOUS

F. Current Events: Governing Board and Superintendent

Dr. Cook shared that she attended the 2010 Spotlight on Afterschool Awards of Excellence Luncheon with several District employees on October 13, 2010. Dr. Cook advised that Kathleen McKeever was one of three finalists for the Jane Romatzke Leadership Award and was pleased to announce that Ms. McKeever won the award. Ms. McKeever shared that it was an honor to receive the award, however, she felt that the honor was for the entire District and its employees.

G. Public Participation

There was no public participation.

H. Approval of the Consent Agenda

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

UNANIMOUS

II. CONSENT AGENDA

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

Approved and ratified the vouchers as presented.

UNANIMOUS

***B. Personnel Items**

Approved the personnel items as presented.

UNANIMOUS

October 14, 2010

*C. Public Gifts and Donations

UNANIMOUS

Approved the public gifts and donations as presented.

1. Gardner's Book Service donated books for Gardner's Story Box and a monthly publication in cooperation with Book Pals with an approximate value of \$1,635.64 for the Academic Services Department for the benefit of students in the District.
2. W. Scott Donaldson donated a check in the amount of \$500.00 for the Communication Services Department to be used for student recognition – SUPER Kids.
3. Schmitt Jewelers donated two watches with an approximate value of \$350.00 for the Communication Services Department to be used to support the District's United Way campaign..
4. Betty's Kids donated a video camera, video pack disk, camcorder pack disk and flash memory card with an approximate value of \$370.00 to support the use of brain gym and energizers during physical education for the benefit of students at Desert View School.
5. Blue Cross Blue Shield of Arizona donated a check in the amount of \$1,000.00 for participation in the Walk On! Good Health Club pilot program to be used for the benefit of students at Ironwood Elementary School.
6. Target donated a Take Charge of Education rebate check in the amount of \$352.65 for the benefit of students at John Jacobs Elementary School.
7. Nancy Markiewicz donated school supplies and instructional materials with an approximate value of \$2,053.00 for the benefit of staff and students at John Jacobs Elementary School.
8. Thornburg Investment Management donated an employee matching contribution check in the amount of \$1,600.00 to be used for student materials and instructional aids for the benefit of students at Lookout Mountain Elementary School.
9. Richard E. Miller Parent Teacher Organization donated a check in the amount of \$302.75 to assist with after-school program costs for the benefit of students at Richard E. Miller Elementary School.
10. Tamara Faulkner and Kim Garcia donated school and classroom supplies with an approximate value of \$1,200.00 for the benefit of students at Roadrunner Elementary School.
11. Hungry Howie's Pizza donated 300 reward certificates with an approximate value of \$1,500.00 for the benefit of students in the before-school and after-school programs at Sahuaro Elementary School.
12. Barbara Trubl donated an alto saxophone, trombone and clarinet with an approximate value of \$900.00 for the benefit of band students at Sahuaro Elementary School.
13. Target donated a Take Charge of Education rebate check in the amount of \$443.93 for the benefit of students at Shaw Butte Elementary School.

October 14, 2010

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| *D. Out-of-County/State Field Trips | UNANIMOUS |
| 1. John Vasey, Elizabeth Gonzales, and Stacy Darling, Orangewood School, has submitted out-of-county/state field trip requests to the Marine Discovery Workshop, University of Arizona, Tucson, AZ and Biosphere 2, Oracle, AZ, November 10, 17, and 30, 2010, for 6 th grade students at a cost of \$3,810.00. | |
| 2. Leah Esmont, Washington Elementary School, has submitted out-of-county/state field trip requests to the Marine Discovery Workshop, University of Arizona, Tucson, AZ and Biosphere 2, Oracle, AZ, November 16 and 18, 2010, for 6 th grade students at a cost of \$2,584.00. | |
| *E. Annual Intergovernmental Cooperative Purchase Agreements with the Strategic Alliance for Volume Expenditures (SAVE) | UNANIMOUS |
| *F. Intergovernmental Agreement with the Superior Court of Arizona in Maricopa County, Juvenile Probation Department | UNANIMOUS |
| *G. Memorandum of Understanding with Communities in Schools Arizona and Cardinals Charities on Behalf of Arizona Cardinals Preparatory Academy | UNANIMOUS |
| *H. Affiliation Agreement to Provide Meals to Gomper's Habilitation Center | UNANIMOUS |
| *I. Acceptance of E-rate Funds | UNANIMOUS |
| *J. Submission of the First Things First North Phoenix Regional Partnership Council Grant on Behalf of the District in an Amount Not to Exceed \$200,000.00 per Year up to Three Years | UNANIMOUS |
| *K. Salt River Project (SRP) Solar for Schools Application | UNANIMOUS |

III. RECESSING OF REGULAR MEETING FOR PUBLIC HEARING

IV. PUBLIC HEARING

A. Call for Public Hearing: Bond and Capital Projects Update

Dr. Cook introduced Ms. Cathy Thompson who advised that the District is required by statute to hold a public meeting between September 1 and October 31 to provide an update of the progress of capital improvements financed through a bond. Ms. Thompson stated that capital improvement projects were funded by a school improvement bond that was authorized by voters in 2001 for \$64 million with final proceeds received in 2007. Ms. Thompson advised that all of the originally planned projects have been completed and awaiting final payments. Ms. Thompson reviewed additional funding sources used for the projects, reconciliation reports, projects completed in 2009-2010, and the Capital Plan.

Mrs. Lambert asked if the Capital Plan was filed with the State or an internal plan. Ms. Thompson responded that the Capital Plan is the District's internal plan.

There were no questions from the public.

V. RECESSING OF PUBLIC HEARING FOR REGULAR MEETING

VI. RECONVENING OF REGULAR MEETING

October 14, 2010

VII. ACTION / DISCUSSION ITEMS

A. Approval to Publish the 2009-2010 Annual Financial Report

UNANIMOUS

Dr. Cook introduced Ms. Cathy Thompson who provided information regarding the current Annual Financial Report (AFR). Ms. Thompson reviewed the AFR and pointed out that the expenditures for the Maintenance and Operations Fund were approximately \$10 million less for 2010 than 2009. She advised that the Utilities usage was approximately \$600,000 less than the prior year which was due to the District's commitment for energy cost savings. Ms. Thompson stated that the Unrestricted and Soft Capital spent was \$3.5 million less than the previous year due to the State reducing the District's budget by \$3.5 million.

Ms. Thompson advised the Board that the District did a good job in the previous year of educating students with \$15-\$18 million less revenue which was a credit to the District's employees.

Mr. Jahneke asked about the item regarding a prior year refund. Ms. Thompson replied that if the District receives a refund from a prior year expenditure, it is posted as a revenue code (cash available) to be used to offset taxes. The District could not get budget capacity back for the refund because the expenditure was reported the previous year.

Board members thanked Ms. Thompson for the information provided.

A motion was made by Mr. Jahneke that the Governing Board accept the 2009-2010 Annual Financial Report and direct the publication and filing of the report as required by law. The motion was seconded by Mr. Maza. The motion carried.

B. Contract with A Blanket of Hope, Inc., d/b/a Brighten A Life, for Construction of Green Schoolhouse Projects at Roadrunner Elementary School and Orangewood School

UNANIMOUS

Dr. Cook advised the Board that she was pleased to bring the Green Schoolhouse contract to the Board. She stated that the contract had been under negotiation for several months.

A motion was made by Mr. Adams that the Governing Board approve the contract with A Blanket of Hope, Inc., d/b/a Brighten A Life, for construction of Green Schoolhouse Projects at Roadrunner Elementary School and Orangewood School. The motion was seconded by Ms. Graziano. The motion carried.

C. Temporary Suspension of Policy BGB – Policy Adoption and Approval of Amended Policies BCB – Board Member Conflict of Interest, DJE – Bidding/Purchasing Procedures and GBEAA – Staff Conflict of Interest

Dr. Cook advised the Board that recent changes by the Legislature, the State Board of Education and the Auditor General were now legally effective involving the threshold amounts for competitive bids/requests for proposals, written quotes, verbal quotes, vendor relationships and other procurement practices. ASBA Policies Services had recommended that the Governing Board take expedited action to revise applicable Policies and Regulations because of the significance of the laws and rules controlling these purchasing decisions.

A motion was made by Ms. Graziano that the Governing Board temporarily suspend Policy BGB and the requirement to have two readings of any Policy revisions before adoption. The motion was seconded by Mr. Jahneke. The motion carried.

UNANIMOUS

October 14, 2010

Ms. Graziano further moved that the Governing Board approve amended Policies BCB – Board Member Conflict of Interest, DJE – Bidding/Purchasing Procedures and GBEAA – Staff Conflict of Interest at this first reading. The motion was seconded by Mr. Maza. The motion carried.

VIII. INFORMATION / DISCUSSION ITEMS

A. 2010 Accountability Update – Assessment Report: Part One

Dr. Cook advised the Board that Ms. Janet Sullivan would provide the 2009-2010 Accountability results which was Part One of a three-part assessment report that focused on the accountability results based upon the State assessment results. Ms. Sullivan advised the Board that Arizona has a dual accountability system with *No Child Left Behind* at the federal level which measures Adequate Yearly Progress (AYP) and AZ LEARNS Achievement Profiles. Both of the accountability measures are based on Arizona's Instrument to Measure Standards (AIMS) test data which was for grades 3-8 in our District. Ms. Sullivan reviewed the components of Arizona's dual accountability system and the status of the schools and District related to each. She advised the Board of the District's Corrective Action status as at the District level AYP was not met. Mrs. Sullivan explained the criteria and identified the areas in which the annual measurable objectives (AMO) were missed.

Mr. Jahneke made an observation that three of the five schools not meeting AYP status were at the middle school level. Ms. Sullivan replied that the special education subgroup was larger than 40 students at three of the middle schools, therefore, it counted for that school and the reason why that school did not meet AYP status.

Ms. Graziano congratulated Shaw Butte, Sunnyslope, and Maryland schools for meeting AYP this year. Ms. Graziano praised the District for having 14 Nos (less than 10%) out of 216 categories for meeting AMOs Yes/No.

Ms. Graziano asked if it was going to be difficult next year because the percent of meeting one year's growth had been increased this year. Ms. Sullivan replied that it will be difficult for many of the schools and subgroups. She advised that the Safe Harbor provision may be of help with the 10% improvement, especially in math.

Mrs. Lambert was pleased with the Assessment Report and the status of the schools and the District. She thanked the District for its focus and assistance to meet the needs of the schools and students to improve student achievement.

B. Trust Board Update

Mr. Maza and Mr. Shumway reported that Mr. John Coyle from The Segal Company conducted a study session where he presented information and assisted in identifying and discussing options, e.g., Health Savings Account. They reported that all the Trusts were healthy.

IX. FUTURE AGENDA ITEMS

There were no future agenda items.

X. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

Ms. Graziano thanked the following schools for their beautiful artwork displayed in the Governing Board Room: Acacia, Manzanita, Richard E. Miller, Roadrunner, and Sunburst schools.

Mrs. Lambert acknowledged the staff for their efforts when looking for missing children. She thanked everyone involved for their dedication and hard work in looking for the missing children until they are found.

Dr. Cook acknowledged Lisa Parker, kindergarten teacher at Alta Vista, who was recognized by Office Max as a Day Made Better award recipient. Lisa was surprised by Office Max staff when they delivered many donations to her classroom. In addition to the Office Max staff, she had guests doing observations, and the hail storm occurred. Lisa did a fabulous job keeping the kindergarten children focused and calm.

XI. ADJOURNMENT

UNANIMOUS

A motion was made by Mr. Adams to adjourn the meeting at 8:04 p.m. The motion was seconded by Mr. Maza. The motion carried.

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

October 14, 2010

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action

FROM: Dr. Susan J. Cook, Superintendent Discussion

DATE: October 28, 2010 Information

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

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

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

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

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

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

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

10/07/10	2,870,976.36
Totals:	2,870,976.36

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

09/22/10	4,282,733.13
09/29/10	2,127,376.36
09/30/10	479.42
10/06/10	4,458,542.29
Totals:	10,869,131.20

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 28, 2010 Information
AGENDA ITEM: *Personnel Items 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Various
Budgeted: Yes

The attached personnel actions are presented for approval.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.B.

PERSONNEL ACTION RECOMMENDED

October 28, 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
Lapahe	Louise	Teacher-4th Grade	Maryland	Resignation	7	10/29/2010
Parsons	Kelly	Teacher-Math	Palo Verde	Resignation	1	10/29/2010

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Hoke	Stephen	Night Custodian	Desert Foothills	Resignation	2 mo.	10/7/2010
Vargas	Julian	Facilities Manager	Palo Verde	Resignation	2	10/5/2010

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
Contreras	Anna	Monitor	Mountain View	Resignation	1 mo.	9/24/2010
Figueroa	Rhae Lynne	Kidspace Site Coordinator	Sunburst	Resignation	1	9/24/2010
Matacia	Cheryl	Paraprofessional	Ocotillo	Resignation	3 mo.	11/10/2010
Mendoza	Maria	Office Specialist	Headstart	Leave of Absence		10/18/2010
Wood	Beverly	Headstart Instructor	Sahuaro	Leave of Absence		3/7/2010

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
Case	Suzanna	Teacher-Kindergarten	E	Lakeview
Denny	Susan	Speech Therapist	E	Sweetwater/Sunburst
Mitchell	Kimberly	Teacher-3rd Grade	N	Shaw Butte
Nguyen	Jane	Teacher-CCSC	E	Sweetwater

Leveling

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Esquivias	Aurora	Night Custodian	E	Desert View

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Agundez	Andrew	Bus Driver	E	Transportation
Bausch	Logan	Kidspace Assistant	E	Sweetwater

PERSONNEL ACTION RECOMMENDED**October 28, 2010****D. PART-TIME CLASSIFIED (continued)**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Cox	Tina	Food Service Helper	E	Orangewood
Deward	Rickford	Bus Driver	E	Transportation
Heffke	Melissa	Special Ed. Assistant	E	Arroyo
Hugger	Jason	Crossing Guard	E	Sunnyslope
Kapp	Kelly	Occupational Therapist	E	Special Services
Lopez	Gerardo	Bus Driver	E	Transportation
McCoy	Paul	Bus Driver	E	Transportation
Richardson	Tommie	Special Ed. Assistant	E	Ironwood
Paul	Amanda	Special Ed. Assistant	E	John Jacobs
Rangel-Carrillo	Karina	Personal Care Provider	E	Mountain View
Seed	Bradley	Bus Driver	E	Transportation
Sinon	Kristina	Food Service Helper	E	Food Services
Smith Jr.	Kenneth	Paraprofessional	E	Maryland
Smith Jr.	Walter	Crossing Guard	E	Richard Miller
Stegen	Kenneth	Bus Driver	E	Transportation
Williamson	Stacey	LPN	E	Sweetwater

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 28, 2010 Information
AGENDA ITEM: *Out-of-County/State Field Trips 1st Reading

INITIATED BY: School and Departments 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. Barb Alspaugh, Gregg Grantham, and Helga Newcomer, Arroyo Elementary School, submitted an out-of-county/state field trip request to Catalina Island Marine Institute, Toyon Bay, CA, May 10-13, 2011, for 6th grade students at a cost of \$13,859.40.
2. Lydia and Thomas Aron, Alta Vista Elementary School, submitted an out-of-county/state field trip request to Disneyland, Anaheim, CA, May 6-8, 2011, for 5th and 6th grade students at a cost of \$5,271.00.
3. Lydia Aron, Alta Vista Elementary School, submitted an out-of-county/state field trip request to the Arizona Renaissance Festival, Apache Junction, AZ, March 22, 2011, for 5th and 6th grade students at a cost of \$846.00.
4. Jody May and Laurie Richards, Cholla Middle School, submitted an out-of-county/state field trip request to Granite Mountain Middle School, Prescott, AZ, February 4-5, 2011, for 7th and 8th grade students at a cost of \$1,540.00.
5. Dennis Lester, Ironwood Elementary School, submitted an out-of-county/state field trip request to Catalina Island Marine Institute, Toyon Bay, CA, April 24-27, 2011, for 6th grade students at a cost of \$12,000.00.
6. Stacia Deering, John Jacobs Elementary School, submitted an out-of-county/state field trip request to the Arizona Sonora Desert Museum, Tucson, AZ, March 3, 2011, for 5th grade students at a cost of \$1,300.00.

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.C.

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

October 28, 2010

Page 2

7. Sarah Kakritz, John Jacobs Elementary School, submitted an out-of-county/state field trip request to the Grand Canyon National Park, Grand Canyon, AZ, April 22, 2011, for 4th grade students at a cost of \$3,000.00.
8. Michael Pettit, Lakeview Elementary School, submitted an out-of-county/state field trip request to San Diego, CA and the surrounding areas, May 4-6, 2011, for 6th grade students at a cost of \$27,734.00.
9. Lisa Lacey-Porras, Lookout Mountain Elementary School, submitted an out-of-county/state field trip request to the Renaissance Festival, Apache Junction, AZ, March 22, 2011, for 6th grade students at a cost of \$3,210.00.
10. Kirsten Kloppel, Mountain Sky Junior High School, submitted an out-of-county/state field trip request to Fullerton College, Fullerton, CA and Disneyland, Anaheim, CA, May 6-8, 2011, for 7th and 8th grade students at a cost of \$47,155.00.
11. Philip Liles, Mountain View School, submitted an out-of-county/state field trip request to Disneyland, Anaheim, CA, May 13-14, 2011, for 6th, 7th, and 8th grade students at a cost of \$32,536.00.
12. John Vasey, Orangewood School, submitted an out-of-county/state field trip request to the Canyon Moon Ranch, Florence, AZ, February 18, 2011, for 6th grade students at a cost of \$2,590.00.
13. Elizabeth Gonzales, Orangewood School, submitted an out-of-county/state field trip request to Catalina Island Marine Institute, Toyon Bay, CA and Dana Point Ocean Institute, Dana Point, CA, May 16-19, 2011, for 6th grade students at a cost of \$19,315.00.
14. John Vasey, Orangewood School, submitted an out-of-county/state field trip request to Catalina Island Marine Institute, Toyon Bay, CA and Dana Point Ocean Institute, Dana Point, CA, May 24-27, 2011, for 6th grade students at a cost of \$19,315.00.
15. Gerda McCurdy, Orangewood School, submitted an out-of-county/state field trip request to Montezuma Castle National Monument, Montezuma Well, and Tuzigoot National Monument, Camp Verde, AZ, April 22, 2011, for 4th grade students at a cost of \$2,790.00.
16. Stephanie Christiansen, Orangewood School, submitted an out-of-county/state field trip request to Kartchner Caverns State Park, Benson, AZ, March 11, 2011, for 3rd grade students at a cost of \$4,120.00.
17. Luciano Valdes, Palo Verde Middle School, submitted an out-of-county/state field trip request to Reid Park, Tucson, AZ, April 16, 2011, for 8th grade students at a cost of \$550.00.
18. Luciano Valdes, Palo Verde Middle School, submitted an out-of-county/state field trip request to Catalina Island Marine Institute, Toyon Bay, CA, March 10-13, 2011, for 8th grade students at a cost of \$14,601.50.
19. Michele Case and Samantha Hart, Palo Verde Middle School, submitted an out-of-county/state field trip request to Valencia High School and Six Flaggs, Valencia, CA, May 6-9, 2011, for 7th and 8th grade students at a cost of \$18,045.00.
20. Susie Parra and Tameri Bayus, Royal Palm Middle School, submitted an out-of-county/state field trip request to Disneyland, Anaheim, CA, May 13-14, 2011, for 5th, 6th, 7th, and 8th grade students at a cost of \$22,400.00.
21. Terry McFee and Sam Karraker, Sunnyslope School, submitted an out-of-county/state field trip request to Disneyland, Anaheim, CA, May 14-15, 2011, for 7th and 8th grade students at a cost of \$15,925.50.

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

October 28, 2010

Page 3

22. Lynn Boddy, Sunnyslope School, submitted an out-of-county/state field trip request to the Grand Canyon National Park, Grand Canyon, AZ, May 5, 2011, for 3rd grade students at a cost of \$1,369.00.
23. Susie Smith, Sunburst Elementary School, submitted an out-of-county/state field trip request to YMCA Sky-Y Camp, Prescott, AZ, April 21-22, 2011, for 4th grade students at a cost of \$7,722.00.
24. Angela Clipper, Sweetwater School, submitted an out-of-county/state field trip request to the Renaissance Festival, Apache Junction, AZ, March 22, 2011, for 7th and 8th grade students at a cost of \$1,547.50.
25. Peggy Pitts-Miller, Tumbleweed Elementary School, submitted an out-of-county/state field trip request to Kartchner Caverns State Park, Benson, AZ and Colossal Cave Park, Tucson, AZ, May 20, 2011, for 5th grade students at a cost of \$1,149.72.
26. Sara Pearson, Washington Elementary School, submitted an out-of-county/state field trip request to Biosphere 2, Oracle, AZ, May 12, 2011, for 3rd and 5th grade students at a cost of \$539.00.

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: **October 28, 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: **Arroyo Elementary**

Dates of Travel: **May 10-13, 2011**

Destination of Field Trip: **Catalina Island Marine Institute, Toyon Bay, CA**

of Student Participants: **40**

Grade Level(s): **6**

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

Emergency Contact Number: **602-451-8794 or 602-696-2855**

Person Requesting Trip/Contact at Board Meeting: **BarbAlspaugh, Gregg Grantham, Helga Newcomer**

Principal Approved: Yes ☒ No ☐ Principal Name: **Pat MacArthur**

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

Summary of Event/Purpose:

The students will travel to Catalina Island Marine Institute where they will participate in hands-on science activities. The activities give the students a real world feel for the concepts that they are learning in the classroom in an environment that most students have never experienced.

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 have hands on experiences learning marine biology, applying scientific thought process, (SC06-S2-C2-03) Students will observe the importance of water to organisms that depend on water (SC06-S4-C1-01), and will identify and relate organisms' structures and functions in real world organisms (SC06-S4-C1-06) in hopes of better understanding the interactions of organisms with their environments (SC06-Strand 4 Life Sciences). Students will also analyze the effects of the ocean on surrounding environments and vice versa while in those environments (SC06-S6-03,04,05).**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 10, 2011	Depart Arroyo - 10:30 p.m.	Arrive Long Beach Docks, Long Beach, CA - 7:00 a.m.	Charter Bus- Tour West America	602-451-8794 or 602-696-2855
May 11, 2011	Depart Long Beach Docks, Long Beach, CA - 8:30 a.m.	Arrive Catalina Island Marine Inst, Toyon Bay, CA - 12:00 p.m.	CIMI Ferry	602-451-8794 or 602-696-2855
May 11-13, 2011	Catalina Island Marine Institute, Toyon Bay, CA			602-451-8794 or 602-696-2855
May 13, 2011	Depart Catalina Island Marine Institute, Toyon Bay CA - 12:00 p.m.	Arrive Long Beach Docks, Long Beach, CA - 3:00 pm	CIMI Ferry	602-451-8794 or 602-696-2855
May 13, 2011	Depart Long Beach Docks, Long Beach, CA - 3:00 PM	Arrive Arroyo School - 11:00 p.m.	Charter Bus-tour West America	602-451-8794 or 602-696-2855

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:
Funds from tax credit monies, PTA scholarships and class fundraising will allow inclusion of students who are unable to provide their own funds to attend.

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.
The Catalina Island Marine Institute is structured to accommodate special needs. CIMI specializes in providing unique experiences for school children and groups and accomodates accordingly.

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
Mrs. Barbara Alspaugh		
Mr. Gregory Grantham		
Ms. Helga Newcomer		
Mrs. Margie Porter		
Mrs. Sandy Lorusso		

For Academic Services Use Only

Natalie McWhorter

9-24-10

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: \$ 13,859.40 (should match attached travel agent¹ quote)

Includes:

\$ 9,930.00 Lodging

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

\$ 3,479.40 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ incl. Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ 450.00 Other Agency fees

\$ 13,859.40 TOTAL (should match package price above)

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

Students participating: 40 TOTAL PER STUDENT COST: \$ 346.49

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

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

Additional parents: _____ Payment method: _____

Scholarship students: 3 Funding source: tax credit, PTA & fund raising

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

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

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

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

☐ Gifts & Donations (Fund 530 – donation based)

☐ Auxiliary Operations (Fund 525 – fee based)

☒ Student Activities (Fund 850 – fundraising based)

☒ PTA/PTO

For Finance Department Use Only		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra K. Karns	9/29/10
	Signature	Date

For Purchasing Department Use Only		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	09/29/10
	Signature	Date

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

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

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

Grantham, Gregory

From: Miki - Sundance Tzell Travel [mikim@sundancetvl.com]
Sent: Tuesday, September 28, 2010 12:20 PM
To: Grantham, Gregory
Subject: ADJUSTED QUOTE FOR ARROYO/SCHOOL 10MAY TOUR LONG BEACH CA

Importance: High

ARROYO/SCHOOL 10MAY TOUR LONG BEACH CA

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

INVOICE 00000EMAIL
DATE 27SEPTEMBER10
BOOKING REF 5JX7JE
AGENT MM/MM

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

ARROYO SCHOOL
4535 W CHOLLA
GLENDALE AZ 85304

ACCOUNT NUMBER WASHINGD

TOUR 10MAY LONG BEACH CA - LONG BEACH
13MAY SUNDANCE MEETINGS AND INCENTIVES
MOTORCOACH TO LONG BEACH FOR CIMI GROUP
56 PAX COACH BASED ON 50 PASSENGERS
INCLUDING DRIVER ACCOM AND GRATUITIES

TOUR 10MAY LONG BEACH CA - LONG BEACH
13MAY DEPARTURE: 10MAY11 AT 11PM RETURN: 13MAY11 AT
11PM

TOUR 10MAY LONG BEACH CA - LONG BEACH
13MAY COACH PRICE: \$3479.40

TOUR 10MAY LONG BEACH CA - LONG BEACH
13MAY CIMI COST: \$ 9589.00 DIVE: \$220.00 LUNCHES \$121.00

TOUR 10MAY LONG BEACH CA - LONG BEACH
13MAY AGENCY FEE: \$450.00

INVOICE TOTAL

13859. 40

OTHER CHARGES PAYMENT: CHECK

ARROYO/SCHOOL

DEPOSIT OF \$1560.00 REQUIRED BY OCTOBER 22, 2010

PRICING WILL BE ADJUSTED BASED ON FINAL NUMBER OF PARTICIPANTS

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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: **Alta Vista**

Dates of Travel: **May 6-8, 2011**

Destination of Field Trip: **Disneyland, Anaheim, CA**

of Student Participants: **14**

Grade Level(s): **5-6**

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

Emergency Contact Number: **602-799-9476**

Person Requesting Trip/Contact at Board Meeting: **Lydia and Thomas Aron**

Principal Approved: Yes ☒ No ☐

Principal Name: **Carla Aronowitz**

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

Summary of Event/Purpose:

Alta Vista Island Wavez (steel drum players) has been invited to perform at a nationally recognized competition, "Music-In-The-Park". The group will have the opportunity to enhance music reading and performance skills (MUBB-S1C2-101-MUBB-S1C2-119) taught during the school year. Students will also have the opportunity to listen to other performing ensembles, and write a critique of at least two performances (MUBB-S2C3-101-MUBB-S2C3104). Participating students will receive positive reinforcement by knowing that this experience is a direct result of their own accomplishments during the school year. The school will purchase premium policy term liability insurance through Nationwide Insurance Co. at a cost of \$225. The cost per student (after school based fundraising) for bus and entrance fee should be \$251.71. The cost per chaperone should be \$251.71.

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. As participants, students will be:**

- **playing, on pitch, in rhythm, with appropriate articulation, dynamics, and tempo.** MUBB-S1C2-108
- **playing exercises from memory at appropriate level.** MUBB-S1C2-109
- **playing together as an ensemble (e.g., tempo and balance).** MUBB-S1C2-116
- **playing independent parts while others play contrasting parts within an ensemble at grade level 1-2 (on a publisher's scale of 1-6).** MUBB-S1C2-115
- **demonstrating knowledge by performing often for an audience (e.g., school assemblies, daytime performances, evening concerts, civic groups, area festivals).** WESD
- **recognizing the relationship between music and various functions/events (e.g., formal, informal, background).** MUBB-S2C1-101
- **discussing acoustic properties as they effect the performers and the performance space.** WESD
- **playing/singing a varied repertoire of music utilizing appropriate stylistic elements reflective of history and culture.** MUBB-S2C2-103
- **explaining their musical preference for specific musical works and styles.** MUBB-S2C3-101
- **listening to music from various cultures and genres.** MUBB-S3C1-101.

Itinerary:**Include specific information in all five categories.**

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 6, 2011	Depart Alta Vista - 11:55 p.m.	Arrive McDonald's, Blythe, CA - 2:30 a.m..	Coach America	602-799-9476
May 7, 2011	Depart McDonald's, Blythe, CA - 3:00 a.m.	Arrive McDonald's, Anaheim, CA - 7:30 a.m.	Coach America	602-799-9476
May 7, 2011	Depart McDonald's, Anaheim, CA - 8:30 a.m.	Arrive Disneyland, Anaheim, CA - 9:00 a.m.	Coach America	800-854-8671
May 7, 2011	Depart Disneyland, Anaheim, CA - 11:00 p.m.	Arrive McDonald's, Blythe, CA - 2:30 a.m	Coach America	602-799-9476
May 8, 2011	Depart McDonald's, Blythe, CA - 3:00 a.m.	Arrive Alta Vista - 6:30 a.m.	Coach America	602-799-9476

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:

McDonald's fundraising events, music CD sales and tax credit donations.

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.

There are no participating students with special needs. We will be taking a nationally certified EMT, Mr. Sean Aron, to address student health issues should they arise.

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
Mrs. Lydia Aron	Mr. Sean Aron (EMT)	
Mr. Thomas Aron		
Mr. Jose Gonzalez		
Ms. Kahryn McClure		
Mr. Jay Bloch		
Ms. Katrina Arredondo		

For Academic Services Use Only

Natalie McWhorter

9-23-10

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: \$ 5,271.00 (should match attached travel agent¹ quote)

Includes:

\$ 0 Lodging

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

\$ 2,800.00 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 2,261.00 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ 210.00 Other Travel Agent Fee

\$ 5,271.00 TOTAL (should match package price above)

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

Students participating: 14 TOTAL PER STUDENT COST: \$ 251.00
(trip total ÷ total # students participating + approved ratio # parents = per student cost)

Chaperones participating: 7 (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

This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	<small>For Finance Department Use Only</small> Debra Karns _____ Signature	10-11-10 _____ Date
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This expenditure was reviewed for compliance with applicable procurement laws and regulations.	<small>For Purchasing Department Use Only</small> Howard Kropp _____ Signature	10-11-10 _____ Date
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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
TELEPHONE: 602 275-2400
FAX : 602 267-8095

INVOICE EMAIL 0000100810
DATE 08OCTOBER10
AGENT VM/VM BOOKING REF 3U32E7
ALTA VISTA/ELMENTARY

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

MISCELLANEOUS 03NOV LOS ANGELES CA
WEDNESDAY **THANK YOU FOR USING SUNDANCE TRAVEL**

TOUR 06MAY LOS ANGELES CA - INTL
07MAY SUNDANCE MEETING AND INCENTIVE TOURS
LAX FOR 1 NIGHTS CONFIRMATION NBR. ALTA VISTA
TOTAL TOUR PRICE \$5061.00

MISCELLANEOUS 06MAY LOS ANGELES CA
FRIDAY QUOTE INCLUDES DISNEYLAND MUSIC IN THE PARK
FESTIVAL WITH ONE DAY HOPPER & MEAL FOR 14
STUDENTS AND 7 ADULTS

MISCELLANEOUS 06MAY LOS ANGELES CA
FRIDAY ALSO INCLUDES COACH AMERICA TRANSPORTATION
WITH DRIVER ROOM - AND SERVICE FEE - *** DOES
NOT INCLUDE DRIVER TIPS**

MISCELLANEOUS 06MAY LOS ANGELES CA
FRIDAY BREAKDOWN - DISNEYLAND MUSIC IN THE PARK -
2261.00 - COACH USA 2800.00 - SUNDANCE
SERVICE FEE 210.00 (\$10.00 PER PERSON)

***** PLEASE NOTE PRICES ARE SUBJECT TO CHANGE IS GROUP NUMBERS CHANGE

FINAL PAYMENT OF \$5271.00 DUE 01MAR

AIRLINES REQUIRE CHANGES/REISSUES TO BE MADE PRIOR
TO TICKETED FLIGHTS OR TICKETS WILL HAVE NO VALUE.

RECOMMEND 2HR CHECK-IN AND LIMITED CARRY ON LUGGAGE.

***** DOCUMENTS REQUIRED FOR TRAVEL *****
DOMESTIC: VALID US GOVERNMENT PHOTO ID/MATCH-NAME ON TICKET.
INTERNATIONAL: VALID US PASSPORT WITH 6 MONTH VALIDITY FROM
RETURN DATE AND NECESSARY VISAS!!
OFF AIRPORT \$5 PARK/SHUTTLE TO/FROM PHOENIX SKY HARBOR AP

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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: **Alta Vista**

Dates of Travel: **March 22, 2011**

Destination of Field Trip: **Arizona Renaissance Festival, Apache Junction, AZ**

of Student Participants: **64**

Grade Level(s): **5-6**

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

Emergency Contact Number: **602-799-9476**

Person Requesting Trip/Contact at Board Meeting: **Lydia Aron**

Principal Approved: Yes ☒ No ☐ Principal Name: **Carla Aronowitz**

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

Summary of Event/Purpose:

Students will travel to the Renaissance Festival where they will have the opportunity to spend the day reliving the medieval time period.

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.**

Objective: The student will be able to demonstrate an understanding of the development of major religions and their influences on society by:

- describing aspects (e.g., geographic origins, founders and their teachings, traditions, customs, beliefs) of major religions (i.e., Hinduism, Buddhism, Judaism, Christianity, Islam). **SS06-S2C3-01 Connect with: Strand 4 Concept 2, 4 SS06-S2C3-01**
 - describing the development of the medieval kingdoms of Africa (i.e., Ghana, Mali, Songhai):
 - o Islamic influences
 - o mining of gold and salt
 - o centers of commerce **SS06-S2C3-02 Connect with: Strand 5 Concept 1 SS06-S2C3-02**
 - describing the culture and way of life of the Arab Empire:
 - o Muslim religion – (i.e., Mohammad, Mecca)
 - o extensive trade and banking network
 - o interest in science – (i.e., medicine, astronomy)
 - o translation and preservation of Greek and Roman literature
- SS06-S2C3-03 Connect with: Strand 5 Concept 1**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
March 22, 2011	Depart Alta Vista - 8:30 a.m.	Arrive Renaissance Festival - 10:00 a.m.	District Busses	602-799-9476
March 22, 2011	Depart Renaissance Festival - 3:00 p.m.	Arrive Alta Vista - 4:00 p.m.	District Busses	

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:

Part of the price is being funded through student council as part of our frequent flier reward program for each of the students who is attending. If a student cannot pay the balance, they are given a student council "scholarship".

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

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
Lydia Aron	MaryAnn Pfeiffer	Matthew Aron
Svetlana Shavne		
Jose Gonzalez		
Sara Jaramillo		
Jay Bloch		
Kahren McClure		

For Academic Services Use Only

Natalie McWhorter

9-24-10

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

\$ 270.00 **Transportation:** ☒ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 576.00 **Registration/Entry Fees**

\$ _____ **Travel Insurance³ (optional expense)**

\$ _____ **Other** _____

\$ 846.00 **TOTAL (should match package price above)**
(totals are estimates only, based on number of anticipated students/adults and are subject to change)

Students participating: 64 **TOTAL PER STUDENT COST: \$ 13.22**
(trip total ÷ total # students participating + approved ratio # parents = per student cost)

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

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

Scholarship students: 2-3 **Funding source: student council/tax credit**
(No eligible student will be denied a field trip due to financial hardship) (tax credit, gifts & donations, auxiliary, PTA/PTO, etc.)

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

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

For Finance Department Use Only		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra K. Karns	09/27/10
	Signature	Date

For Purchasing Department Use Only		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	09/27/10
	Signature	Date

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

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

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

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: **October 28, 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: **February 4-5, 2011**

Destination of Field Trip: Granite Mountain Middle School 1800 N Williamson Valley Rd Prescott, AZ

of Student Participants: 16

Grade Level(s): 7-8

of Adults (1:8): 2

Emergency Contact Number: 520-237-4089- John Hass AAJHSC President
623-238-5688- Jody May

Person Requesting Trip/Contact at Board Meeting: Jody May and Laurie Richards

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

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

Summary of Event/Purpose:

The AAJHSC Retreat is a yearly event that our council participates in. Students will participate in team building activities that build leadership skills and trust. They will also listen to a guest speaker that focuses on Leadership and brainstorm school improvement activities. The students will learn effective communication skills and demonstrate them throughout the activities they are involved in. The student will spend the night at Granite Mountain Middle School in Prescott, AZ.

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 be able to use leadership skills learned to improve their school and implement new activities that will increase school spirit, scholarship, leadership, cultural awareness and community/school service at their school. They will use their knowledge of the democratic process to represent their school and participate in the planned activities.**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
February 4, 2011	Depart Cholla Middle School - 1:30 p.m.	Arrive Granite Mountain Middle School - 4:00 p.m.	WESD Bus	520-237-4089
February 5, 2011	Depart Granite Mountain Middle School - 1:00 p.m.	Arrive Cholla Middle School - 3:30 p.m.	WESD Bus	623-238-5688- Jody May

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:
 Student Council will hold various fund raisers to ensure that all students who need financial assistance can attend.

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.
 There are no students with special needs attending 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
Jody May		
Jeff Shedroff		

For Academic Services Use Only

Natalie McWhorter

9-8-10

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:

\$ 0 **Lodging**

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

\$ 1,000.00 **Transportation:** ☒ **District buses**

☐ **Charter buses**² (contracted vendors only- RFP 07.011)

☐ **Airfare**

\$ 540.00 **Registration/Entry Fees**

\$ _____ **Travel Insurance**³ (optional expense)

\$ _____ **Other** _____

\$ 1,540.00 **TOTAL (should match package price above)**
(totals are estimates only, based on number of anticipated students/adults and are subject to change)

Students participating: 16 **TOTAL PER STUDENT COST: \$ 96.25**
(trip total ÷ total # students participating + approved ratio # parents = per student cost)

Chaperones participating: 2 (approved ratio for parents 1:8, can be included within student cost)

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

Scholarship students: Unknown at this time **Funding source:** Student Activities
(No eligible student will be denied a field trip due to financial hardship) (tax credit, gifts & donations, auxiliary, PTA/PTO, etc.)

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

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

For Finance Department Use Only		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra K. Karns	09/08/10
	Signature	Date

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

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

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

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

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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: **Ironwood**

Dates of Travel: **April 24-27, 2011**

Destination of Field Trip: **Catalina Island Marine Institute (CIMI) Toyon Bay, California**

of Student Participants: **30**

Grade Level(s): **6**

of Adults (1:8): **6**

Emergency Contact Number: **602-622-6552**

Person Requesting Trip/Contact at Board Meeting: **Dennis Lester**

Principal Approved: Yes ☒ No ☐ Principal Name: **Dr. Michael Trevillion**

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

Summary of Event/Purpose:

Hand-on outdoor education program that focuses on district approved science curriculum, problem solving and teamwork.

Educational Use:

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

Strand 1: Inquiry Process: Concept 2: Scientific Testing (Investigating and Modeling); Objective: The student will design and conduct controlled investigations by: PO5:keeping a record of observations, notes, sketches, questions, and ideas using tools such as writing and/or computer logs. Concept 3: Analysis and Conclusions: Objective: The student will analyze and interpret data to explain correlations and results and will formulate new questions by: PO1: analyzing data obtained in a scientific investigation to identify trends.; PO4: interpreting simple tables and graphs produced by others. Strand 2: History and Nature of Science:Concept 2: Nature of Scientific Knowledge: Objective: The student will understand how science is a process for generating knowledge by: PO1 describing how science is an ongoing process that changes in response to new information and discoveries. Strand 6: Earth and Space Science:Concept 1: Structure of the Earth Objective: The student will describe the composition and interactions between the structure of the Earth and its atmosphere by: PO3:explaining the composition, properties, and structures of the oceans' zones and layers. PO4:analyzing the interactions between the Earth's atmosphere and the Earth's bodies of water (water cycle). PO5:describing ways scientists explore the Earth's atmosphere and bodies of water. Concept 2: Earth's Processes and Systems:Objective: The student will understand the processes acting on the Earth and their interaction with the earth systems by: PO1explaining how water is cycled in nature.;PO2:identifying the distribution of water within or among: atmosphere, lithosphere, hydrosphere; PO3 analyzing the effects that bodies of water have on the climate of a region(e.g., lake effect snow);Strand 3: Science in Personal and Social Perspectives:Concept 2: Science and Technology in Society: Objective: The student will develop viable solutions to a need or problem by: PO2 comparing possible solutions to best address an identified need or problem.;PO3 designing and construct a solution to an identified need or problem using simple classroom materials.;Strand 4: Life Science: Concept 3: Populations of Organisms in an Ecosystem: Objective: The student will analyze the relationships among various organisms and their environment by: PO2:describing how the following environmental conditions affect the quality of life: water quality, climate, population density, smog; Strand 6: Earth and Space Science: Concept 1: Structure of the Earth:Objective: The student will describe the composition and interactions between the structure of the Earth and its atmosphere by: PO2 explaining the composition, properties, and structure of the Earth's lakes and rivers.; PO3 explaining the composition, properties, and structures of the oceans' zones and layers.; Strand 5: Physical Science:Concept 3: Transfer of Energy: Objective: The student will understand that energy can be stored and transferred by: PO1identifying various ways in which electrical energy is generated using renewable and nonrenewable resources (e.g., wind, hydroelectric, geothermal, solar, biomass, fossil fuels, nuclear reactions).;Strand 1: Inquiry Process:Concept 2: Scientific Testing (Investigating and Modeling): Objective: The student will design and conduct controlled investigations by: PO1:demonstrating safe behavior and appropriate procedures (e.g., use and care of technology, materials, organisms) in all science inquiry.; PO4 performing metric measurements using appropriate scientific tools (e.g., balances,

microscopes, probes, micrometers).; Strand 3: Science in Personal and Social Perspectives: Concept 2: Science and Technology in Society: Objective: The student will develop viable solutions to a need or problem by: PO1 proposing viable methods of responding to an identified need or problem. PO2 comparing possible solutions to best address an identified need or problem; PO3: designing and construct a solution to an identified need or problem using simple classroom materials.; Strand 4: Life Science: Concept 1: Structure and Function in Living Systems: Objective: The student will understand the relationships between structures and functions of organisms by: PO1 explaining the importance of water to organisms (e.g., osmosis, dehydration, hydration).

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
April 24, 2011	Depart Ironwood - 11:30 p.m.	Phoenix, AZ	Sundance Travel Bus	602-622-6552
April 25, 2011	Arrive Long Beach Dock- 8:00 a.m.	Long Beach, CA	Sundance Travel	602-622-6552
April 25-27, 2011	CIMI Toyon Bay	Catalina Island, CA	Sundance Travel	310-510-1622
April 27, 2011	Depart Long Beach Dock - 3:30 p.m.	Long Beach, CA	Sundance Travel Bus	602-622-6552
April 27, 2011	Arrive Ironwood - 11:00 p.m.	Phoenix, AZ	Sundance Travel	602-622-6552

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:

Scholarships will be available for students with financial need.

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.
There are no known cases 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
Dennis Lester		
Michael Trevillion		
Jessica Goldblatt		
Heather Bycroft		
Sarah Lok		
Emily Patterson		

For Academic Services Use Only

Natalie McWhorter

9/9/10

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: \$ 11,092.00 (should match attached travel agent¹ quote)

Includes:

\$ included Lodging

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

\$ included Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ included Registration/Entry Fees

\$ included Travel Insurance³ (optional expense)

\$ 908.00 Other Breakfast items, lunch during trip, -staff to purchase

\$ 12,000.00 TOTAL (should match package price above)

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

Students participating: 30 TOTAL PER STUDENT COST: \$ 400.00

(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: 0 Payment method: _____

Scholarship students: TBD 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.

Debra K. Karns

9/14/10

Signature

Date

For Purchasing Department Use Only

This expenditure was reviewed for compliance with applicable procurement laws and regulations.

Howard Kropp

09/14/10

Signature

Date

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

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

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

Lester, Dennis

From: May - Sundance/Tzell Trave [mayb@sundancetvl.com]
Sent: Monday, September 13, 2010 9:56 AM
To: Lester, Dennis
Subject: FW: WASHINGTON/IRONWOOD SCHOOL 24OCT MISC

Update invoice

From: SUNDANCE/TZELL TRAVEL GROUP (AGENTID00246259) [mailto:emailserver@pop3.amadeus.net]
Sent: Monday, September 13, 2010 8:39 AM
To: MAYB@SUNDANCETVL.COM
Subject: WASHINGTON/IRONWOOD SCHOOL 24OCT MISC

WASHINGTON/IRONWOOD SCHOOL 24OCT MISC

SUNDANCE/TZELL TRAVEL GROUP
215 NORTH 40TH ST.
PHOENIX, AZ 85034
TELEPHONE: 602 275-2400
FAX : 602 267-8095

DATE 13SEPTEMBER10
AGENT MB/MB BOOKING REF 4RKTQH
WASHINGTON/IRONWOOD SCHOOL

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

27APR 24OCT LONG BEACH CA
SUNDAY ** CIMI GUIDED DISCOVERIES AND BUS TOURS
TOTAL PRICE \$ 11092.00 **

27APR 24OCT LONG BEACH CA
SUNDAY ** TOTAL PRICE FOR THE BUS \$ 3287.00 **

MISCELLANEOUS 24OCT LONG BEACH CA
SUNDAY ** TOTAL PRICE FOR CIMI GUIDED DISCOVERIES
25APR-27APR TOTAL AMOUNT 7805.00**

MISCELLANEOUS 24OCT LONG BEACH CA
SUNDAY ** TOTAL DEPOSIT AMOUNT \$ 1500.00 FOR THE BUS
AND GUIDED DISCOVERIES CIMI DUE BY 11OCT **

27APR 24APR LONG BEACH CA
SUNDAY ** 30 STUDENTS AND 6 ADULTS TOTAL 36 PEOPLE
**

27APR 24APR LONG BEACH CA
SUNDAY ** HOTEL AND GRATUITIES INCLUDED FOR THE
DRIVER **

27APR 24APR LONG BEACH CA
SUNDAY ** P/UP FROM SCHOOL ON THE 24APR 11:00PM **

27APR 24APR LONG BEACH CA
SUNDAY ** RETURN FROM LONG BEACH LATE BY 8:00PM **

ANY QUESTIONS PLEASE CALL MAY AT...602-275-2400 OR 800-522-2595
ANY QUESTIONS PLEASE CALL MAY AT...602-275-2400 OR 800-522-2595
AIRLINES REQUIRE CHANGES/REISSUES TO BE MADE PRIOR
TO TICKETED FLIGHTS OR TICKETS WILL HAVE NO VALUE.
RECOMMEND 2HR CHECK-IN AND LIMITED CARRY ON LUGGAGE.

***** DOCUMENTS REQUIRED FOR TRAVEL *****
DOMESTIC: VALID US GOVERNMENT PHOTO ID/MATCH-NAME ON TICKET.
INTERNATIONAL: VALID US PASSPORT WITH 6 MONTH VALIDITY FROM
RETURN DATE AND NECESSARY VISAS!!
OFF AIRPORT \$5 PARK/SHUTTLE TO/FROM PHOENIX SKY HARBOR AP

CLICK THE FOLLOWING LINK TO ACCESS YOUR ONLINE ITINERARY:

WWW.CHECKMYTRIP.COM/CMTSERVLET?R=4RKTOH&L=US&N=WASHINGTON

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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: **John Jacobs Elementary**

Dates of Travel: **March 3, 2011**

Destination of Field Trip: **Arizona Sonora Desert Museum, Tucson, AZ**

of Student Participants: **81**

Grade Level(s): **5**

of Adults (1:8): **10**

Emergency Contact Number: **602-616-1523**

Person Requesting Trip/Contact at Board Meeting: **Ms. Stacia Deering**

Principal Approved: Yes ☒ No ☐ Principal Name: **Nick Gupton**

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

Summary of Event/Purpose:

In support of 5th grade curriculum goals, the AZ Sonora Desert Museum includes a zoo, botanical garden, mineral museum and aquarium of indigenous Sonora Desert species and types. Students are able to explore a wide variety of elements of our unique desert biome. With the work of each Team, students are able to observe directly the habitat and ecology concepts studied in the classroom.

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.**

Science: Strand 1: Inquiry Process, Concept 1, Objective: students will observe, ask questions, and make predictions

Concept 3, Objective: students will analyze and interpret data to explain correlations

Concept 4, Objective: students will communicate results verbally and in written form

Strand 2: History and Nature of Science

Concept 1, Objective: students will identify individual and cultural contributions

Concept 2, Objective: students will understand how science is a process for generating knowledge

Strand 3: Science in Personal and Social Perspectives

Concept 1, Objective: students will describe the interactions between human populations, natural hazards, and the environment

Strand 4: Life Science

Concept 3, Objective: students will analyze the relationships among various organisms and their environment

Includes research prior to the field trip and a written assignment to be completed while at the museum. Before the field trip, all students will give examples of specific behaviors at the museum that demonstrate good character and individual responsibility. Parent chaperones will be asked to attend a pre-trip training session.

Itinerary: Include specific information in all five categories.				
Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
March 3, 2011	Depart John Jacobs - 8:00 a.m.	Arrive AZ Sonora Desert Museum, Tucson, AZ - 10:30 a.m.	District bus	520-883-2702 AZ Sonora Desert Museum
March 3, 2011	Depart AZ Sonora Desert Museum - 4:00 p.m.	Arrive John Jacobs - 6:30 p.m.	District bus	602-616-1523 Stacia Deering cell phone

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: 5 th grade students are participating in a fund raiser to pay for the buses and museum entrance fee; this also covers the cost of student admission for students who are unable to pay. Students attending the field trip will be asked to pay \$14.		
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. Teachers will carry with them medications provided by the school nurse for students with health conditions.		
No eligible student will be denied the field trip due to special education/health needs. Yes <input checked="" type="checkbox"/>		
Chaperones: List all certified and non-certified staff and parents who are chaperoning the trip. Please note: one adult chaperone is required for every eight students. (This must match number of adults indicated on front section.)		
Certificated	Non-Certificated	Parent
Ms. Stacia Deering		7 TBD
Ms. Alicia Mendoza		
Melinda Wester		

For Academic Services Use Only	
Natalie McWhorter	9-15-10
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:

\$ 0 Lodging

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

\$ 1,000.00 Transportation: ☒ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 300.00 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 1,300.00 TOTAL (should match package price above)

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

Students participating: 81 TOTAL PER STUDENT COST: \$ 14.77 per student and parent
= 88 total (no cost for 3 teachers)

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

Chaperones participating: 10 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: _____ Payment method: _____

Scholarship students: 5 (app) Funding source: auxiliary
(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	09/16/10 _____ 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.

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:	October 28, 2010
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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: **John Jacobs**

Dates of Travel: **April 22, 2011**

Destination of Field Trip: **Grand Canyon National Park**

of Student Participants: **70**

Grade Level(s): **4**

of Adults (1:8): **14 - per 1:5 park requirement ratio**

Emergency Contact Number: **480-766-6029**

Person Requesting Trip/Contact at Board Meeting: **Sarah Kakritz**

Principal Approved: Yes ☒ No ☐ Principal Name: **Nick Gupton**

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

Summary of Event/Purpose:

We will participate in a program through Grand Canyon National Park, called Stories in Stone. The program description follows: use the tools of a paleontologist to discover clues preserved in the rocks of Grand Canyon. Hunt for fossils and learn what they tell us about the history of the Canyon's formation.

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 learn about forces that shape the earth as specified in the 4th grade science curriculum. Science S6 CO 2 PO 1, 2, and 3 Science S6 CO 2 PO 6.**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
April 22, 2011	Depart John Jacobs - 6:45 a.m.	Arrive Cordes Junction for bathroom break - 8:30 a.m.	American Transport	480-766-6029
April 22, 2011	Depart Cordes Junction - 8:45 a.m.	Arrive Grand Canyon for lunch - 11:00 a.m.		
April 22, 2011	Depart Grand Canyon - 2:30 p.m.	Arrive Peter Piper, Flagstaff, AZ - 4:30 p.m.		
April 22, 2011	Depart Peter Piper, Flagstaff, AZ - 5:30 p.m.	Arrive John Jacobs - 8:00 p.m.		

Additional Information

Please indicate the process your school used to provide this opportunity to students who are unable to provide their own funds, if students are funding the trip: Tax credit money will be used for students who can not provide the fee.		
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 n/a chaperones are required to accommodate specific student needs. Teachers will be coached on medications by school health technician and administer needed medications to students.		
No eligible student will be denied the field trip due to special education/health needs. Yes <input checked="" type="checkbox"/>		
Chaperones: List all certified and non-certified staff and parents who are chaperoning the trip. Please note: one adult chaperone is required for every eight students. (This must match number of adults indicated on front section.)		
Certificated	Non-Certificated	Parent
Sarah Kakritz		11 TBD
Barry Barnes		
Diane Dunou		

For Academic Services Use Only

Natalie McWhorter

9-15-10

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:

\$ 0 Lodging

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

\$ 2,600.00 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 0 Registration/Entry Fees

\$ 0 Travel Insurance³ (optional expense)

\$ 400.00 Other Dinner: money paid by students & parents for pizza

\$ 3,000.00 TOTAL (should match package price above)

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

Students participating: 70 TOTAL PER STUDENT COST: \$ 37.00 per student and parents
= 81 total (no cost for 3 teachers)

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

Chaperones participating: 14 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: 0 Payment method: n/a

Scholarship students: TBD Funding source: tax credit, student activity fund, gifts/donations
 (No eligible student will be denied a field trip due to financial hardship) (tax credit, gifts & donations, auxiliary, PTA/PTO, etc.)

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

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

For Finance Department Use Only		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra K. Karns	9/16/10
	Signature	Date

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

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

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

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

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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: **Lakeview Elementary School**

Dates of Travel: **May 4-6, 2011**

Destination of Field Trip: **San Diego, CA and surrounding areas**

of Student Participants: **90**

Grade Level(s): **6**

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

Emergency Contact Number: **623-640-1297**

Person Requesting Trip/Contact at Board Meeting: **Mr. Michael Pettit/Mr. Jaime Tejada**

Principal Approved: Yes ☒ No ☐ Principal Name: **Jaime Tejada**

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

Summary of Event/Purpose:

To culminate the curriculum and to have student experience on-hands activities.

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.**

Each student will demonstrate mastery of the following concepts and objectives from Arizona State Standards as of June, 2007 in the 6th grade science curriculum:

Strand 6 Earth and Space Science

Concept 1 Structure of the Earth

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

Explain the composition, properties, and structure of the Earth's lakes and rivers. S6C1-02

Explain the composition, properties, and structure of the oceans' zones and layers. S6C1-03

Analyze the interactions between the Earth's atmosphere and the Earth's bodies of water. S6C1-04

Describe ways scientists explore the Earth's atmosphere and bodies of water. S5C1-05

Concept 2 Earth's Process and Systems

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

Explain how water is cycled in nature. SCC2-01 (S6C1-04)

Identify the distribution of water. S6C2-02

Analyze the effects that bodies of water have on the climate of a region. S6C2-03

Analyze factors that affect climate. S6C2-04

Strand 1 Inquiry Process

Objective: The students will formulate predictions, questions or hypotheses based on observations and will locate appropriate resources by:

Concepts 1-4

Make Observations S1C1-01, 02

Ask Questions S1C1-01, 02

Develop Hypotheses S1C1-02

Conduct Scientific testing S1C2-01-05

Produce Analysis and conclusions S1C3-01-05

Demonstrate Communication S1C1-01-05

Strand 2 History and Nature of Science

Concept 1 History of Science as a Human Endeavor

Objective: The students will identify individual, cultural, and technological contributions to scientific knowledge by:
Identify how diverse people and/or cultures, past and present, have made important contributions to scientific innovations.

S2C1-01

Describe how a major milestone in science or technology has revolutionized the thinking of the time. S2C1-02

Analyze the impact of a major scientific development occurring within the past decade. S2C1-03

Describe the use of technology in science-related careers. S2C1-04

Concept 2 Nature of Scientific Knowledge

Objective: The Students will understand how science is a process for generating knowledge by:

Understand how science is a process for generating knowledge S2C2-01

Describe how science is an ongoing process that changes in response to new information and discoveries. S2C2-01

Describe how scientific knowledge is subject to change as new information and/or challenges challenge prevailing theories
S2C2-02

Strand 4 Life Science

Concept 1 Structure and Function in Living Systems

Objective: The student will understand the relationship between structures and functions of:

Describe the basic structure of a cell. -S4C1-02

Describe the function of each cell part. S4C1-03

Differentiate between plant and animal cells. S4C1-04

Explain the hierarchy of cells, tissue, organs and systems. S4C1-05

Relating structures of living organisms to their functions S4C1-06

Describe how the various systems of living organisms work together to perform a vital function. S4C1-07

Concept 3 Populations of Organisms in an Ecosystem

Objective: The student will analyze the relationship among various organisms and their environment by:

Explain how sunlight is the major source of energy for most ecosystems. S4C30-01

Describe how environmental conditions affect the quality of life. S4C3-02

Concept 4 Diversity, Adaptation and Behavior

Identify structural and behavioral adaptations. S4C4-01

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 4-5, 2011	Depart Lakeview Elementary - 10:30 p.m.	Arrive Oceanography Vehicles, San Diego, CA - 4:30 a.m.	America Explorer Motor Coach	623-640-1297
May 5, 2011	Depart Oceanography Vehicles, San Diego, CA - 9:00 a.m.	Arrive Sea World Tour, San Diego, CA - 9:30 a.m.	America Explorer Motor Coach	623-640-1297
May 5, 2011	Depart Sea World Tour, San Diego, CA - 6:30 p.m.	Arrive Mission Valley Resort, San Diego, CA - 7:00 p.m.	America Explorer Motor Coach	619-222-6353
May 6, 2011	Depart Mission Valley Resort, San Diego, CA - 7:30 a.m.	Arrive Mission Beach Breakfast, La Jolla, CA - 8:00 a.m.	America Explorer Motor Coach	619-298-8281
May 6, 2011	Depart Mission Beach - La Jolla, CA - 8:20 a.m.	Arrive Dana Point Dry Beach Exploration, Scavenger Hunt & Seal Observation, La Jolla, CA - 8:30 a.m.	America Explorer Motor Coach	623-640-1297

May 6, 2011	Depart Dana Point Dry Beach Exploration, Scavenger Hunt & Seal Observation - La Jolla, CA - 9:30 a.m.	Arrive Birch Aquarium @ Scripps, La Jolla, CA - 10:00 a.m.	America Explorer Motor Coach	623-640-1297
May 6, 2011	Depart Birch Aquarium @ Scripps - La Jolla, CA - 12:00 p.m.	Arrive Seaport Village, San Diego, CA - 12:30 p.m.	America Explorer Motor Coach	858-534-3474
May 6, 2011	Depart Seaport Village, San Diego, CA - 2:00 p.m.	Arrive Lakeview Elementary School - 9:00 p.m.	America Explorer Motor Coach	623-640-1297

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:

The use of funds from fundraising and Tax Credits.

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
Ilaise Levrets	Rhonda Eastin	7 TBD
Michael Pettit	Lorraine Rogers	
Marissa Tualla		

For Academic Services Use Only

Natalie McWhorter

9-17-10

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: \$ 27,734.00 (should match attached travel agent¹ quote)

Includes:

\$ incl Lodging

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

\$ incl. Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ incl. Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other NOTE: price includes 4 complimentary adult chaperones

\$ 27,734.00 **TOTAL** (should match package price above)

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

Students participating: 90 **TOTAL PER STUDENT COST: \$ 283.00**
(trip total ÷ total # students participating + approved ratio # parents = per student cost)

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

Additional parents: 4 **Payment method: complimentary**

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.	<small>For Finance Department Use Only</small> Debra K. Karns _____ Signature	09/20/10 _____ Date
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This expenditure was reviewed for compliance with applicable procurement laws and regulations.	<small>For Purchasing Department Use Only</small> Howard Kropp _____ Signature	10-06-10 _____ Date
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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.

PROJECT EXPLORATION ORDER FORM

2010 - 2011 Quote

Group Name: Lakeview Elementary Grade: 6th Buses: 2 Motor Coaches
 First Name: Vayna Last Name: Nelson Apx. Pax: 90 Students 12 Adults
 School Address: 3040 West Yucca City: Phoenix Zip: 85029
 Home Address: _____ City: _____ Zip: _____
 Home Phone: _____ Work Phone: (602) 896-5856 Cell Phone: _____
 Email: vayna.nelson@wesdschools.org Fax: (602) 896-5420
 Departure Date: 5/4/2011 Spot Time: 10:00 p.m. Depart Time: 10:30 p.m.
 Return Date: 5/6/2011 Return Time: 9:00 p.m. Price: 283.00 per person

PLEASE NOTE: Below you will find an outline of the major reservations being made for your trip. Please look them over and notify us of any changes. Times will be available closer to the departure date.

TRIP TITLE: OCEANS I

ITINERARY: Areas in: San Diego & La Jolla, California

Floating Lab

Sea World

Mission Valley Resort (619) 298-8281

Over-night stay with chaperones provided by Project Exploratic

Dry beach time with activities

Scripps Aquarium

Sea Port Village

MEALS: Two students breakfasts provided by the district. All other meals are the responsibility of the participants.

NOTES: Price of \$283.00 is per student and per adult chaperone.

90 students and 8 Adults = \$28,866.00 (less 4 complimentary adult admissions \$1,132.00) Total: \$27,734.00

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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: **Lookout Mountain**

Dates of Travel: **March 22, 2011**

Destination of Field Trip: **Renaissance Festival, Apache Junction, AZ**

of Student Participants: **160**

Grade Level(s): **6**

of Adults (1:8): **30**

Emergency Contact Number: **602-931-0552**

Person Requesting Trip/Contact at Board Meeting: **Lisa Lacey-Porras**

Principal Approved: Yes ☒ No ☐

Principal Name: **Tricia Heller-Johnson**

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

Summary of Event/Purpose:

The purpose of this event is to offer the students a chance to experience the living history of the AZ Renaissance Festival as a way to enhance the concepts taught in Social Studies, Reading, Art and Music.

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 enhance, discover, and apply historical knowledge of Medieval Europe and the Renaissance period by language, mannerisms, customs, comedic theatre, jousting tournaments, artistic/craft/music demonstrations. These extensions/hands on activities will support the Social Studies, Art, Music, and Reading curriculum in the following ways:**

1. **1SS-E13 PO 2,3,4,6 Aspects of Medieval European life and impact on later civilizations, i.e. feudalism, religion, Crusades, Black Plague, contribution of key figures**
2. **2SS-E3 Feudalistic society**
3. **4SS-E5/4SS-E8 PO 1 Economic benefits of specialization to improve standards of living, i.e. guilds.**
4. **1SS-E14 PO 1,3,4 Influence of Renaissance/Reformation effects on education, art, religion, and government in Europe by development of Renaissance artistic/literary traditions/impact of Gutenberg's invention of the printing press.**
5. **2AV-E3 PO 1 Integrate visual arts with other subject areas, times, and cultures by categorizing subject matter based on cultural and/or historical content.**
6. **2AM-E1 PO 1,3: AM-E2 PO 1; 2 AM-E2 PO 1 Compare/contrast the elements of music from different historical periods and cultures.**
7. **RE 6 PO 1 Compare/contrast historical perspectives of literary selections, i.e. plays of William Shakespeare.**

Students will go to the festival with essential knowledge of the Medieval/Renaissance period that is enhanced by the opportunity to be involved in the living history. This opportunity in turn also enhances concepts learned after the completion of this educational experience.

Itinerary: Include specific information in all five categories.				
Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
March 22, 2011	Depart Lookout Mountain - 8:00 a.m.	Arrive Renaissance Festival Apache Junction, AZ - 9:00 a.m.	Coach America	520-463-2700
March 22, 2011	Depart Renaissance Festival Apache Junction, AZ - 2:30 p.m.	Arrive Lookout Mountain - 4:00 p.m.	Coach America	

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:
No student will be left out of this experience. Students will provided needed funding for the trip. If a student is not capable of paying, private donations and tax credits will be used to cover expenses.

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.
n/a

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

Yes ☒

Chaperones:

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

Certificated	Non-Certificated	Parent
Shery Godfrey		Approximately 5 parents from each of the 5 homerooms for a total of 25 parents
Lisa Lacey-Porras		
Claire Ostapuk		
Mardelle Steward		
Monica Womack		

For Academic Services Use Only

Natalie McWhorter

9-9-10

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

\$ 1,770.00 **Transportation:** ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 1,440.00 **Registration/Entry Fees**

\$ _____ **Travel Insurance³ (optional expense)**

\$ _____ **Other** _____

\$ 3,210.00 **TOTAL (should match package price above)**
(totals are estimates only, based on number of anticipated students/adults and are subject to change)

Students participating: 160 **TOTAL PER STUDENT COST: \$ 20.00**
(trip total ÷ total # students participating ÷ approved ratio # parents = per student cost)

Chaperones participating: 20 **(approved ratio for parents 1:8, can be included within student cost)**

Additional parents: 10 **Payment method: Parents pay at door/parents will carpool**

Scholarship students: TBD **Funding source: Students will be covered by tax credit, donations,**
or PTO scholarships. No student will be excluded due to financial hardship.

(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.	<small>For Finance Department Use Only</small> Debra K. Karns _____ <small>Signature</small>	9-22-10 _____ <small>Date</small>
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This expenditure was reviewed for compliance with applicable procurement laws and regulations.	<small>For Purchasing Department Use Only</small> Howard Kropp _____ <small>Signature</small>	09/22/10 _____ <small>Date</small>
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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:

October 28, 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 Sky**

Dates of Travel: **May 6-8, 2011**

Destination of Field Trip: Fullerton College, Fullerton, CA and Disneyland, Anaheim, CA

of Student Participants: 138

Grade Level(s): 7-8

of Adults (1:8): 17

Emergency Contact Number: 602-980-3087

Person Requesting Trip/Contact at Board Meeting: Kirsten Kloppel

Principal Approved: Yes ☒ No ☐ Principal Name: Perry Mason

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

Summary of Event/Purpose:

One hundred and thirty-eight music students who have been selected by their directors for their musical ability will perform with their ensembles at Fullerton College in front of three collegiate-level adjudicators. The groups' performances will be rated and ranked according to the national scale for Junior High classification. All Mountain Sky music students will watch programs by not only their classmates, but also performances from schools from all over the country.

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.

Heritage Festival

STRAND ONE

The students will:

Describe the experience(s) of their performance and the performance of others. MUBI-S3C2-205

Demonstrate knowledge by performing for an audience (e.g., school assemblies, day time performances, evening performances, area festivals, AMEA festivals WESD

Describe and play musical forms as encountered in the repertoire. MUSI-S1C5-206

Use teacher or student specified criteria to evaluate a musical performance. MUSI-S3C2-202

Heritage Festival was created in 1980 by music educators who were looking for a different type of performance outlet for their bands, choirs and orchestras. The festival consists of performance, positive and constructive adjudication, and on stage mini-clinics directly following each performance. What this means is that the students are going to be actively involved in the entire process of preparing for the festival. They are going to be personally invested in giving their all and best: Being adjudicated allows the students to be aware of how they have grown musically throughout the year.

The performance standards for Washington Elementary School District provide very basic guidelines that students are required to demonstrate, such as "perform with correct posture and hand position" and "perform musically with acceptable pitch, rhythm, articulation, phrasing and dynamics". Being a part of the Heritage Festival in the spring of 2010 will give our students the opportunity to increase practice, performance and experiences throughout the school year. Working as a team is the main thread woven through ensemble groups. Preparing for the Festival will unify all four of the ensembles, not only for the weekend of the 6th and 7th of May, but for the entire journey leading up to this experience.

Itinerary: Include specific information in all five categories.				
Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 6, 2011	Depart from Mountain Sky - 8:00 a.m.	Arrive Ramon Exit on I-10 for one hour lunch break - 12:30 p.m.	COACH USA	602.980.3087 Ms. Kloppel's Cell Phone
May 6, 2011	Depart Lunch - 1:30 p.m.	Arrive TBA Hotel - 5:00 p.m.	COACH USA	602.980.3087 Ms. Kloppel's Cell Phone
May 6, 2011	Depart TBA Hotel - 6:00 p.m.	Arrive Fullerton College - 6:30 p.m.	COACH USA	602.980.3087 Ms. Kloppel's Cell Phone
May 6, 2011	Depart Fullerton College - 8:00 p.m.	Arrive TBA Hotel - 8:30 p.m.	COACH USA	602.980.3087 Ms. Kloppel's Cell Phone
May 7, 2011	Depart TBA Hotel - 6:45 a.m.	Arrive Fullerton College - 7:15 a.m.	COACH USA	602.980.3087 Ms. Kloppel's Cell Phone
May 7, 2011	Depart Fullerton College - 12:30 p.m.	Arrive Disneyland California Adventure - 1:00 p.m.	COACH USA	602.980.3087 Ms. Kloppel's Cell Phone
May 8, 2011	Depart Disneyland California Adventure - 12:30 a.m.	Arrive TBA Hotel - 1:00 a.m.	COACH USA	602.980.3087 Ms. Kloppel's Cell Phone
May 8, 2011	Depart TBA Hotel - 8:00 a.m.	Arrive Ramon Exit on I-10 for one hour lunch break - 11:30 a.m.	COACH USA	602.980.3087 Ms. Kloppel's Cell Phone
May 8, 2011	Depart Lunch - 12:30 p.m.	Arrive Mountain Sky - 3:00 p.m.	COACH USA	602.980.3087 Ms. Kloppel's Cell Phone

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: Partial Scholarships		
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. At this point, we do have any children that require additional accomdations in chaperones.		
No eligible student will be denied the field trip due to special education/health needs.		
Yes <input checked="" type="checkbox"/>		
Chaperones: List all certified and non-certified staff and parents who are chaperoning the trip. Please note: one adult chaperone is required for every eight students. (This must match number of adults indicated on front section.)		
Certificated	Non-Certificated	Parent
Kirsten Kloppel		TBA Parent
Diana Polanski		TBA Parent
Sallie Hyland		TBA Parent
Amanda Hoppe		TBA Parent
Don Brewer		TBA Parent
Jonette Steele		TBA Parent
		TBA Parent

		TBA Parent
		TBA Parent
		TBA Parent
		TBA Parent

For Academic Services Use Only		
Natalie McWhorter		9-15-10
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

\$ 1,000.00 Food: ☐ Included ☒ Sack Lunch ☒ Individual Purchase

\$ 7,455.00 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ _____ Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ 38,700.00 Other Heritage Registration Total - see attached quote

\$ 47,155.00 **TOTAL (should match package price above)**

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

Students participating: 138 **TOTAL PER STUDENT COST: \$ \$259.74 per student and 11 parents = 149 total (no cost for 6 teachers)**

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

Chaperones participating: 17 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: 0 Payment method: _____

Scholarship students: 5 Funding source: Fundraising

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

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

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

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

For Finance Department Use Only

This expenditure was reviewed for compliance with designated and/or qualifying funding sources.

Debra K. Karns

09/16/10

Signature

Date

For Purchasing Department Use Only

This expenditure was reviewed for compliance with applicable procurement laws and regulations.

Howard Kropp

10-06-10

Signature

Date

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

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

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

Acceptance

Coach America Phoenix

Client ID Client Company Client Ref 1 Client Ref 2	MOSK001 Mountain Sky Junior High School 	Charter ID Movement ID Status Passengers Distance	25076 30657 Firm 716
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First Pick-up Pick-up Date Single Journey Vehicle To Stay	16225 N.7th Ave, Phoenix 85023 Fri 5/6/2011 Time 07:30 No Yes	Destination Arrival Date Leave Date Back Date	Disneyland Fri 5/6/2011 Time 16:30 Sun 5/8/2011 Time 07:00 Sun 5/8/2011 Time 14:00
--	--	--	---

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

Pick up clients at Mountain Sky Junior High School

Onsite contact is Kirstin Kloppel #602-980-3087

Client needs coaches to have DVD players

Take clients to Disneyland, CA, client will provide an itinerary prior to trip and is responsible for entrance fee into park.

Bus to stay with clients as directed

Cost of driver's hotel rooms are in price of charter, Coach America will book rooms.

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
58	Motorcoach - 58 Passenger	1	\$2,385.00	0	\$0.00	\$2,385.00
58	Motorcoach - 58 Passenger	2	\$2,385.00	0	\$0.00	\$2,385.00
58	Motorcoach - 58 Passenger	3	\$2,385.00	0	\$0.00	\$2,385.00

Quantity	Description	Unit Price	Price	Tax %	Tax	Total
1	Driver Gratuity	\$100.00	\$100.00	0	\$0.00	\$100.00
1	Driver Gratuity	\$100.00	\$100.00	0	\$0.00	\$100.00
1	Driver Gratuity	\$100.00	\$100.00	0	\$0.00	\$100.00

Movement Totals	\$7,455.00	\$0.00	\$7,455.00
-----------------	------------	--------	------------

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1	Driver	2
Driver	3		

Route	Further Requirements
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References

Sales Contact: April 602-437-3484 x104

april.saloman@coachamerica.com

Payment: Full payment/PO must be in house by 4/22/11

Customer Contact: Kirsten Kloppel 602-896-6165

kirsten.kloppel@wesdschools.org

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

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

Coach Manager Printed: 8/26/2010 3:31:43 PM

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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: **May 13-14, 2011**

Destination of Field Trip: **Disneyland, Anaheim, CA**

of Student Participants: **250**

Grade Level(s): **6-8**

of Adults (1:8): **34**

Emergency Contact Number: **602-757-1292**

Person Requesting Trip/Contact at Board Meeting: **Philip Liles**

Principal Approved: Yes ☒ No ☐

Principal Name: **Mike Christensen**

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

Summary of Event/Purpose:

This educational field trip will utilize the "Disney Youth Education Series" that is offered by the Disneyland Resort. Trained and knowledgeable Disney Youth Education Series Cast Members will facilitate a 3 hour high-quality and educationally sound program for each participating Mountain View student. Students will be divided into 3 learning groups to explore: Disney's World of Physics: Properties of Motion, Disney's World of Physics: Energy and Waves, or Disney's Animation Magic. Each of these classes include a Program Description, a Learning Objective, and incorporates state standards (see attachment for details on each of the classes). During the classes, students will have the opportunity to discover, make observations, hypothesize, identify, discuss, articulate, illustrate, and apply the learning objectives. In addition, each class concludes with exploring and experiencing an attraction that is tied to their learning objective (Mulholland Madness, Mailboomer, California Screamin', Animation Academy, Turtle Talk with Crush, Monsters Inc., and It's Tough to be a Bug).

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.**

Disney's World of Physics: Properties of Motion

Applicable for grades 6-12

Program Description

Disney's World of Physics: Properties of Motion is a three hour program through Disney's California Adventure® Park taught and led by a Disney facilitator. Students gain an understanding of the real world application of physics in a theme park setting. Students identify and define potential energy, kinetic energy, speed, velocity and acceleration. They also have the opportunity to make observations and hypotheses, experiment and come to a conclusion by exploring Mulholland Madness, the Maliboomer and California Screamin'.

Learning Objectives

After completing Disney's World of Physics: Properties of Motion, students are able to:

- Apply a problem-solving technique to everyday situations.
- Identify, define, and illustrate potential and kinetic energy.
- Identify, define, and discuss speed, velocity, and acceleration.
- Discuss and illustrate inertia.
- Discuss and illustrate horizontal forces.
- State and illustrate The Law of Conservation of Energy.
- Articulate various forms of energy.
- State Newton's First and Third Laws of Motion.
- Articulate various careers associated with the study of physics.

- Discuss the precise terminology of physics.
- Discuss factors that may influence the roller coaster design process.
- Discuss the utilization of pneumatics and magnets as compared to traditional roller coaster lift systems.

Understands energy types, sources, and conversions, and their relationship to heat and temperature

Grades 6-8

- Knows that energy is a property of many substances
- Understands that energy cannot be created or destroyed only changed from one form to another

Understands forces and motion

Grades 6-8

- Knows that an object's motion can be described and represented graphically according to position, direction of motion, and speed
- Understands effects of balanced and unbalanced forces on an object's motion
- Knows that an object that is not being subjected to a force will continue to move at a constant speed and in a straight line
- Understands general concepts related to gravitational force

Understands the nature of scientific knowledge

Grades 6-8

- Knows that all scientific ideas are tentative and subject to change and improvement in principle, but for most core ideas in science, there is much experimental and observational confirmation

Understands the nature of scientific inquiry

Grades 6-8

- Designs and conducts a scientific investigation
- Uses appropriate tools and techniques to gather, analyze, and interpret scientific data
- Establishes relationships based on evidence and logical argument

Disney's Animation Magic

Applicable for grades 3-12

Program Description

Disney's Animation Magic is a three hour program through Disney's California Adventure® Park led and taught by a Disney facilitator. Students discover and learn about the history, creativity and innovation of the animation process and how the vision of Walt Disney influenced the history of animation. Students have the opportunity to create a kineograph, plan and design their own storyboard, and explore their creativity in the Sorcerer's Workshop. They also discuss, observe and participate in character development at the Animation Academy and see how technology has influenced animation in Turtle Talk with Crush.

Learning Objectives

After completing Disney's Animation Magic, students are able to do the following:

- Articulate various elements of the animation process.
- Draw a Disney character using simple geometric shapes.
- Demonstrate storyboarding.
- Create a kineograph.
- Create a thaumatrope.
- Articulate the physical process of persistence of vision.
- Calculate the number of frames needed in a 60-minute animated film.

Turtle Talk with Crush is inspired by Disney•Pixar's "Finding Nemo".

VISUAL ARTS (5-8)

Content Standard #1: Understanding and applying media, techniques, and processes.

Achievement Standard: Students intentionally take advantage of the qualities and characteristics of art media, techniques, and processes to enhance communication of their experiences and ideas.

Content Standard #2: Using knowledge of structures and functions.

Achievement Standard: Students select and use the qualities of structures and functions of art to improve communication of their ideas.

Content Standard #4: Understanding the visual arts in relation to history and cultures.

Achievement Standard: Students analyze, describe, and demonstrate how factors of time and place (such as climate, resources, ideas, and technology) influence visual characteristics that give meaning and value to a work of art.

Content Standard #5: Reflecting upon and assessing the characteristics and merits of their work and the work of others.

Achievement Standard: Students describe and compare a variety of individual responses to their own artworks and to artworks from various eras and cultures.

Content Standard #6: Making connections between visual arts and other disciplines.

Achievement Standard: Students describe ways in which the principles and subject matter of other disciplines taught in the school are interrelated with the visual arts.

Disney's World of Physics: Energy and Waves

Applicable for grades 5-12

Program Description

Disney's World of Physics: Energy and Waves is a three hour program through Disney's California Adventure® Park led and taught by a Disney facilitator. Students examine and gain an understanding on how the energy of light and sound come together to create a unique experience in Monsters, Inc. Mike & Sulley to the Rescue and It's Tough to be a Bug! Students also discover electromagnetism by exploring the high speed, thrilling roller coaster, California Screamin'.

Learning Objectives

After completing Disney's World of Physics: Energy and Waves, students are able to do the following:

- Articulate binaural hearing.
- Define a medium.
- Demonstrate and articulate how a solid, liquid, and gas affect sound.
- Define acoustics.
- Define and demonstrate a compression wave.
- Articulate the relationship between electricity and magnetism.
- Distinguish the difference between permanent magnets and electromagnets.
- Identify magnetic properties.
- Articulate several applications of magnetism.
- Articulate how linear induction motors can be used in transportation systems.
- Demonstrate how white light is composed of different colors of light.
- Articulate how different colors of light are made up of different wavelengths.
- Demonstrate how light can be projected through a lens.
- Demonstrate how light is reflected in glass.

Monsters, Inc. Mike & Sulley to the Rescue is inspired by Disney•Pixar's "Monsters, Inc."

It's tough to be a bug! is inspired by Disney•Pixar's "a bug's life".

Understands energy types, sources, and conversions, and their relationship to heat and light

Grades 6-8

- Understand that energy cannot be created or destroyed only changed from one form to another

Understand the sources and properties of energy

Grades 6-8

- Knows that vibrations move at different speed in different materials and have different wavelengths
- Knows that only a narrow range of wavelengths of electromagnetic radiation can be seen by the human eye: differences of wavelength within that range of visible light are perceived as differences in color
- Knows that kinds of forces that exist between objects and within atoms

Grades 6-8

- Knows that just as electric currents can produce magnetic forces, magnets can cause electric currents.

Understands the nature of scientific knowledge

Grades 6-8

- Knows that all scientific ideas are tentative and subject to change and improvement in principle, but for most core ideas in science, there is much experimental and observational confirmation

Understands the nature of scientific inquiry

Grades 6-8

- Designs and conducts a scientific investigation
- Uses appropriate tools and techniques to gather, analyze, and interpret scientific data

Understands the sources and properties of energy

Grades 6-8

- Knows that energy is a property of many substances
- Knows how the Sun acts as a major source of energy for changes on the Earth's surface
- Knows that most chemical and nuclear reactions involve a transfer of energy
- Knows that vibrations move at different speeds in different materials, have different wavelengths, and set up wave-like disturbances that spread away from the source
- Knows that only a narrow range of wavelengths of electromagnetic radiation can be seen by the human eye; differences of wavelength within that range of visible light are perceived as differences in color

Itinerary:**Include specific information in all five categories.**

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 13,2011	Depart Mountain View.- 4:30 a.m.	Arrive Disneyland, Anaheim, CA - 11:00 a.m.	Charter Bus	602-757-1292
May 13-14, 2011	Depart Disneyland, Anaheim, CA - 11:30 p.m.	Arrive Mountain View - 7:00 a.m.	Charter Bus	602-757-1292

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. All students who meet qualifications for the trip will be provided the opportunity to attend the Disney Youth Education Series

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.

We have one wheelchair student who does not require one on one assistance. She will be invited to attend the event

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
Mike Christensen, Nada Cox	Pat Barrier	
Philip Liles, Jeanette Ray	12 TBA - Certified and Non-Certified	
Rebecca Fogarty, Kirk Kittle		
JJ Spellman, Nathan Wells		
Lily Gold, Keri Sallee		
James Foster, Jessica Looper		
Trina Roth, Ben Metcalf		
Kristin Roberts, Scott Gillespie		
Evan Tiras, Andrea Haack		
Nikki Lebrun, Chris Robinson		
Pam Mast		

For Academic Services Use Only

Natalie McWhorter

9-24-10

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: \$ 32,536.00 (should match attached travel agent¹ quote)

Includes:

\$ _____ Lodging

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

\$ 15,425.00 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ _____ Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ 17,111.00 Other Admissions

\$ 32,536.00 **TOTAL** (should match package price above)

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

Students participating: 250 **TOTAL PER STUDENT COST: \$ 0 - fully funded by tax credits**

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

Chaperones participating: 34 (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.	Debra k. Karns _____ Signature	9-27-10 _____ Date

For Purchasing Department Use Only		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	_____ Signature	_____ Date

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

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

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

SUNDANCE/TZELL TRAVEL GROUP
215 NORTH 40TH ST.
YGU27G
PHOENIX, AZ 85034
TELEPHONE: 602 275-2400
FAX : 602 267-8095

DATE 21SEPTEMBER10
AGENT MB/MB BOOKING REF

WASHINGTON/MT VIEW SCHOOL

MISCELLANEOUS 10NOV SANTA ANA CA
WEDNESDAY **THANK YOU FOR USING SUNDANCE TRAVEL**

MISCELLANEOUS 13MAY SANTA ANA CA
FRIDAY ** BUS TOUR GROUP 250 STUDENTS AND 25 ADULTS
TOTAL 275 PEOPLE**

MISCELLANEOUS 13MAY SANTA ANA CA
FRIDAY ** BOOKED 5 COACHES
EACH BUS HOLDS 58 PEOPLE **

MISCELLANEOUS 13MAY SANTA ANA CA
FRIDAY ** TOTAL PER BUS \$ 3085.00 **

MISCELLANEOUS 13MAY SANTA ANA CA
FRIDAY ** TOTAL PRICES FOR 5 BUSES INCLUDING
GRATUITIES \$ 15,425.00 **

MISCELLANEOUS 13MAY SANTA ANA CA
FRIDAY ** DISNEY YOUTH EDUCATION SERIES TICKET AND
ENTRANCE TO DISNEY PER PERSON \$ 71.00 **

MISCELLANEOUS 13MAY SANTA ANA CA
FRIDAY ** BASED ON 250 STUDENTS AND 25 ADULTS YOU
WILL RECEIVE COMPLIMENTARY TICKETS OF 25 FOR
THE STUDENTS AND 9 FOR THR ADULTS TOTAL OF

TICKETS **

34

MISCELLANEOUS

13MAY SANTA ANA CA
FRIDAY ** PRICE OF 241 PEOPLE BASED ON \$71.00 TOTAL
AMOUNT DUE FOR THE TICKETS \$ 17,111.00 **

MISCELLANEOUS

13MAY SANTA ANA CA
FRIDAY ** TOTAL PRICE FOR THE BUSES AND TICKETS
\$ 32,536.00 **

ANY QUESTIONS PLEASE CALL MAY AT...602-275-2400 OR 800-522-2595
AIRLINES REQUIRE CHANGES/REISSUES TO BE MADE PRIOR
TO TICKETED FLIGHTS OR TICKETS WILL HAVE NO VALUE.
RECOMMEND 2HR CHECK-IN AND LIMITED CARRY ON LUGGAGE.

***** DOCUMENTS REQUIRED FOR TRAVEL *****
DOMESTIC: VALID US GOVERNMENT PHOTO ID/MATCH-NAME ON TICKET.
INTERNATIONAL: VALID US PASSPORT WITH 6 MONTH VALIDITY FROM
RETURN DATE AND NECESSARY VISAS!!
OFF AIRPORT \$5 PARK/SHUTTLE TO/FROM PHOENIX SKY HARBOR AP

CLICK THE FOLLOWING LINK TO ACCESS YOUR ONLINE ITINERARY:

<A HREF=
"HTTPS://WWW.CHECKMYTRIP.COM/CMTSERVLET?R=YGU27G&L=US&N=WASHINGTON ">
WWW.CHECKMYTRIP.COM/CMTSERVLET?R=YGU27G&L=US&N=WASHINGTON

--
NeoMail .
<http://neomail.sourceforge.net>

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 2010

Instructions:

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

School: **Orangewood School**

Dates of Travel: **February 18, 2011**

Destination of Field Trip: Canyon Moon Ranch: Florence, Arizona-Society of Creative Anachronism's Estrella War, Florence, AZ

of Student Participants: 100

Grade Level(s): 6

of Adults (1:8): 15

Emergency Contact Number: 602-757-7049

Person Requesting Trip/Contact at Board Meeting: John Vasey

Principal Approved: Yes ☒ No ☐ Principal Name: Mrs. Andree Charlson

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

Summary of Event/Purpose:

The Society of Creative Anachronism (SCA) is a non-profit educational organization that studies western European history by recreating the pastimes and crafts of the Middle Ages. The SCA participants devote their free time to tournaments, educational classes, feasts, medieval warfare and the arts and sciences in western Europe. The Estrella War, its 25th year, brings together over 7,000 participants from around the world in its week-long, annual event hosted by the Kingdom of Atenveldt (Phoenix Chapter).

Educational Use:

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

Reading Objectives:

- To identify common structures and stylistic elements in literature, folklore, myths from a variety of cultures. (R06-S2C2-02)
- Analyzing the influence of setting on the problem and resolution. (R06-S2C1-05)
- Connecting information and events in text to experience and to related text and sources. (R06-S1C6-05)

Math Objectives:

- Solving problems involving fractions and decimals in contextual situations. (M06-S1C2-14)
- Using estimation to verify the reasonableness of a calculation. (M06-S1C3-02)
- Determining the actual measure of objects using a scale drawing or map by estimating, measuring, comparing, and converting. (M06-S4C4-11)
- Solving simple logic problems from given information. (M06-S5C2-01)

Writing Objectives:

- Pre-write, draft, revise, and edit: a research-based project, expository, expressive papers using six-traits. (W06-S1/2-C1/2/3/4/5/6-01-10), (W06-S3C1/2/6-01-03),

Social Studies:

- Analyzing cause and effect relationships between and among individuals and/or historical events. (SS06-S2C1-07)
- Formulating questions that can be answered by historical study and research. (SS06-S2C1-04)
- Describe the spread of Christianity. (SS06-S2C3-04)
- Analyze the transition from feudalism to nationalism in the Middle Ages. (SS06-S2C3-05)
- Describe how trade routes led to the exchange of ideas between Europe, Asia, Africa, and the Middle East during the 15th and 16th centuries. (SS06-S2C3-07)
- Analyze the contributions or accomplishments of individuals/groups of the Middle Ages/Renaissance and their effects on their and contemporary society. (SS06-S2C4-01/02 & S2C5-01)
- Compare the important ideas of the Enlightenment Period that fostered the creation of the United States government. (SS06-S3C1-01)

- Identify cultural norms that influence different social, political, and economic activities of men and women. (SS06-S4C4-05)
 - Identify how limited resources and human wants cause people to choose some things and give up others. (SS06-S5C1-01)
- Science Objectives:
- Applying the scientific processes to other problem solving or decision making situations. (SC06-S2C2-03)
 - Develop viable solutions to a need or problem by proposing viable methods of responding, comparing possible solutions, designing and constructing a solution and describing a technological discovery that influences science. (SC06-S3C2-01-04)

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
February 18, 2011	Depart Orangewood School - 7:30 a.m.	Arrive Canyon Moon Ranch, Florence, AZ - 2:00 p.m.	Coach USA	N/A
February 18, 2011	Depart Canyon Moon Ranch, Florence, AZ 2:00 p.m.	Arrive Rose & Crown Restaurant, Phoenix, AZ - 3:00 p.m.	Coach USA	(602) 256-0223
February 18, 2011	Depart Rose & Crown Restaurant, Phoenix, AZ - 3:00 p.m.	Arrive Orangewood School - 5:30 p.m.	Coach USA	602-347-2960

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:
Scholarship funds are available from the PTO, Fund-raising, and Tax Credits. A form is completed by the parents and the sixth grade teachers and principal review and award.

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.
N/A

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

Yes ☒

Chaperones:

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

Certificated	Non-Certificated	Parent
Mr. Vasey		Mr. Brown
Mrs. Gonzales		Mr. Stevens
Miss Darling		Mrs. Hyatt
Mrs. Griffin		Mr. Klink
		Mr. Howland
		Mr. Rodriguez
		Mr. Hermansen

		Mrs. Hermansen
		Mr. Acosta
		Mrs. Hernandez
		Mr. Ham

For Academic Services Use Only		
Natalie McWhorter		9-15-10
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

\$ 1,150.00 Food: ☐ Included ☒ Sack Lunch ☒ Individual Purchase

\$ 1,440.00 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 0 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 2,590.00 TOTAL (should match package price above)

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

Students participating: 100 TOTAL PER STUDENT COST: \$ 22.52 per student and adult
(trip total ÷ total # students participating + approved ratio # parents = per student cost)

Chaperones participating: 13 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: 2 Payment method: _____

Scholarship students: 15 Funding source: Tax Credits, Auxiliary, PTO, Fund-raising
(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.	<small>For Finance Department Use Only</small> Debra K. Karns _____ Signature	09/20/10 _____ Date
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This expenditure was reviewed for compliance with applicable procurement laws and regulations.	<small>For Purchasing Department Use Only</small> Howard Kropp _____ Signature	09/20/10 _____ 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:

October 28, 2010

Instructions:

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

School: **Orangewood School**

Dates of Travel: **May 16-19, 2011**

Destination of Field Trip: **Catalina Island (CIMI), Toyon Bay, CA and Dana Point (Ocean Institute), Dana Point, CA**

of Student Participants: **45**

Grade Level(s): **6**

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

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

Person Requesting Trip/Contact at Board Meeting: **Mrs. Gonzales**

Principal Approved: Yes ☒ No ☐

Principal Name: **Mrs. Andree Charlson**

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

Summary of Event/Purpose:

CIMI at Fox Landing provides a unique exciting program that's the perfect way to enhance the student's education. The program focuses on hands-on, experiential science education. Utilizing our state-of-the-art labs and equipment, expert instructors and the beautiful natural land and sea environments of Catalina Island, we strive to increase science literacy, stimulate minds and, most importantly, to create excitement about science. Through a combination of labs, aquariums and touch tanks on land and snorkeling, kayaking and collecting data in the field, students and teachers learn about the many ecosystems of the island and ocean and get to see and touch a whole range of fish, algae, sharks and rays, marine mammals, plankton and invertebrates!(This overview is from the Catalina Island Marine Institute Website)

The Ocean Institute is nationally known for its hands-on marine science and environmental education programs. Students and teachers learn oceanography by voyaging onto the ocean, studying in labs, sorting through live specimens, observing migrating whales, collecting scientific data and investigating the culture and world around them. The Ocean Institute experience provides students with the unique experience that can not be replicated in our classroom.

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.**

SCIENCE:

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

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

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

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

Objective: Analyze the interactions between the Earth's atmosphere and bodies of water. (SC06-S6C1-04)

Objective: Explaining the composition, properties, and structures of the oceans' zones and layers. (SC06-S6C1-03)

Objective: Describing ways scientists explore the Earth's atmosphere and bodies of water. (SC06-S6C1-05)

READING:

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

Objective: To use reading strategies: Prediction, Connection, Summarize, Clarifying questions, and drawing conclusions to comprehend text. (R06-S1C6-01 thru 07)

WRITING:

Objective: Students will write a researched-based paper, and a expressive paper using the six traits writing strategies. (W06- S3C2-01/S3C6-01 & W06-S2C1 thru 6-01 thru 13)

MATHS:

Objective: Students will apply data collection, organization and representation to analyze and sort data in contextual situations. (M06-S2C1-01 thru 05)

Objective: Analyze change in a variable over time and in various contexts. (M06-S3C4-01)

Objective: Apply appropriate units of measures, measurement techniques, formulas to determine measurements in contextual situations. (M06-S4C4-01 thru 05)

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 16, 2011	Depart Orangewood - 12:01 a.m.	Arrive IHOP, Long Beach, CA - 7:00 a.m.	Coach USA	562-591-1050
May 16, 2011	Depart IHOP, Long Beach, CA - 8:30 a.m.	Arrive Catalina Classic Cruises California, Long Beach, CA - 9:00 a.m.	Coach USA	1-949-496-3565
May 16, 2011	Depart Catalina Classic Cruises California, Long Beach, CA - 9:00 a.m.	Arrive CIMI-Catalina Island, Fox Landing - 12:00 p.m.	Catalina Classic Cruises	1-562-495-3565
May 18, 2011	Depart CIMI-Catalina Island, Fox Landing - 12:00 p.m.	Arrive Catalina Classic Cruises California, Long Beach, CA - 3:00 p.m.	Catalina Classic Cruises	N/A
May 18, 2011	Depart Catalina Classic Cruises California, Long Beach, CA - 3:00 p.m.	Arrive Ocean Institute, Dana Point, CA - 5:00 p.m.	Coach USA	949- 496-6311
May 19, 2011	Depart Ocean Institute, Dana Point, CA - 2:00 p.m.	Arrive El Torito, Dana Point, CA - 2:30 p.m.	Coach USA	602-769-6758
May 19, 2011	Depart El Torito, Dana Point, CA - 4:00 p.m.	Arrive Orangewood - 11:00 p.m.	Coach USA	602-347-2960

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:

Scholarship funds are available from the PTO, Fund-raising, and Tax Credits. A form is completed by the parents and the sixth grade teachers and principal review and award.

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.

N/A

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

Yes ☒

Chaperones:

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

Certificated	Non-Certificated	Parent
Mrs. Gonzales		Mr. Mrs. Mukanovic
Mrs. Darling		Mr. Stevens
		Mrs. Castro
		Mr. Klink
		Mr. Scott
		Mr. Hyatt

For Academic Services Use Only

Natalie McWhorter

9-28-10

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: \$ 19,315.00 (should match attached travel agent¹ quote)

Includes:

\$ 13,850.00 Lodging

\$ 1,060.00 Food: ☒ Included ☐ Sack Lunch ☒ Individual Purchase

\$ 3,200.00 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 530.00 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ 675.00 Other T-shirts

\$ 19,315.00 **TOTAL** (should match package price above)

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

Students participating: 45 **TOTAL PER STUDENT COST: \$ 429.22**
(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: self pay**

Scholarship students: 10 **Funding source: Tax Credits, Auxiliary, PTO, Fund-raising**
(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.	<small>For Finance Department Use Only</small> Debra K. Karns <hr/> Signature	10-05-10 <hr/> Date
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This expenditure was reviewed for compliance with applicable procurement laws and regulations.	<small>For Purchasing Department Use Only</small> Howard Kropp <hr/> Signature	10-05-10 <hr/> 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.

ORANGEWOOD/ELEM SCHOOL 16MAY MISC

SUNDANCE/TZELL TRAVEL GROUP
215 NORTH 40TH ST.
PHOENIX, AZ 85034
TELEPHONE: 602 275-2400
FAX : 602 267-8095

DATE 01OCTOBER10
AGENT MM/VM BOOKING REF 44ZAUU
ORANGEWOOD/ELEM SCHOOL

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

MISCELLANEOUS 16MAY SANTA ANA CA
 MONDAY 18MAY/SUNDANCE MEETING & INCENTIVES
 JVASEY GROUP-CIMI AND OCEAN INSTITUTE
 BASED ON 45 STUDENTS/8CHAPERONES

TOUR 16MAY SANTA ANA CA - JOHN WAYNE
 18MAY MAY 16-18
 2011

TRANSPORTATION: \$3200.00
LODGING: \$13850.00
REGISTRATION/ENTRY FEES: \$530.00
FOOD: \$1060.00
OTHER: \$675.00

PRICES TO BE ADJUSTED BASED ON ACTUAL NUMBER OF PARTICIPANTS
AIRLINES REQUIRE CHANGES/REISSUES TO BE MADE PRIOR
TO TICKETED FLIGHTS OR TICKETS WILL HAVE NO VALUE.
RECOMMEND 2HR CHECK-IN AND LIMITED CARRY ON LUGGAGE.

***** DOCUMENTS REQUIRED FOR TRAVEL *****
DOMESTIC: VALID US GOVERNMENT PHOTO ID/MATCH-NAME ON TICKET.
INTERNATIONAL: VALID US PASSPORT WITH 6 MONTH VALIDITY FROM
RETURN DATE AND NECESSARY VISAS!!
OFF AIRPORT \$5 PARK/SHUTTLE TO/FROM PHOENIX SKY HARBOR AP

CLICK THE FOLLOWING LINK TO ACCESS YOUR ONLINE ITINERARY:
WWW.CHECKMYTRIP.COM/CMTSERVLET?R=44ZAUU&L=US&N=ORANGEWOOD

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 2010

Instructions:

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

School: **Orangewood School**

Dates of Travel: **May 24-27, 2011**

Destination of Field Trip: Catalina Island (CIMI), Toyon Bay, CA and Dana Point (Ocean Institute), Dana Point, CA

of Student Participants: 45

Grade Level(s): 6

of Adults (1:8): 8

Emergency Contact Number: 602-757-7049

Person Requesting Trip/Contact at Board Meeting: John Vasey

Principal Approved: Yes ☒ No ☐

Principal Name: Mrs. Andree Charlson

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

Summary of Event/Purpose:

CIMI at Fox Landing provides a unique exciting program that's the perfect way to enhance the student's education. The program focuses on hands-on, experiential science education. Utilizing our state-of-the-art labs and equipment, expert instructors and the beautiful natural land and sea environments of Catalina Island, we strive to increase science literacy, stimulate minds and, most importantly, to create excitement about science. Through a combination of labs, aquariums and touch tanks on land and snorkeling, kayaking and collecting data in the field, students and teachers learn about the many ecosystems of the island and ocean and get to see and touch a whole range of fish, algae, sharks and rays, marine mammals, plankton and invertebrates!(This overview is from the Catalina Island Marine Institute Website)

The Ocean Institute is national known for its hands-on marine science and environmental education programs. Students and teachers learn oceanography by voyaging onto the ocean, studying in labs, sorting through live specimens, observing migrating whales, collecting scientific data and investigating the culture and world around them. The Ocean Institute experience provides students with the unique experience that can not be replicated in our classroom.

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.**

SCIENCE:

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

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

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

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

Objective: Analyze the interactions between the Earth's atmosphere and bodies of water. (SC06-S6C1-04)

Objective: Explaining the composition, properties, and structures of the oceans' zones and layers. (SC06-S6C1-03)

Objective: Describing ways scientists explore the Earth's atmosphere and bodies of water. (SC06-S6C1-05)

READING:

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

Objective: To use reading strategies: Prediction, Connection, Summarize, Clarifying questions, and drawing conclusions to comprehend text. (R06-S1C6-01 thru 07)

WRITING:

Objective: Students will write a researched-based paper, and a expressive paper using the six traits writing strategies. (W06- S3C2-01/S3C6-01 & W06-S2C1 thru 6-01 thru 13)

MATHS:

Objective: Students will apply data collection, organization and representation to analyze and sort data in contextual situations. (M06-S2C1-01 thru 05)

Objective: Analyze change in a variable over time and in various contexts. (M06-S3C4-01)

Objective: Apply appropriate units of measures, measurement techniques, formulas to determine measurements in contextual situations. (M06-S4C4-01 thru 05)

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 24, 2011	Depart Orangewood - 8:00 a.m.	Arrive Ocean Institute, Dana Point, CA - 3:00 p.m.	Coach USA	1-949-496-3565
May 25, 2011	Depart Ocean Institute, Dana Point, CA - 7:00 a.m.	Arrive Catalina Classic Cruises California, Long Beach, CA - 9:00 a.m.	Coach USA	N/A
May 25, 2011	Depart Catalina Classic Cruises California, Long Beach, CA - 9:30 a.m.	Arrive CIMI-Catalina Island, Fox Landing - 12:00 p.m.	Catalina Classic Cruises	1-562-495-3565
May 27, 2011	Depart CIMI-Catalina Island, Fox Landing - 11:00 a.m.	Arrive Catalina Classic Cruises California, Long Beach, CA - 2:00 p.m.	Catalina Classic Cruises	N/A
May 27, 2011	Depart Catalina Classic Cruises California, Long Beach, CA - 2:00 p.m.	Arrive El Torito, Dana Point, CA - 3:30 p.m.	Coach USA	949- 496-6311
May 27, 2011	Depart El Torito, Dana Point, CA - 5:00 p.m.	Arrive Orangewood - 11:30 p.m.	Coach USA	602-347-2960

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:

Scholarship funds are available from the PTO, Fund-raising, and Tax Credits. A form is completed by the parents and the sixth grade teachers and principal review and award.

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.

N/A

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

Yes ☒

Chaperones:

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

Certificated	Non-Certificated	Parent
Mr. Vasey		Mr. Brown
		Mr. Stevens
		Mrs. Hyatt
		Mr. Klink
		Mrs. Howland
		Mr. Hyatt
		Mr. Kenyon

For Academic Services Use Only

Natalie McWhorter

9-28-10

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: \$ 19,315.00 (should match attached travel agent¹ quote)

Includes:

\$ 13,850.00 Lodging

\$ 1,060.00 Food: ☒ Included ☐ Sack Lunch ☒ Individual Purchase

\$ 3,200.00 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 530.00 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ 675.00 Other T-shirts

\$ 19,315.00 **TOTAL** (should match package price above)

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

# Students participating:	<u>45</u>	TOTAL PER STUDENT COST: \$ <u>429.22</u>
		<small>(trip total ÷ total # students participating + approved ratio # parents = per student cost)</small>
# Chaperones participating:	<u>6</u>	(approved ratio for parents 1:8, can be included within student cost)
# Additional parents:	<u>2</u>	Payment method: <u>self pay</u>
# Scholarship students:	<u>5</u>	Funding source: <u>Tax Credits, Auxiliary, PTO, Fund-raising</u>
<small>(No eligible student will be denied a field trip due to financial hardship)</small>		<small>(tax credit, gifts & donations, auxiliary, PTA/PTO, etc.)</small>

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

<small>For Finance Department Use Only</small>		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra K. Karns	10-05-10
	Signature	Date
<small>For Purchasing Department Use Only</small>		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	10-05-10
	Signature	Date

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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.

ORANGEWOOD/ELEM SCHOOL 25MAY MISC

SUNDANCE/TZELL TRAVEL GROUP
215 NORTH 40TH ST.
PHOENIX, AZ 85034
TELEPHONE: 602 275-2400
FAX : 602 267-8095

DATE 01OCTOBER10
AGENT MM/VM BOOKING REF 44ZC6I

ORANGEWOOD/ELEM SCHOOL

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

MISCELLANEOUS

25MAY SANTA ANA CA
WEDNESDAY 27MAY/SUNDANCE MEETING & INCENTIVES
JVASEY GROUP-CIMI AND OCEAN INSTITUTE
BASED ON 45 STUDENTS/8CHAPERONES

TOUR

25MAY SANTA ANA CA - JOHN WAYNE
17MAY MAY 25-27 2011

TRANSPORTATION: \$3200.00

LODGING: \$13850.00

REGISTRATION/ENTRY FEES: \$530.00

FOOD: \$1060.00

OTHER: \$675.00

PRICES TO BE ADJUSTED BASED ON ACTUAL NUMBER OF PARTICIPANTS
AIRLINES REQUIRE CHANGES/REISSUES TO BE MADE PRIOR
TO TICKETED FLIGHTS OR TICKETS WILL HAVE NO VALUE.
RECOMMEND 2HR CHECK-IN AND LIMITED CARRY ON LUGGAGE.

***** DOCUMENTS REQUIRED FOR TRAVEL *****
DOMESTIC: VALID US GOVERNMENT PHOTO ID/MATCH-NAME ON TICKET.
INTERNATIONAL: VALID US PASSPORT WITH 6 MONTH VALIDITY FROM
RETURN DATE AND NECESSARY VISAS!!
OFF AIRPORT \$5 PARK/SHUTTLE TO/FROM PHOENIX SKY HARBOR AP

CLICK THE FOLLOWING LINK TO ACCESS YOUR ONLINE ITINERARY:
WWW.CHECKMYTRIP.COM/CMTSERVLET?R=44ZC6I&L=US&N=ORANGEWOOD

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item: **October 28, 2010**

Instructions:

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

School: **Orangewood School**

Dates of Travel: **April 22, 2011**

Destination of Field Trip: Montezuma Castle National Monument, Montezuma Well, Tuzigoot National Monument, Camp Verde, AZ

of Student Participants: 125

Grade Level(s): 4

of Adults (1:8): 20

Emergency Contact Number: 623-826-1052 (Mrs. McCurdy's cell)

Person Requesting Trip/Contact at Board Meeting: Mrs. McCurdy

Principal Approved: Yes ☒ No ☐ Principal Name: Andree Charlson

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

Summary of Event/Purpose:

The student will observe, ask questions, and make inferences about ancient civilizations in relation to modern day civilizations. The students will identify the plant and animal adaptations in context.

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. SOCIAL STUDIES Strand 1 Concept 2: Early Civilizations; Objective: The student will be able to understand the contributions and achievements of ancient civilizations by: describing the legacy and cultures of prehistoric people in the Americas: characteristics of hunter-gatherer societies and development of agriculture (SS04-S1C2-01); identifying other groups (e.g., Patayan, Sinagua, Salado) residing in the Southwest during this period. (SS04-S1C2-03) SCIENCE Strand 3 Concept 4: Diversity, Adaptation and Behavior; Objective: The student will identify plant and animal adaptations by: recognizing that successful characteristics of populations are inherited traits that are favorable in a particular environment (e.g., natural selection) (SC04-S4C4-01); giving examples of adaptations that allow plants and animals to survive (camouflage – horned lizards, coyotes; mimicry – Monarch and Viceroy butterflies; physical – cactus spines; mutualism – species of acacia that harbor ants, which repel other harmful insects (SC04-S4C4-02)**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
April 22, 2010	Depart Orangewood - 8:00 a.m.	Arrive Montezuma Castle - 9:45 a.m.	Charter Bus	928-567-3322
April 22, 2010	Depart Montezuma Castle - 10:30 a.m.	Arrive Montezuma Well - 10:45 a.m.	Charter Bus	928-567-3322
April 22, 2010	Depart Montezuma Well - 1:00 p.m.	Arrive Page Springs Fish Hatchery - 1:40 p.m.	Charter Bus	602-942-3000
April 22, 2010	Depart Page Springs Fish Hatchery - 3:00 p.m.	Arrive Orangewood - 5:15 p.m.	Charter Bus	602-347-2900

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 will fund them from our monies saved in our PTO account.

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.
No special accomadations are needed 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
Ms. Decker	(0) TBA	16 TBA
Ms. Gage		
Mrs. McCurdy		
Mrs. Brecher		

For Academic Services Use Only

Natalie McWhorter

9-30-10

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: \$ 0 (should match attached travel agent¹ quote)

Includes:

\$ N/A **Lodging**

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

\$ 2,590.00 **Transportation:** ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ N/A **Registration/Entry Fees**

\$ N/A **Travel Insurance³ (optional expense)**

\$ 200.00 **Other water bottles, individual snacks for afternoon**

\$ 2,790.00 **TOTAL (should match package price above)**

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

Students participating: 125 **TOTAL PER STUDENT COST: \$ \$22.32**
(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: 4 **Payment method: self pay**

Scholarship students: TBD **Funding source: Tax Credit**
(No eligible student will be denied a field trip due to financial hardship) (tax credit, gifts & donations, auxiliary, PTA/PTO, etc.)

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

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

For Finance Department Use Only		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra K. Karns	10-01-10
	Signature	Date

For Purchasing Department Use Only		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	10/4/10
	Signature	Date

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

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

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

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 2010

Instructions:

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

School: **Orangewood School**

Dates of Travel: **March 11, 2011**

Destination of Field Trip: **Kartchner Caverns State Park, Benson, Arizona**

of Student Participants: **95**

Grade Level(s): **3**

of Adults (1:8): **20**

Emergency Contact Number: **602-799-4528 (Mrs. Christiansen's Cell)**

Person Requesting Trip/Contact at Board Meeting: **Stephanie Christiansen**

Principal Approved: Yes ☒ No ☐ Principal Name: **Andree Charlson**

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

Summary of Event/Purpose:

Students will tour living cave, observe desert biome, view movie on cave discovery, and visit cave discovery center.

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 be assessed on the Arizona State Science Standards upon completion of unit of study and will learn the following:**

SC03-S6C1-01Identifying layers of the Earth-crust, mantle, inner and outer core

SC03-S6C1-02Describing the different types of rocks-metamorphic, igneous, sedimentary-and how they are formed

SC03-S6C1-03Classifying rocks based on the physical properties of color and texture

SC03-S6C1-04Describing fossils as a record of past life forms

SC03-S6C1-05Describing how fossils are formed

SC03-S6C1-06Describing ways humans use Earth materials-fuel, building materials, etc.

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
March 11, 2011	Depart Orangewood - 8:30 a.m.	Arrive Kartchner Caverns State Park, Benson, AZ - 11:30 a.m.	Tour Bus	602-799-4528
March 11, 2011	Depart Kartchner Caverns State Park, Benson, AZ - 4:00 p.m.	Arrive McDonald's Restaurant, Eloy, AZ - 6:00 p.m.	Tour Bus	602-799-4528
March 11, 2011	Depart McDonald's Restaurantm Eloy, AZ - 7:30 p.m.	Arrive Orangewood - 8:30 p.m.	Tour Bus	602-799-4528

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:

Bingo Night, Cookie Dough Sales, Happy Gram Sales

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.

Special Education Teach Will Attend 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
Sharon Coleman		15 TBD
Kristine Copeland		
Scott Hodges		
Stephanie Christiansen		
Marlene Manzer		

For Academic Services Use Only

Natalie McWhorter

9-30-10

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

\$ 3,020.00 **Transportation:** ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 1,100.00 **Registration/Entry Fees**

\$ _____ **Travel Insurance³ (optional expense)**

\$ _____ **Other** _____

\$ 4,120.00 **TOTAL (should match package price above)**

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

Students participating: 95 **TOTAL PER STUDENT COST: \$ 43.37**
(trip total ÷ total # students participating + approved ratio # parents = per student cost)

Chaperones participating: 12 **(approved ratio for parents 1:8, can be included within student cost)**

Additional parents: 8 **Payment method: self pay**

Scholarship students: TBD **Funding source: tax credit, fundraising, PTA**
(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	10-01-10 _____ Date
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	For Purchasing Department Use Only Howard Kropp _____ Signature	10/4/10 _____ 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: **October 28, 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 Middle School**

Dates of Travel: **April 16, 2011**

Destination of Field Trip: Reid Park , 100-123 E. 22nd Street, Tucson, Arizona 85713

of Student Participants: 48

Grade Level(s): 8

of Adults (1:8): 6

Emergency Contact Number: Luciano Valdes 602-690-1228

Person Requesting Trip/Contact at Board Meeting: Luciano Valdes

Principal Approved: Yes ☒ No ☐ Principal Name: Carmen Kemery

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

Summary of Event/Purpose:

To construct solar model cars and participate in the arizona Student Solar Car Competition, sponsord by the Women's Engineering program at the University of Arizona. The challenge is to build a car that is aerodynamic with minimal weight without affecting car balance. Last year we took first, and second place in best car design we also took first place with our underground house .

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 solar car project meets numerous Arizona State Science Standards including use of the inquiry process, science in personal and social perspectives, and physical science. Through construction process students, have exposure to car engineering and design. Students learn the function of solar cells in energy alternatives. This activity will provide problem solving as students encounter car construction, gears, pulleys, and solar cell function. The project will generate real interest as students compete state wide in the Arizona Student Solar Competition (Tucson). Concept 1: State standards: Observation, hypotheses concept 2: Scientific Testing 3: Analysis and Conclusion.

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
April 16, 2011	Depart Palo Verde - 6:45 a.m.	Arrive Reid Park, Tucson, AZ - 9:00 a.m.	WESD Transportation	Luciano Valdes: 602-690-1228
April 16, 2011	Depart Reid Park, Tucson, AZ - 3:00 p.m.	Arrive Palo Verde - 5:00 p.m.	WESD Transportation	Luciano Valdes: 602-690-1228

Additional Information

Please indicate the process your school used to provide this opportunity to students who are unable to provide their own funds, if students are funding the trip:

Tax Credits, Gifts and Donations, Student Activity Fund Raisers

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.

N/A

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

Yes ☒

Chaperones:

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

Certificated	Non-Certificated	Parent
Luciano Valdes		Two Parents
Premjit Bhogal		
Bridget Munck		
Davis Regan		

For Academic Services Use Only

Natalie McWhorter

9-20-10

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

\$ N/A Food: ☒ Included ☒ Sack Lunch ☒ Individual Purchase

\$ 550.00

Transportation: ☒ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ _____ Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 550.00 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: \$ N/A-will use existing funds

(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: _____ 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

This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	For Finance Department Use Only Debra K. Karns _____ Signature	09/21/10 _____ Date
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	For Purchasing Department Use Only Howard Kropp _____ Signature	09/21/10 _____ 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: **October 28, 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 Middle School**

Dates of Travel: **March 10-13, 2011**

Destination of Field Trip: **Catalina Marine Institute, Toyon Bay, CA**

of Student Participants: **45**

Grade Level(s): **8**

of Adults (1:8): **6**

Emergency Contact Number: **Luciano Valdes 602- 690-1228**

Person Requesting Trip/Contact at Board Meeting: **Luciano Valdes**

Principal Approved: Yes ☒ No ☐ Principal Name: **Carmen Kemery**

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

Summary of Event/Purpose:

The Catalina Island Marine Institute embarks youngsters upon a Science adventure that will not only teach marine science and island ecology, it will stimulate curiosity and respect for nature. The students will participate in activities which include snorkeling, island ecology hikes, oceanography, marine biology labs and kayaking. This educational experience will become a life time treasured memory.

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 engage in science experiments as related to Marine Biology and Earth Science. This array of hands-on lab activities include: Snorkeling, Oceanography, Fish-Shark-Algae, Marine Mammals, Squid Dissection, and Astronomy/Nt.Hike. All of these activities are connected to the Az. Standards for Science. Standards include: Inquiry Process(Strand 1), Life Science Strand 4 S4C4-04, S4C4-04, S4C4-06.**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
March 10, 2011	Depart Palo Verde - 11:30 p.m.	Arrive IHOP, Long Beach, CA (breakfast) - 5:30 a.m.	Motor Coach	Valdes (602) 690-1228
March 11, 2011	Depart IHOP, Long Beach, CA - 6:30 a.m.	Arrive Catalina Express Terminal, Long Beach, CA 8:00 a.m.	Motor Coach	Valdes (602)-690-1228 714-522-7448
March 11, 2011	Depart Catalina Express Terminal, Long Beach, CA - 9:00 a.m.	Arrive Toyon Bay Landing, CA - 11:00 a.m.	Boat Ride	Boat terminal / Boat Valdes 602-690-1228 Toyon Bay 909-625-6194
March 13, 2011	Depart Toyon Bay Landing, CA - 2:00 p.m.	Arrive Catalina Express, Long Beach, CA - 4:00 p.m.	Boat ride	Valdes 602-690-1228

March 13, 2011	Depart Catalina Express Long Beach, CA - 4:00 p.m.	Arrive Restaurant, Long Beach, CA (dinner) -4:30-p.m.	Motor Coach	Valdes 602-690-1228
March 13, 2011	Depart Restaurant, Long Beach, CA - 5:30 p.m.	Arrive Palo Verde - 11:30 p.m.	Motor Coach	Valdes 602-690-1228

Additional Information

Please indicate the process your school used to provide this opportunity to students who are unable to provide their own funds, if students are funding the trip:

Tax Credits, Donations, Fundraisers, Grants, Assessed Fees

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.

The Catalina Marine Institute has appropriate personnel and accommodations for students with special needs.

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
Regan Davis	none	2 TBD
Bridget Munck		
Ken Simmons		
Luciano Valdes		

For Academic Services Use Only

Natalie McWhorter

9-30-10

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: \$ 14,601.50 (should match attached travel agent¹ quote)

Includes:

\$ Inc. **Lodging**

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

\$ 2,904.00 **Transportation:** ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 11,697.50 **Registration/Entry Fees**

\$ n/a **Travel Insurance³ (optional expense)**

\$ 0.00 **Other** _____

\$ 14,601.50 **TOTAL (should match package price above)**
(totals are estimates only, based on number of anticipated students/adults and are subject to change)

Students participating: 45 **TOTAL PER STUDENT COST: \$ 324.48**
(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: _____ **Payment method:** _____

Scholarship students: 5 **Funding source: tax credit, donations, fund raisers, assessed fee**
(No eligible student will be denied a field trip due to financial hardship) (tax credit, gifts & donations, auxiliary, PTA/PTO, etc.)

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

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

	For Finance Department Use Only	
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra K. Karns	10-01-10
	Signature	Date

	For Purchasing Department Use Only	
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	10/4/10
	Signature	Date

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

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

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

Dolan, Ima Jean

From: May - Sundance/Tzell Trave [mayb@sundancetvl.com]
Sent: Wednesday, September 29, 2010 12:58 PM
To: Dolan, Ima Jean
Cc: Valdes, Luciano
Subject: FW: PALO VERDE/WASHINGTON 09SEP MISC

Update Quote 29SEPT,2010

PALO VERDE/WASHINGTON 09SEP MISC

SUNDANCE/TZELL TRAVEL GROUP
215 NORTH 40TH ST.
PHOENIX, AZ 85034
TELEPHONE: 602 275-2400
FAX : 602 267-8095

DATE 27SEPTEMBER10
AGENT MB/MB BOOKING REF Y6XZLI

PALO VERDE/WASHINGTON

PALO VERDE MIDDLE SCHOOL
7502 N 39TH AVE
PHOENIX AZ 85017-1055

MISCELLANEOUS 09SEP LONG BEACH CA
FRIDAY ** GROUP 45 STUDENS AND SIX ADULTS **

MISCELLANEOUS 09SEP LONG BEACH CA
FRIDAY ** DEPARTING 11:30PM ON THE 10Mar arriving on the 11mar around 7am to
Long Beach
returning on the 13mar 5:PM **

MISCELLANEOUS 09SEP LONG BEACH CA
FRIDAY ** ===== TOUR BUS HOLDS 56 PEOPLE ===== **

MISCELLANEOUS 09SEP LONG BEACH CA
FRIDAY ** DRIVER HOTEL INCLUDED FOR 2 NIGHTS and, gratuities included
\$200.00

MISCELLANEOUS 09SEP LONG BEACH CA
FRIDAY ** Adjusted TOTAL PRICE for the bus tour \$ 2904.00 **

MISCELLANEOUS 09SEP LONG BEACH CA
FRIDAY ** BALANCE FINAL PAYMENT NEEDED BY 20JAN
2011 **

MISCELLANEOUS 09SEP LONG BEACH CA
FRIDAY ** CIMI TOYAN BAY **

MISCELLANEOUS 09SEP LONG BEACH CA
FRIDAY ** 45 STUDENTS
3 FULL ADULTS AND 3 HALF FULL ADULTS TOTAL
\$ 11038.50 **

MISCELLANEOUS 09SEP LONG BEACH CA
FRIDAY ** DEPOSIT AMOUNT OF \$18.000 NEEDED BY 18OCT
FOR CIMI TOYAN BAY **

MISCELLANEOUS 09SEP LONG BEACH CA
FRIDAY ** DEPOSIT AMOUNT \$ 100.00 NEEDED BY 18OCT **

** Our commision based on actual numbers of participant total \$ 459.00 **

MISCELLANEOUS 09SEP LONG BEACH CA
FRIDAY ** GRAND TOTAL FOR BUS , TOYAN BAY and our commison
\$ 14,601.50 **

ANY QUESTIONS PLEASE CALL MAY AT...602-275-2400 OR 800-522-2595

----- GROUP TO CATALINA 11MAR,2011 -----

----- 45 STUDENTS LEVEL 8TH AND SIX ADULTS -----

AIRLINES REQUIRE CHANGES/REISSUES TO BE MADE PRIOR
TO TICKETED FLIGHTS OR TICKETS WILL HAVE NO VALUE.
RECOMMEND 2HR CHECK-IN AND LIMITED CARRY ON LUGGAGE.

***** DOCUMENTS REQUIRED FOR TRAVEL *****

DOMESTIC: VALID US GOVERNMENT PHOTO ID/MATCH-NAME ON TICKET.

INTERNATIONAL: VALID US PASSPORT WITH 6 MONTH VALIDITY FROM
RETURN DATE AND NECESSARY VISAS!!

OFF AIRPORT \$5 PARK/SHUTTLE TO/FROM PHOENIX SKY HARBOR AP

CLICK THE FOLLOWING LINK TO ACCESS YOUR ONLINE ITINERARY:
WWW.CHECKMYTRIP.COM/CMTSERVLET?R=Y6XZLI&L=US&N=PALO VERDE

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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 Middle School**

Dates of Travel: **May 6-9, 2011**

Destination of Field Trip: **Valencia High School and Six Flags, Valencia, CA**

of Student Participants: **120**

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

of Adults (1:8): **15**

Emergency Contact Number: **Michele Case 623-680-5215**

Person Requesting Trip/Contact at Board Meeting: **Michele Case / Samantha Hart**

Principal Approved: Yes ☒ No ☐ Principal Name: **Carmen Kemery**

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

Summary of Event/Purpose:

Students will perform at Music in the Parks Festival.

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 be given the opportunity to perform at Music in the Parks Festival from 3 States and one Canadian Province. They will be evaluated as a String Orchestra, Concert Band and Show Choir in order to further enhance their performance abilities. Directors will be provided audio as well as written critiques by at least two judges. The students will participate in the awards ceremony at the end of the day.**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 6, 2011	Depart Palo Verde - 11:00 p.m.	Arrive Rio Norte Jr High School, Santa Clarita, CA - 6:00 a.m.	Motor Coach	Michele Case 623-680-5215
May 7, 2011	Depart Rio Norte Jr. High School, Santa Clarita, CA - 10:00 a.m.	Arrive Valencia High School, Valencia, CA - 11:00 a.m.	Motor Coach	Michele Case 623-680-5215
May 7, 2011	Depart Valencia High School, Valencia, CA - 12:30 p.m.	Arrive Six Flags Magic Mountain, Valencia, CA - 1:00 p.m.	Motor Coach	Michele Case 623-680-5215
May 7, 2011	Depart Six Flags Magic Mountain, Valencia, CA - 11:00 p.m.	Arrive Palo Verde - 5:00 a.m.	Motor Coach	Michele Case 623-680-5215

Additional Information

Please indicate the process your school used to provide this opportunity to students who are unable to provide their own funds, if students are funding the trip:

Tax Credit Donations, Auxiliary Fund, Student Activities

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

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
Michele Case	Ana Cortez	Mr. & Mrs. Walker
Samantha Hart		Ms. Godoy
Dana Arney		Ms. Vega-Mejia
Brian Kestle		Mr. Huff
Merry Hammes		Mr. & Mrs. Parmenter
		Ms. Sandoz
		Ms. Rabago

For Academic Services Use Only

Natalie McWhorter

9-28-10

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: \$ 18,045.00 (should match attached travel agent¹ quote)

Includes:

\$ _____ Lodging

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

\$ 9,183.00 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 8,862.00 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 18,045.00 **TOTAL** (should match package price above)

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

Students participating: 120 **TOTAL PER STUDENT COST: \$ 150.38**
(trip total ÷ total # students participating + approved ratio # parents = per student cost)

Chaperones participating: 15 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: _____ Payment method: _____

Scholarship students: 5 Funding source: tax credit, aux, gifts & dons, student activities
(No eligible student will be denied a field trip due to financial hardship) (tax credit, gifts & donations, auxiliary, PTA/PTO, etc.)

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

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

For Finance Department Use Only		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra K. Karns	9-30-10
	Signature	Date

For Purchasing Department Use Only		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	09/30/10
	Signature	Date

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

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

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



**A Branch of the Tzell Travel Group
Your 24 Hour Travel Agency Since 1979**

Michele Case
Palo Verde school
7502 n 39th Ave
Phoenix, Az 85017

23,Sep,2010

This is a quote

Festival of music in the park, group to six flags Magic Mt

120 students and 12 chaperones

Departing on the 6May,2011 late 11:00pm arriving next day on the 7May am

Returning on 7May,2011 late pm to arrive on 8may am.

Three buses each bus holds 55 people

Hotel for the drivers and gratuities are included

Festival of music in the park admission time 8am to 2pm, need to reserve as soon as possible

Rate including park admission to Magic Mt

For picnic meal per student \$ 70.00

For picnic meal per adult \$ 42.00

Picnic meal will be at Magic Mt. From 3:00pm to 4:30pm

One free chaperon for every 25 students, total around 4 free chaperones based on 120 students and 15 chaperones.

Total price for 120 students and 15 chaperones, for the festival of music and Magic Mt. \$ 8862.00

Total price for the three buses \$ 9183.00

Grand total \$18045.00

Deposit amount of \$300.00 for the buses need by 29Nov.

If you have any questions please email me or call me

Thank you

May Bonner

Sundance Travel/Tzell

602 275-2400

Email : mayb@sundancetvl.com

**Sundance Travel LLC – A Branch of the Tzell Travel Group
215 N. 40th Street, Phoenix AZ 85034 602-275-2400 X2102
e-mail: mayb@sundancetvl.com
Visit us on the Internet at Sundancetvl.com**

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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 Middle School**

Dates of Travel: **May 13-14, 2011**

Destination of Field Trip: **Disneyland, Anaheim, CA**

of Student Participants: **124**

Grade Level(s): **5-8**

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

Emergency Contact Number: **602-920-1757**

Person Requesting Trip/Contact at Board Meeting: ; 602-615-4864 Azucena (Susie) Parra and Tameri Bayus

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

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

Summary of Event/Purpose:

A day trip to Disneyland

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. Disneyland is a Grand Raider trip offered to all Royal Palm students to reinforce positive behavior in academics, effort, and citizenship as part of our Raider Award token economy system. Students who are eligible for this trip have met the following requirements: Students have completed all sections of the AIMS test (makeup days included if necessary); Students are in good standing behaviorally and have not been out of school with suspension. In school suspension will be looked at on a case by case basis and eligibility will be determined by Royal Palm administration.**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 13, 2011	Depart Royal Palm - 5:00 a.m.	Arrive Disneyland - 11:00 a.m.	Charter Bus	714-781-4565
May 14, 2011	Depart Disneyland - 12:00 a.m.	ArriveRoyal Palm - 7:00 a.m.	Charter Bus	602-347-3200

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:
 If students have met the eligibility requirements and are unable to provide their own funds, parents should provide a written request for a scholarship to the Royal Palm administration.

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.
 We are providing a one on one guides for our vision impaired and autistic students

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	Stephanie Llanes	
Jamie O'Keeffe	Kathie Deweese	
Azucena Parra	Tonya Butler Bicknell	
Laurie Lavallee		
Trica Kaufman		
Darcy Estrada		
Jason Neumann		
Wendy Olmut		
Dan McKeever		
Carlos Martinez		
Joana Baker		
Lauren Civer		
Ashley Klein		

For Academic Services Use Only

Natalie McWhorter

8-30-10

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: \$ 22,400.00 (should match attached travel agent¹ quote)

Includes:

\$ _____ Lodging

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

\$ incl. Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ incl. Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 22,400.00 TOTAL (should match package price above)

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

Students participating: 124 TOTAL PER STUDENT COST: \$ 160.00 per student and adults

(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: n/a Payment method: _____

Scholarship students: unknown Funding source: Student Activities, PTO

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

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

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

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

☐ Gifts & Donations (Fund 530 – donation based)

☒ Auxiliary Operations (Fund 525 – fee based)

☒ Student Activities (Fund 850 – fundraising based)

☒ PTA/PTO

For Finance Department Use Only		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra K. Karns	09/22/10
	Signature	Date

For Purchasing Department Use Only		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	09/22/10
	Signature	Date

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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.

ROYAL/PALM 13MAY TOUR ANAHEIM CA

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

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

INVOICE 100081910
DATE 19AUGUST10
BOOKING REF 2Q9HTB
AGENT MM/MM

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

ROYAL PALM MIDDLE SCHOOL
8520 N 19TH AVE
PHOENIX AZ 95021

ACCOUNT NUMBER WASHINGD

TOUR 13MAY ANAHEIM CA
14MAY SUNDANCE MEETINGS & INCENTIVES TOURS
DISNEYLAND TURNAROUND

TOTAL TOUR PRICE \$22400.00

TOUR 13MAY ANAHEIM CA
14MAY BASED ON 140 PASSENGERS - \$160.00 PER PERSON
INCLUDES ROUNTRIP COACH TRANSPORTATION
DRIVERS DAY ROOM AND GRATUITY
ONE DAY ONE PARK ADMISSION
FEES AND TAXES

DEPART 4:30AM 13MAY11 / RETURN 7AM 14MAY11

BREAKDOWN:	3 COACHES AND DAY ROOMS	\$70.00 PER PERSON
	DRIVERS GRATUITIES	\$ 4.00 PER PERSON
	PARK ADMISSIONS	\$76.00 PER PERSON
	FEES	\$10.00 PER PERSON

TOTAL TOUR PRICE 22400.00

OTHER CHARGES PAYMENT: CHECK

ROYAL/PALM

PLEASE ADVISE GO AHEAD BY 16 SEP 2010
DEPOSIT OF \$1000.00 REQUIRED BY OCTOBER 18 2010
FINAL PARTICIPANT NUMBERS REQUIRED BY 18 MARCH 2011
FULL PAYMENT DUE NO LATER THAN 31 MARCH 2011

PRICE TO BE ADJUSTED BASED ON FINAL NUMBER OF PARTICIPANTS

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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: **Sunnyslope School**

Dates of Travel: **May 14-15, 2011**

Destination of Field Trip: **Disneyland, Anaheim, Ca.**

of Student Participants: **75**

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

of Adults (1:8): **10**

Emergency Contact Number: **602-677-8697 (Terry McFee cell)**

Person Requesting Trip/Contact at Board Meeting: **Terry McFee/Sam Karraker**

Principal Approved: Yes ☒ No ☐

Principal Name: **Lori Ritz**

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

Summary of Event/Purpose:

Students will be attending a workshop which allows students to interact with a Disney clinician while learning the integral role that music plays at the Disneyland Resort, in Disney films and in our world. Interactive exercises and Disney film moments are used to test students' knowledge of the basic building blocks of music. Students are challenged in listening exercises that cover more than 1,500 years of musical literature, and discover ways to improve future performances and to appreciate the music all around them. In addition, this is a positive reward program for students in Band, Strings, and Choir. It is a valuable recruiting/motivating tool to keep kids participating in the instrumental and choral music program at 7th and 8th grade level. The students put in time and effort outside of school practicing, performing, and making up work they miss when performing in assemblies and extra rehearsals. Students must earn the right to go on the year-end trip by meeting requirements in the music contracts which includes completing class work, attending mandatory performances and being exemplary students both in music classes and other classes. Participation in the trip is voluntary and paid for completely by students who raise money through fund-raisers and/or PTO funds. The trip has been scheduled during non-school days.

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 listen to, analyze, and describe music MU07-S3C1-01, MU07-S3C103, MU07-S3C1-04, MU08-S3C1-02, MU08-S3C1-03, MU08-S3C1-04, MU08-S3C1-04, MUBI-S3C1-201, MUBI-S3C1-212, MUSI-S3C1-201, MUSI-S3C1-202, MUSI-S3C1-212. Students will evaluate music and music performance MU07-S3C2-02, MU08-S3C2-02, MUBI-S3C2-203, MUBI-S3C2-205, MUSI-S3C2-203, MUSI-S3C2-204, MUSI-S3C2-205. Students will understand relationships between music, the other arts and disciplines outside of the arts MU07-S2C1-01, MU07-S2C1-02, MU07-S2C1-03, MU07-S2C1-04, MU08-S2C1-01, MU08-S2C1-02, MU08-S2C1-03, MU08-S2C1-04, MUBI-S2C1-201, MUBI-S2C1-202, MUBI-S2C1-203, MUBI-S2C1-210, MUSI-S2C1-201, MUSI-S2C1-202, MUSI-S2C1-209. Students will understand music in relation to history and culture MU07-S2C2-01, MU07-S2C2-02, MU07-S2C2-03, MU07-S2C2-04, MU08-S2C2-01, MU08-S2C2-03, MU08-S2C2-04, MUBI-S2C2-201, MUBI-S2C2-202, MUBI-S2C2-204, MUBI-S2C2-206, MUBI-S2C2-207, MUBI-S2C2-208, MUSI-S2C2-201, MUSI-S2C2-202, MUSI-S2C2-204, MUSI-S2C2-206, MUSI-S2C2-208. In addition, students will have performed required concerts which include Arizona standards MUBI-S1C2-204, MUBI-S1C2-210, MUBI-S1C2-216, MUBI-S1C2-215, MUBI-S1C2-213, MUBI-S1C2-203, MUSI-S1C2-215, MUSI-S1C2-212, MUSI-S1C2-216, Festivals - WESD, MUCB-S1C1-109, MUCB-S1C1-210, MUCB-S1C1-211, MUCB-S1C1-112, MUCB-S1C1-114, MUCB-S1C1-215.

Itinerary: Include specific information in all five categories.				
Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 13, 2011	Meet at Sunnyslope School - 11:00 p.m.	245 E. Mt. View, Phoenix, AZ 85020	Parents	602-347-4361
May 14, 2011	Depart Sunnyslope School - 12:01 a.m.	Arrive Disneyland, Anaheim, CA. - 8:00 a.m.	Provided by Sundance Travel Agency	602-677-8697
May 14-15, 2011	Depart Disneyland, Anaheim, Ca. - 11:30 p.m.	Arrive Sunnyslope School - 7:00 a.m.	Provided by Sundance Travel Agency	602-677-8697 602-347-4361

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:

All students are given at least two opportunities to participate in fund-raising activities to help provide funds for the trip. Additional donations and excess monies from fund-raisers provide additional funds for students who cannot provide their own funds.

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

Yes ☒

Please indicate accommodations for students with special circumstances. NOTE: Additional chaperones are required to accommodate specific student needs.
None

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
Terry McFee-Band/Strings Instructor		6 chaperones to be determined
Sam Karraker-Choir Instructor		
Lori Ritz-Sunnyslope Principal		
Theresa Aguirre-Teacher		

For Academic Services Use Only

Natalie McWhorter

9-8-10

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: \$ 15,925.50 (should match attached travel agent¹ quote)

Includes:

\$ NA Lodging

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

\$ Included Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ Included Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 15,925.50 TOTAL (should match package price above)

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

Students participating: 75 TOTAL PER STUDENT COST: \$ 212.34

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

Chaperones participating: 10 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: 5 Payment method: Cash/Check-personal payment

Scholarship students: Unknown 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.	Debra K. Karns	09/08/10
	Signature	Date

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

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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.

SUNNYSLOPE/ELEM 13MAY TOUR ANAHEIM CA

SUNDANCE/TZELL TRAVEL GROUP
215 NORTH 40TH ST.
PHOENIX, AZ 85034
TELEPHONE: 602 275-2400
FAX : 602 267-8095

DATE 31AUGUST10
AGENT MM/MM BOOKING REF YW7IHK

WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 W SWEETWATER
GLENDALE AZ 85304

SUNNYSLOPE ELEMENTARY SCHOOL
245 E MOUNTAIN VIEW ROAD
PHOENIX AZ 85020

TOUR 13MAY ANAHEIM CA
15MAY SUNDANCE MEETINGS & INCENTIVES
GROUP DISNEYLAND TURNAROUND

DEPART 5/13/11 AT MIDNIGHT - RETURN 5/15/11 AT 7AM

QUOTE BASED ON 50 STUDENTS/6 CHAPERONES UTILIZING 1 COACH
PRICE: \$191.45 PER STUDENT - - TOTAL COST: \$9572.50

QUOTE BASED ON 75 STUDENTS/9 CHAPERONES UTILIZING 2 COACHES
PRICE: \$212.34 PER STUDENT - - TOTAL COST: \$15925.50

TRIP INCLUDES: RT MOTORCOACH TRANSPORTATION

1

DRIVERS ROOM AND GRATUITY
ONE DAY PARKHOPPER AND WORKSHOP
ALL FEES AND TAXES

THIS IS A QUOTE ONLY AND NOT GAURANTEED UNTIL CONFIRMED
RATES ARE SUBJ TO CHANGE/BASED ON NUMBER OF PARTICIPANTS

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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: **Sunnyslope School**

Dates of Travel: **May 5, 2011**

Destination of Field Trip: **Grand Canyon National Park, Grand Canyon, AZ**

of Student Participants: **35**

Grade Level(s): **3**

of Adults (1:8): **7 – Grand Canyon requires a 1:5 ratio**

Emergency Contact Number: **602-809-0445**

Person Requesting Trip/Contact at Board Meeting: **Lynn Boddy**

Principal Approved: Yes ☒ No ☐ Principal Name: **Lori Ritz**

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

Summary of Event/Purpose:

Students will be able to take a ranger-taught class called "Grand Canyon Rocks". Students will be chosen based on Character Counts from each of the three 3rd Grade Classes.

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 identify the basic properties of Earth materials by identifying the layers of the Earth: crust, mantle, core (outer and inner); describe the different types of rocks and how they are formed: metamorphic, igneous, sedimentary; classify rocks based on the following physical properties: color and texture. Students will be able to recognize characteristics of physical features: river, mountain range, canyon; describe ways of protecting natural resources as specified in the third grade studies curriculum. Strand 1 Earth, Concept 1 Properties of Earth Materials, Performance Objectives 1-3.**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 5, 2011	Depart Sunnyslope School - 6:30 a.m.	Arrive Grand Canyon 10:00 a.m.	Tour West America	928-638-7662--Grand Canyon Education Number
May 5, 2011	Depart Grand Canyon 4:30 p.m.	Arrive Sunnyslope School - 8:30 p.m.	Tour West America	602 809 0445

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:

Requests for tax credit donations are sent out to an organization. Some parents and teachers also contribute.

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.

Grand Canyon requires 1:5 ratio.

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
Lynn Boddy	Regina Garcia	5 TBD

For Academic Services Use Only

Natalie McWhorter

9-8-10

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: \$ 0 (should match attached travel agent¹ quote)

Includes:

\$ 0 Lodging

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

\$ 1,369.00 Transportation: ☐ District buses

☒ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ incl. Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 1,369.00 TOTAL (should match package price above)

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

Students participating: 35 TOTAL PER STUDENT COST: \$ no cost to students
(trip total ÷ total # students participating + approved ratio # parents = per student cost)

Chaperones participating: 7 (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

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

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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:

October 28, 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: **Sunburst Elementary**

Dates of Travel: **April 21 - 22, 2011**

Destination of Field Trip: **YMCA Sky-Y Camp in Prescott, AZ**

of Student Participants: **85**

Grade Level(s): **4**

of Adults (1:8): **15**

Emergency Contact Number: **(602) 254-1571**

Person Requesting Trip/Contact at Board Meeting: **Susie Smith**

Principal Approved: Yes ☒ No ☐

Principal Name: **Rhonda Warren**

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

Summary of Event/Purpose:

All Sunburst fourth graders are invited to participate in our outdoor educational trip to Camp Sky-Y in Prescott, AZ, for an overnight Arizona adventure as we embrace team building activities including dissecting owl pellets, a catapult hands-on science activity, a wall climbing adventure, a nature hike and of course a camp fire complete with songs, roasting marshmallows and making s'mores.

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 explore Arizona on an overnight Outdoor Education Trip to Prescott, AZ, and identify AZ plants and animals, land forms, (SSO4-S4C2-01 & 03) and the Sonoran Desert climate as specified in Strand 4 of the fourth grade AZ State Standards and fourth grade social studies curriculum.

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
Thursday, April 21, 2011	Depart Sunburst - 8:00 a.m.	Arrive YMCA Camp Sky, Prescott, AZ - 10:00 a.m.	WESD Buses	YMCA 1-800-660-1385
Friday, April 22, 2011	Depart YMCA Camp Sky Y, Prescott, AZ - 12:00 p.m.	Arrive Sunburst - 2:00 p.m.	WESD Buses	YMCA 1-800-660-1385

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:

This trip is funded by students' parents with the opportunity to participate in tax credit and our candy sale as all individual student sales will have their candy sale profits deducted from their camp fees.

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
Susie Smith		Dr. Jamie Kurbat
Joel Barfoot		Marnie Kurbat
Paula Gray		Chris Sauter
Rhonda Warren		Melissa Sauter
		Heidi McKeever
		Dawn Morgan
		Steve Gompf
		Shanda McCannon
		Teri Mitchell
		Alexdri Clark
		Danielle Lee

For Academic Services Use Only

Natalie McWhorter

9-24-10

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:

\$ 5,136.00 **Lodging**

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

\$ 2,386.00 **Transportation:** ☒ **District buses**

☐ **Charter buses**² (contracted vendors only- RFP 07.011)

☐ **Airfare**

\$ _____ **Registration/Entry Fees**

\$ _____ **Travel Insurance**³ (optional expense)

\$ 200.00 **Other Supplies (T-Shirt, Tye-Dye, Snacks & Water Bottles)**

\$ 7,722.00 **TOTAL (should match package price above)**

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

Students participating: 85 **TOTAL PER STUDENT COST: \$ 90.85**
(trip total ÷ total # students participating + approved ratio # parents = per student cost)

Chaperones participating: 11 **(approved ratio for parents 1:8, can be included within student cost)**

Additional parents: 4 **Payment method: Parents will pay for their own fees**

Scholarship students: TBD **Funding source: Tax Credit, PTO**
(No eligible student will be denied a field trip due to financial hardship) (tax credit, gifts & donations, auxiliary, PTA/PTO, etc.)

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

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

For Finance Department Use Only		
This expenditure was reviewed for compliance with designated and/or qualifying funding sources.	Debra K. Karns	10-05-10
	Signature	Date

For Purchasing Department Use Only		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	10-05-10
	Signature	Date

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

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

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

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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: **Sweetwater School**

Dates of Travel: **March 22, 2011**

Destination of Field Trip: **Renaissance Festival, Apache Junction, AZ**

of Student Participants: **100**

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

of Adults (1:8): **13**

Emergency Contact Number: **Mrs. Angela Clipper 602-751-7645**

Person Requesting Trip/Contact at Board Meeting: **Mrs. Angela Clipper**

Principal Approved: Yes ☒ No ☐ Principal Name: **Mrs. Luanne Herman**

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

Summary of Event/Purpose:

Students will be attending the Arizona State Renaissance Festival Student Day with pre-arranged student based activities centered around dozens of AZ State Standards and Objectives. Arrangements have been made with transportation for the early and late pick-up and departure. Students will eat breakfast before departure and will eat lunch at the event.

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.**

Overview: Using lesson plans provided by the event as well as teacher created plans, students will work on the following AZ State Standards for Language Arts and Social Studies: Vocabulary (using context and affixes), Poetry, Figurative Language, Prediction, Genres, Historical and Cultural Aspects of Literature, Construct and Interpret Maps and Charts, Formulate Questions

Language Arts: Reading Strand 2 Literary Text, Concept 1: Elements of Literature - Identify, analyze, and apply knowledge of the structures and elements of literature, Concept 2: Historical and Cultural Aspects of Literature, Strand 3 Informational Text, Concept 2: Functional Text - Identify, analyze, and apply knowledge of the purpose, structures, clarity, and relevancy of functional text

Art: Elizabethan Images, portraits of Elizabeth I

Music: Listening to analyzing and describing music, Evaluating music and music performances, exploring and analyzing the relationship of music to language arts, visual arts, literature, identifying the contributions of significant composers

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
Tuesday, March 22, 2011	Depart Sweetwater - 8:30 a.m.	Arrive Renaissance Festival - 9:30 a.m.	WESD Bus	Renaissance Festival: 520-463-2700 Mrs. Clipper: 602-751- 7645
Tuesday, March 22, 2011	Depart Renaissance Festival - 2:30 p.m.	Arrive Sweetwater - 3:30 p.m.	WESD Bus	Renaissance Festival: 520-463-2700 Mrs. Clipper: 602-751- 7645

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:

Student Council and Yearbook will provide scholarships for students unable to provide their own funds. In addition, Student Council is paying for the buses to alleviate some of the cost associated with the field trip.

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.

At this time, we do not have any students with special circumstances; however, if there are students with special circumstances attending, we will make sure to arrange for additional chaperones and accessibility. The Renaissance Fair is wheelchair accessible should the need arise.

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
Angela Clipper, Teacher		Tiffany Johnson
LaVonne Napier, Teacher		Debbie Biehl
Len Pameditis, Teacher		Mo Best-Acosta
Jennifer Stallman, Teacher		Diane Chamberlain
		Johnnie Mire
		Louis Ruiz
		Daniel Marquez
		Michelle McBride
		Eddie Warda
		Florin Faur - alternate chaperone
		Christy Cicala - alternate chaperone

For Academic Services Use Only

Natalie McWhorter

10-6-10

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

\$ 647.50 Transportation: ☒ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 900.00 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 1,547.50 TOTAL (should match package price above)

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

Students participating: 100 TOTAL PER STUDENT COST: \$ 15.48
(trip total ÷ total # students participating + approved ratio # parents = per student cost)

Chaperones participating: 13 (approved ratio for parents 1:8, can be included within student cost)

Additional parents: 0 Payment method: _____

Scholarship students: 0 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.	Debra K. Karns	10-06-10
	Signature	Date

For Purchasing Department Use Only		
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	Howard Kropp	10-06-10
	Signature	Date

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

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

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

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

October 28, 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: **Tumbleweed**

Dates of Travel: **May 20, 2011**

Destination of Field Trip: **Kartchner Caverns State Park, Benson, AZ and Colossal Cave Park, Tucson, AZ**

of Student Participants: **30**

Grade Level(s): **5**

of Adults (1:8): **6**

Emergency Contact Number: **480-262-4525**

Person Requesting Trip/Contact at Board Meeting: **Peggy Pitts-Miller**

Principal Approved: Yes ☒ No ☐

Principal Name: **Adele Russell**

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

Summary of Event/Purpose:

The students will compare and contrast the "dry" cave of Colossal Cave and the "wet" cave of Kartchner Caverns.

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 understand the physical and chemical properties of matter by describing the changes of matter. SC05-S5C1-03 Students will explore and identify how cave features are made and the importance of water in this process.**

The students will analyze the relationships among various organisms and their environment. (Grade 5 Life Science-Strand 4-Concept 3) Fifth graders have studied and identified the six major land biomes. They will be able to identify characteristics of the cave "biome" after we complete research on its characteristics and the animals that are unique to this environment.

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 20, 2011	Depart Tumbleweed - 6:00 a.m.	Arrive Colossal Cave, Tucson, AZ - 8:30 a.m.	WESD Bus	520-647-7275
May 20, 2011	Depart Colossal Cave, Tucson, AZ - 10:15 a.m.	Arrive Kartchner Caverns State Park, Benson, AZ - 11:00a.m.	WESD Bus	520-586-2283
May 20, 2011	Depart Kartchner Caverns State Park, Benson, AZ - 2:30 p.m.	Arrive Tumbleweed - 6:00 p.m.	WESD Bus	480-262-4525

Additional Information

Please indicate the process your school used to provide this opportunity to students who are unable to provide their own funds, if students are funding the trip:

Tax Credits will be used to fund the all parts of this trip which includes the bus and admissions to both parks.

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.

No special accommodations are necessary

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
Peggy Pitts-Miller		Jennifer Cowlthorp
		Joshua Burnside
		Joseph Block
		Ashanique Turner
		Marc Kautz

For Academic Services Use Only

Natalie McWhorter

9-28-10

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:

\$ 0 Lodging

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

\$ 637.00 Transportation: ☒ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 512.72 Registration/Entry Fees

\$ _____ Travel Insurance³ (optional expense)

\$ _____ Other _____

\$ 1,149.72 TOTAL (should match package price above)

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

Students participating: 26 TOTAL PER STUDENT COST: \$ 0.00 (paid w/tax credit)
(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: 2 Payment method: self pay

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.	<small>For Finance Department Use Only</small> Debra K. Karns _____ <small>Signature</small>	9-30-10 _____ <small>Date</small>
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This expenditure was reviewed for compliance with applicable procurement laws and regulations.	<small>For Purchasing Department Use Only</small> Howard Kropp _____ <small>Signature</small>	09/30/10 _____ <small>Date</small>
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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:

October 28, 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: **Washington**

Dates of Travel: **May 12, 2011**

Destination of Field Trip: **Biosphere 2, Oracle, AZ**

of Student Participants: **60**

Grade Level(s): **3 & 5**

of Adults (1:8): **10**

Emergency Contact Number: **602-999-9861**

Person Requesting Trip/Contact at Board Meeting: **Sara Pearson**

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

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

Summary of Event/Purpose:

This field trip will be a all day field trip to the Biosphere 2 in Oracle, AZ. This purpose of this field trip is to extend the science that has been taught throughout the school year. This field trip will be an opportunity for students to go to a place where scientists live and work, conducting experiments that influence our knowledge of the world we live in today. This field trip will help students 'see' what types of experiments are currently being conducted at the Biosphere and make connections between those investigations and the investigations that they have been doing in the classroom.

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 identify various biomes in the biosphere, compare and contrast the biomes, and conduct an experiment on site that connects to both the 3rd and 5th grade science curriculums. Third Grade Strand 4 Concept 3. Fifth Grade Strand 3 Concept 2.**

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 12, 2011	Depart Washington Elementary - 8:10 a.m.	Arrive Biosphere 2, Oracle, AZ - 10:30 a.m.	School Bus	520-838-6222
05/12/11	Depart Biosphere 2, Oracle, AZ - 2:30 p.m.	Arrive Washington Elemenatry - 5:00 p.m.	School Bus	

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:

Students will not be providing funding for this trip. We have applied for grants and will be doing fundraising if necessary.

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.

n/a

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

Yes ☒

Chaperones:

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

Certificated	Non-Certificated	Parent
Sara Pearson		Irene Perez
Christina Johnson		Marciela Mendoza
Kristen McClenny		Rosalba Lopez
Carol Bell		Evelyn Garcia
Kelly Olson		Hilda Cordova

For Academic Services Use Only

Natalie McWhorter

October 10, 2010

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: \$ 539.00 (should match attached travel agent¹ quote)

Includes:

\$ 0 **Lodging**

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

\$ 539.00 **Transportation:** ☒ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 0 **Registration/Entry Fees**

\$ 0 **Travel Insurance³ (optional expense)**

\$ 0 **Other _____**

\$ 539.00 **TOTAL (should match package price above)**

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

Students participating: 60 **TOTAL PER STUDENT COST: \$ 7.92**
 (trip total ÷ total # students participating + approved ratio # parents = per student cost)

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

Additional parents: 2 **Payment method: n/a**

Scholarship students: 0 **Funding source: n/a**
 (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 Target grant
- ☐ 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 Cathy Thompson _____ Signature	10/12/10 _____ Date
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This expenditure was reviewed for compliance with applicable procurement laws and regulations.	For Purchasing Department Use Only Cathy Thompson _____ Signature	10/12/10 _____ Date
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² Information regarding District awarded charter bus RFP is available on the Purchasing Department's intranet site.

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 28, 2010 Information
AGENDA ITEM: *Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium of Schools (GPPCS) and The Cooperative Purchasing Network (TCPN). 1st Reading

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

PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Administrator of Purchasing

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

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

Presented is a list of Intergovernmental Cooperative Purchase Agreements related to the Purchasing Department previously awarded by the Governing Board.

A.R.S. 11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements. A school district may either, participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any materials, services, or construction with one or more public procurement units in accordance with an agreement entered into between the participants. By participating in a cooperative purchase, public entities that bid common items/services can obtain economy of scale pricing and best value and reduce administrative duplication of cost and effort for all participating public entities.

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

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.D.

GPPCS CONTRACT**2010 - 2011 proposed M&O/Capital Budget Capacity for Maintenance Service -
\$740,284.75**

Contract Title:	HVAC Parts and Supplies
Vendor(s):	Burke Engineering Refrigeration Supplies Distributor US Air Condition
Contract Issuer:	Contract issued through Glendale #09.10.019
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Materials Management Center/Maintenance M&O
2009-2010 Expenditure:	\$6,950.00

TCPN CONTRACT

Contract Title:	Disaster Relief and Related Services (Emergency and Non-Emergency Projects)
Vendor(s):	East Valley Disaster Services
Contract Issuer:	Contract issued through TCPN #R5024
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance M&O
2009-2010 Expenditure:	New Contract

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 28, 2010 Information
AGENDA ITEM: *Annual Intergovernmental Cooperative Purchase Agreements with the State Procurement Office (SPO) and Mohave Educational Services Cooperative (MESC) 1st Reading

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

PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Administrator of Purchasing

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

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

Presented is a list of Intergovernmental Cooperative Purchase Agreements related to the Purchasing Department previously awarded by the Governing Board.

A.R.S. 11-952 and A.A.C. R7-2-1191 through R7-2-1195 authorizes and governs intergovernmental procurements. A school district may either, participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any materials, services, or construction with one or more public procurement units in accordance with an agreement entered into between the participants. By participating in a cooperative purchase, public entities that bid common items/services can obtain economy of scale pricing and best value and reduce administrative duplication of cost and effort for all participating public entities.

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

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.E.

MOHAVE EDUCATIONAL SERVICES COOPERATIVE CONTRACT**2010-2011 proposed M&O/capital budget capacity for Maintenance Services - \$740,284.75**

Vendor(s):	A & G Turf Equipment
Contract Commodity:	Power Equipment and Related Services
Description of Purchase:	Purchase of power equipment and services.
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
2009-2010 Expenditure:	\$0.00

STATE PROCUREMENT OFFICE CONTRACT**2010-2011 proposed M&O/capital budget capacity for Maintenance Services - \$740,284.75**

Vendor(s):	Detection Logic
Contract Commodity:	Maintenance and Repair Contract
Description of Purchase:	Purchase of testing and inspection services for Districts fire detection systems.
Estimated 2010-2011 Expenditures:	To be used on an as-needed basis.
Department/School Funding:	Maintenance/M&O
2009-2010 Expenditure:	\$83,000.00

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 28, 2010 Information
AGENDA ITEM: *Issue RFQ No. 10.032, Architectural Services 1st Reading

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

PRESENTER AT GOVERNING BOARD MEETING: Howard Kropp, Administrator of Purchasing

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: Capital, Bond
Budgeted: Yes

The purpose of requesting authorization to issue this request for qualifications is to obtain a qualified firm or firms to provide architectural services to the District. These services would be utilized for any possible new construction, renovation projects or, where required, to provide design services.

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

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

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board authorize the issuance of RFQ No. 10.032 for the solicitation for Architectural Services.

Superintendent



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

Agenda Item *II.F.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 28, 2010 Information
AGENDA ITEM: *Intergovernmental Agreement with Maricopa County Education Service Agency 1st Reading
INITIATED BY: Cathy Thompson, Director of Business Services SUBMITTED BY: Cathy Thompson, Director of Business Services
PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: ARS 15-301(C), ARS 15-342(13)

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

Each time Washington Elementary School District (WESD) conducts an election, the District must work within the guidelines put forth by the office of the Maricopa County School Superintendent. The Education Services Agency sets the calendar of dates by which items must be completed and they process required documents according to what is provided to them by the district.

Services provided by the county agency include the following:

- Produce the required publicity pamphlets
- Manage the publication of Pro/Con Statements
- Provide and mail publicity pamphlets
- Coordination of other election requirements with the Maricopa County Elections Department

All of this is done with the cooperation and approval of school district staff throughout the pre-election activities.

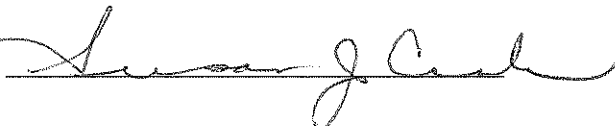
The charge to WESD for services provided through this agreement is \$500.00 per ballot question. The attached agreement will be in effect through June 30, 2015.

The Intergovernmental Agreement with Maricopa County Education Service Agency has been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the Intergovernmental Agreement with Maricopa County Education Service Agency to provide services for District elections.

Superintendent



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

Agenda Item *II.G.

INTERGOVERNMENTAL AGREEMENT

BETWEEN MARICOPA COUNTY,

BY AND THROUGH THE MARICOPA COUNTY SCHOOL SUPERINTENDENT,

AND WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6

1.0 PARTIES

1.1 This Intergovernmental Agreement (IGA) provides a binding agreement between Maricopa County, acting by and through the Maricopa County Education Service Agency (hereafter referred to as the Maricopa County), and Washington Elementary School District No. 6 (hereafter referred to as the District) for elections services. Maricopa County is authorized to enter into this IGA under A.R.S. §§ 11-952, 15-301(C), 15-302(A)(7) and (8), 15-342(13).

2.0 PURPOSE

2.1 This Agreement outlines the responsibilities of each of the parties to conduct school district elections in Maricopa County. The Parties agree to cooperate and assist each other in meeting the mutual obligations and duties of each office, because it is good public policy and benefits the citizens of Maricopa County.

3.0 TERM OF AGREEMENT:

3.1 This Agreement shall become effective as of July 1, 2010 and expire June 30, 2015 unless terminated earlier by the parties.

4.0 RESPONSIBILITIES OF PARTIES

4.1 School Superintendent's responsibilities are as follows:

4.1.1 Produce any publicity pamphlet that the District is required to mail to qualified electors prior to the election. Maricopa County will format, review, and proofread the publicity pamphlet. Then, upon the District's approval of the pamphlet language and format, Maricopa County will transmit the final and approved text to the printer and translator.

4.1.2 Manage the publication of the Pro/Con Statements. Maricopa County will accept the pro/con statements for filing, then process the statements, verify word count, type any hand written statements submitted, and prepare the final formatting, electronic OCR when necessary. Upon approval of the District,

Maricopa County will transmit the final text to the printer and translator.

- 4.1.3 Provide and mail copies of the publicity pamphlets to persons upon request, and publish an electronic version of pamphlet on the Maricopa County Education Service Agency's website. Maricopa County will also mail pamphlets to the Arizona Department of Revenue when required.
- 4.1.4 Attend the Logic & Accuracy testing at the Elections Department on behalf of the District, be present for election night results on behalf of the District, and contact the District with election results, including updates on election tallies, if requested.
- 4.1.5 Proofread and have translated the sample ballot language. Upon the District's final approval, the Maricopa County will provide the sample ballot language to the County Elections Department.

4.2 The School District is responsible for:

- 4.2.1 Providing all materials by the scheduled deadlines. Time is of the essence in this Agreement. Failure by either party to meet deadlines prescribed in the Election Timetables incorporated herein by reference jeopardize timely performance of election duties and timely production/mailing of informational reports and pamphlets as required by law.
- 4.2.2 Charges for printing of ballot pages, sample ballots, ballot labels, or any other items by commercial means will be billed directly to the District by the commercial vendor providing such services, or the Elections Department, in accordance with and arrangements agreed upon by the District and vendor.
- 4.2.3 The District will be responsible for all preclearance submissions to the United States Department of Justice for any changes in the conduct of elections (including, but not limited to, precinct consolidations, procedures, materials, and polling places) required under Section 5 of the Voting Rights Act.

5.0 TERMINATION

- 5.1 This IGA is subject to cancellation in accordance with the provisions of A.R.S. § 38-511.

- 5.2 In the event conflict arises, the Parties agree to make every effort to reconcile conflicts and make reasonable provisions to ensure neither party will suffer as a consequence of conflict.
- 5.3 Either party may terminate this IGA any time upon delivering a written notice of termination to the other party two (2) months in advance of the requested date of termination. Such notice shall be given by personal delivery or by Registered or Certified mail.
- 5.4 This IGA may be terminated by mutual written agreement of the parties specifying the termination date therein.
- 5.5 Noncompliance or breach by the District may also result in cancellation of the election by Maricopa County when statutory duties cannot be satisfactorily performed as required by set by law. Monetary losses incurred by Maricopa County or vendors due to a breach or noncompliance by the District will be borne by the District.
- 5.6 Performance by either party under this IGA is conditioned upon the appropriation and availability of funds allocated for such purposes. If funds are not appropriated or allocated for the purposes of this IGA, then this IGA shall terminate automatically as of the date of expiration of funding, with each party owing no duty or obligation to the other party except for payment for services rendered or expenses incurred prior to the expiration of funding.

6.0 FUNDING

Maricopa County shall charge the District for services provided. As determined by Maricopa County, the charges for the services shall not exceed \$500.00 for each separate ballot question in that election. The District shall pay Maricopa County within thirty (30) days of receiving the invoice for costs.

7.0 AMENDMENTS:

- 7.1 Any changes to this agreement shall be carried out in accordance with the following:
 - 7.1.1 A written amendment, signed by both parties, to this agreement shall be required for every standard purpose listed below and all other purposes;
 - 7.1.2 For any other changes in terms and conditions of this agreement which the parties deem substantial.

8.0 NOTICES:

8.1 Communication and details concerning this IGA shall be directed to the following contract representatives:

Maricopa County:

Hope Olguín
Elections Specialist
Maricopa County
Education Service Agency
4041 N. Central Ave, Suite 1100
Phoenix, Arizona 85012
Hope.Olguin@mcesa.maricopa.gov
(602) 506-3978 - Office
(602) 506-3753 - Fax

School District:

Cathy Thompson
Director of Business Services
Washington Elementary
School District No. 6
4650 W. Sweetwater Ave.
Glendale, Arizona 85304
cathy.thompson@wesdschools.org
Phone: (602) 347-2615
Fax: (602) 347-2737

9.0 EMPLOYMENT DISCLAIMER

9.1 This Agreement is not intended to constitute, create, give rise to, or otherwise recognize a joint venture agreement, partnership or other formal business association or organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth in this Agreement.

9.2 The Parties agree that there will be no discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work, and services performed under the terms of any contract ensuing from this engagement. The Parties will comply with Executive Order No. 11246, entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

10.0 GENERAL INDEMNIFICATION

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

11.0 COMPLIANCE WITH APPLICABLE LAWS

- 11.1** Each party shall comply with all applicable laws, ordinances, Executive Orders, rules, regulations, standards, and codes of the Federal, State, and Local governments whether or not specifically referenced herein. Specifically, the following apply:
- 11.2** Unless exempt under Federal law, both parties shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 75-5, as updated in State Executive Order No. 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, shall have equal access to employment opportunities. Both parties shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment of qualified persons because of physical or mental disability. Both parties shall comply with the requirements of the Fair Labor Standards Act of 1938, as amended.
- 11.3** Both parties shall comply with Title VI of the Civil Rights Act of 1964, which prohibits the denial of benefits of, or participation in, contract services on the basis of race, color, or national origin. Both parties shall comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of disability, in delivering contract services; and with Title II of the Americans with Disabilities Act, and the Arizona Disability Act, which prohibits discrimination on the basis of physical or mental disabilities in the provision of contract programs, services, and activities.
- 11.4** In accordance with A.R.S. §§ 35-391.06 and 35-393.06, the parties shall not have scrutinized business operations in Sudan or Iran.

12.0 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §23-214 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS

By entering into this Agreement, the Contractor represents and warrants compliance with the Immigration and Nationality Act (8 U.S.C. §§ 1101, *et seq.*) (INA) and all other federal and State immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its Subcontractors certifying compliance and shall furnish the statements to the Department upon request. These

representations and warranties shall remain in effect throughout the term of this Agreement. The Contractor and its Subcontractors shall also maintain Employment Eligibility Verification forms (I-9), as required by the U.S. Department of Labor's Immigration Reform and Control Act of 1986 (Pub. L. No. 99-603), for all employees performing work under the Contract. I-9 forms are available for download at USCIS.GOV.

The Contractor warrants that it is in compliance with A.R.S. § 41-4401 (e-verify requirements) and further acknowledges:

- 12.1** That the Contractor and its Subcontractors, if any, warrant their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 23-214;
- 12.2** That a breach of a warranty under subsection 12.1 above, shall be deemed a material breach of this Agreement and the County may immediately terminate this Agreement without liability;
- 12.3** That the County and any contracting government entity retains the legal right to inspect the papers and employment records of any Contractor or Subcontractor employee who works on this Agreement to ensure that the Contractor or Subcontractor is complying with the warranty provided under subsection 12.1 above and that the Contractor agrees to make all papers and employment records of said employee(s) available during normal working hours in order to facilitate such an inspection.

**FOR AND ON BEHALF OF MARICOPA
COUNTY:**

**FOR AND ON BEHALF OF SCHOOL
DISTRICT:**

Date

Date

Pursuant to A.R.S. § 11-952, legal
counsel has determined that this
Intergovernmental Agreement is within
the powers and authority granted under
the laws of the State of Arizona.

Attorney for Maricopa County

Attorney for School District

Date

Date

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: October 28, 2010 Information
AGENDA ITEM: *Amendment No. 3 to Memorandum of Understanding with Maricopa County Department of Public Health for Dental Screening and Sealant Program 1st Reading
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

At the August 9, 2007 Board meeting, the Governing Board approved the Memorandum of Understanding (MOU) with the Maricopa County Department of Public Health Office of Oral Health to provide a dental screening and sealant program for the 2007-2008 school year. Through Amendment No. 1, the program was renewed for the 2008-2009 school year, and through Amendment No. 2, the program was renewed for the 2009-2010 school year. The County has invited the District to renew the MOU for the period of August 2, 2010 through August 1, 2011. The partnership between the County and the District will bring the free Arizona Dental Sealant Program to students in the District who are clinically eligible and who are uninsured or are currently enrolled in AHCCCS/KidsCare.

The Arizona Dental Sealant Program has been in existence since 1987. This program is available as a result of a partnership between the Arizona Department of Health Services and the Delta Dental of Arizona Foundation, the BHHS Legacy Foundation and the Piper Trust. The program provides portable dental services in WESD and other neighboring districts to seal the permanent molars of uninsured students in second and sixth grade.

Dental sealant applications are non-invasive and pain free. School-based dental sealant programs are evidence based and have proven long-term, safe and effective for tooth decay reduction.

The Amendment No. 3 to the Memorandum of Understanding has been reviewed by District Legal Counsel.

SUMMARY AND RECOMMENDATION

It is recommended the Governing Board approve Amendment No. 3 to the Memorandum of Understanding with Maricopa County Department of Public Health for the Dental Screening and Sealant Program and authorize the Superintendent to execute the necessary documents on behalf of the District.

Superintendent



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

Agenda Item *II.H.

AMENDMENT NO. 3
TO MEMORANDUM OF UNDERSTANDING
Between
MARICOPA COUNTY
By and through the
DEPARTMENT OF PUBLIC HEALTH
4041 North Central Avenue, Ste 1400, Phoenix, AZ 85012
and
WASHINGTON ELEMENTARY SCHOOL DISTRICT
4650 West Sweetwater, Phoenix, AZ 850304

- I. The above named Memorandum of Understanding (MOU) is hereby amended as specified below.
 - A. Section E, Paragraph 2. EFFECTIVE DATE has changed to Monday, August 2, 2010.
 - B. Section E, Paragraph 3. EXPIRATION DATE has changed to Monday, August 1, 2011.
 - C. Section E, remove Paragraph 13.,


CIVIL DIVISION REPRESENTATION

The parties to this MOU may have the option of choosing an attorney with the Civil Division of the Maricopa County Attorney's Office ("Civil Division"), to act as their attorney for the purpose of reviewing this MOU. In doing so, by their signature below, each party acknowledges that it is aware that the Civil Division may represent both parties to this MOU, and each party expressly waives any conflict of interest created thereby.

- II. All other terms and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties agree to the changes indicated herein:

FOR AND ON BEHALF OF
MARICOPA COUNTY

By 
Chairman, Board of Supervisors

SEP 15 2010

Date


ATTEST:


Clerk of the Board

SEP 15 2010

Date

APPROVED AS TO FORM:


County Attorney for BOS

Sept 15 2010
Date

FOR AND ON BEHALF OF
WASHINGTON ELEMENTARY S. D.

By _____

Date

APPROVED AS TO FORM:

Signature

Date

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 X 1st Reading
 DATE: October 28, 2010
 AGENDA ITEM: *Approval of First Reading of Proposed Amended Board Policies BBBB – Board Member Oath of Office, BE – School Board Meetings, BEC – Executive Sessions/Open Meetings, BEDA – Notification of Board Meetings and BEDG - Minutes
 INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
 PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGF

SUPPORTING DATA

Funding Source: N/A
 Budgeted: N/A

As a result of the enactment of HB2209 by the Legislature, ASBA Policy Services has recommended that BBBB – Board Member Oath of Office, BE – School Board Meetings, BEC – Executive Sessions/Open Meetings, BEDA – Notification of Board Meetings and BEDG - Minutes be amended to reflect the changes in the law. Because the recommended changes deal with issues involving executive sessions/open meeting law, the noticing of Board meetings and the obligation to take, prepare and maintain meeting minutes, the recommended changes to the respective Policies are interrelated and are being presented for approval as a package. The following is a summary of the recommended changes:

- **BBBB – Board Member Oath of Office** – Prescribes that Board members are required to review executive session/open meeting law materials prior to taking office.
- **BE – School Board Meetings** – Prescribes further requirements for the posting of all meetings of the Governing Board.
- **BEC – Executive Sessions/Open Meetings** – Requires that the notice of the Board meeting at which an executive session will occur shall state the provision of law that authorizes the Board to hold an executive session for the stated purpose.
- **BEDA – Notification of Board Meetings** – Prescribes new requirements for the posting of meetings, including the obligation to use the website to provide notice to the public.
- **BEDG – Minutes** – Prescribes clearer direction on taking, transcribing and maintain minutes. (New Regulation BEDG-R will be adopted under the authority of the Superintendent to provide further assistance to personnel assigned to perform minute taking, preparation and maintenance.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of Proposed Amended Board Policies BBBB – Board Member Oath of Office, BE – School Board Meetings, BEC – Executive Sessions/Open Meetings, BEDA – Notification of Board Meetings and BEDG - Minutes.

Superintendent 

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

Agenda Item *II.I.

Board Member Oath of Office

Oath of Office

Board members shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231, and forward the acknowledged oath on the same day to the County School Superintendent. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long as the Board member remains on the Governing Board and for a period of five (5) years after last serving on the Board.

Time of Oath (Governing Board Members)

When a different time is not prescribed, the oath of office shall be taken and subscribed after the Board member has notice of appointment or, if elected, at any time after receipt of the certificate of election, or before commencement of the term of office.

Familiarization with Open Meeting Law

A newly elected or appointed Governing Board member shall, at least one (1) day before taking office, review the Arizona open meeting law (OML) material prepared by the Attorney General.

Adopted: February 11, 2010

LEGAL REF.: A.R.S. 15-426
38-231
38-232
38-233
38-431.01
Attorney General Arizona Agency Handbook
Chapter 7, Open Meeting

SCHOOL BOARD MEETINGS

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows.

- Regular meeting - the usual official legal-action meeting, scheduled and held regularly.
- Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering, in person or through technological devices, of a quorum of members of a public body to discuss, propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to Arizona Revised Statutes.

Notice of all Governing board meetings, regular and special, shall be posted in compliance with the requirements prescribed by A.R.S. 38-431.01 and described in Board Policy BEDA.

Regular Board Meetings

The second and fourth Thursdays of each calendar month are designated as the regular Board meeting dates, except July, November and December, which shall have one regular monthly meeting.

A regular meeting may be rescheduled or canceled ~~by agreement of a majority of the Board.:~~

- By majority vote of the Board when noticed as a meeting agenda item.
- By declaration of the Board President, or if the President is unavailable another member of the Board, in consultation with the Superintendent, when a significant event beyond the Board's control renders attendance at the meeting unsafe or unreasonable in light of the circumstance, such as:
 - Significantly inclement weather conditions, or

- A local, state, or national emergency of a magnitude it intervenes to the extent that convening of the meeting is inadvisable.
- When the absence of a quorum of the Board will render the meeting impermissible.

~~Written notice of the date, hour, place, and subject (agenda) of each regular meeting of the Board shall be given as follows:~~

- ~~Notice shall be posted at least twenty four (24) hours preceding the scheduled time of the meeting, with the exception of an actual emergency, in which case such notice as is appropriate to the circumstances shall be given.~~
- ~~Notice shall be posted at a prominent place, convenient to the public, as designated by the Board in its notice to the County Board of Supervisors.~~

Every regular meeting of the Board shall be open to the public, and the Board shall meet at the most convenient public facility in the District. (If a public facility is not available within the District, the Board may meet at any available public facility convenient to all Board members, regardless of the county or school district in which the facility is located.)

Special Board Meetings

Special meetings may be called whenever deemed necessary. Written or telephoned notice of all special meetings shall be given to the members of the Board, ~~and written notice shall be posted,~~ at least twenty-four (24) hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting. No business other than the matters specified in the notice shall be transacted at such meeting.

~~Special meetings shall be open to the public.~~

Adopted: date of manual adoption

LEGAL REF.:	A.R.S.	15-321
		15-843
		38-431 <i>et seq.</i>
	A.G.O	I79-45

CROSS REF.: BEC – Executive Session/Open Meeting
 BEDA – Notification of Board Meetings
 BEDB – Agenda
 BEDC – Quorum

EXECUTIVE SESSIONS / OPEN MEETINGS

The Board may enter into executive session after the following requirements have been met:

- A notice of the executive session has been provided to the Board members and the general public stating the provision of law authorizing the executive session in accordance with Board Policy BEDA.
- The Board has first been convened in open meeting, for which notice, stating the specific provision of law authorizing the executive session, has been given.
- The Board President has identified the section or sections of A.R.S. 38-431.03 that authorize the holding of the executive session and has stated the language of the section(s) and a general description of the matters to be considered.
- The executive session is authorized by a vote in open session.

No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.

The Board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

During the executive session, all persons present in the executive session will be read the admonition on the confidentiality of the executive session minutes and deliberations.

Adopted: date of manual adoption

LEGAL REF.:	A.R.S.	15-843
		38-431.01
		38-431.02
		38-431.03
	A.G.O.	I79-45
		I79-49
		I79-126

I79-136

I80-118

I80-146

I81-058

I81-060

I81-090

CROSS REF.: BBBB – Board Member Oath of Office
 BEDA – Notification of Board Meetings
 BEDG – Minutes
 JKD – Student Suspensions

NOTIFICATION OF BOARD MEETINGS

~~A statement of the posting place for all notices of meetings shall be filed with the clerk of the Board of Supervisors. A regular meeting may be canceled by agreement of a majority of the Board.~~

A statement shall be conspicuously posted on the District's website specifying where all notices of the Governing Board meetings are posted, including the physical and electronic locations, and give additional public notice as is reasonable and practicable as to all meetings.

The District shall post all Governing Board public meeting notices on its website and give additional public notice as is reasonable and practicable to all meetings. When the District has complied with all other public notice requirements of A.R.S. 38-431.02, the Board is not precluded from holding a meeting for with notice was posted when a technological problem or failure either:

- prevents the posting of public notice on the District website, or
- temporarily or permanently prevents use of all or part of the District's website.

When an executive session of the board is scheduled a notice of the executive session stating the provision of law authorizing the executive session and including a general description of the matters to be considered shall be provided to:

- the members of the Governing board and
- the general public.

At least twenty-four (24) hours prior to a meeting notice shall be given to the members of the Governing Board and to the general public by posting, in the designated public place,(s) the time and place, and the meeting agenda or any change in the regular meeting agenda, time or place, with the exception of an actual emergency, in which case such notice as is appropriate to the circumstances shall be given. The notice shall include an agenda of the matters to be discussed, considered or decided at the meeting, or include information on how the public may obtain a copy of the agenda.

The twenty-four (24) hour notice period;

- May include Saturday when, in addition to any website posting, the public has twenty-four (24) hour access to the physical posting location.
- Does not include Sundays and other holidays prescribed in A.R.S. 1-301.

A twenty-four (24) hour meeting notice is not required in the case of an actual emergency, however, notice shall be given and procedures followed in accordance with the requirements of 38-431.02 as are appropriate to the circumstances.

A meeting may be recessed and resumed with less than twenty-four (24) hours notice when proper initial meeting notice was given and, before recessing, public notice is given specifying the time and place the meeting will be resumed or identifying the method by which such notice shall be publicly given.

When the Governing Board intends to meet at a regular place and time on a regular day, date or event for a specified calendar period the District may post notice of the beginning of the applicable calendar period and the period for which the notification is valid.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 1-301
 15-321
 15-341
 38.431.01
 38-431.02
 A.G.O. 179-45

CROSS REF.: BE – School Board Meetings
 BEC – Executive Sessions / Open Meetings
 BEDB - Agenda

MINUTES

Minutes ~~Written or recorded minutes shall be kept taken of all regular and special Board meetings. If possible, complete, including executive sessions, and shall include the information required by A.R.S. 38-431.01. The written minutes of each Board meeting will or recording shall be available for public review in the District administrative office inspection three (3) working days after the date of the meeting. If this is not possible, the record of the meeting shall be available until the written minutes are prepared. In all cases, written minutes of each meeting shall be prepared as soon as possible, containing the information required by A.R.S. 38-431.01., except for confidential executive session minutes. Written minutes or a recording not yet approved by the Governing board shall be marked as "draft" or "unapproved." The minutes or recoding shall not be withheld from the public pending approval and must be in a form readily accessible to the public.~~

Copies of unapproved written minutes, in print or digital form, shall be distributed to all Board members prior to the next meeting. The Board will take action at a subsequent meeting to amend and/or approve these the written minutes.

~~Minutes of regular or special meetings will be distributed to all Board members prior to the next meeting, and will be made available to the public upon request, as unconfirmed minutes.~~

The Superintendent will prepare shall oversee the preparation of written or recorded minutes of all executive sessions, as required by A.R.S. 38-431.01, and will maintain a confidential file of all of these minutes. The Superintendent will provide confidential copies of unapproved written minutes, in print or digital form, to all Board members prior to the next meeting.

The Superintendent shall assure that permanent archival files of all approved Governing Board meeting minutes and related required materials are maintained in accordance with A.R.S. 39-101 and standards established by Arizona State Library, Archives and Public Records (ASLAPR). Regular and Special Board meeting minutes shall be filed separately from Board executive session minutes.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-843
 38-421
 38-431.01

38-431.03

39-101

39-121

39-122

41-1347

41-1351

A.G.O. 180-198

Attorney General Arizona Agency Handbook, Chapter 7,
Open Meetings

ASLAPR General Retention Schedule for School Districts
And Charter Schools

CROSS REF.: BED – Executive Sessions/Open Meetings

REGULATION

REGULATION

**Minutes of Open Session Governing Board Meetings,
Board Subcommittees and Advisory Committees)**

For meetings other than executive sessions, minutes are to contain *at least* the following information:

- Date, time, and place of meeting.
- Members of the Governing Board recorded as either present or absent.
- An accurate description of all legal actions proposed, discussed or taken, and the names of the Board member who proposed each motion.
- Names of the persons, as given, making statements or presenting material to the Governing Board and a reference to the legal action about which they made statements or presented material.

A *meeting*, for the purposes of the open meeting statutes, is the gathering of a quorum of Governing Board members at which they discuss, propose or take legal action including any deliberations by a quorum with respect to such action. [38-431]

It is therefore necessary to remember that:

- the coming together of a quorum of Governing Board members:
 - in person or by technological devices such as speakerphone, internet, or other device,
 - including study sessions, work sessions, and retreats,
 - regardless of whether or not any voting is scheduled to occur,
- or of a subcommittee or advisory committee appointed by or at the direction of the Board, or which is to report to the Board,
- is a “meeting” and, therefore, minutes must be taken and processed as required by statute and specified above.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
 1st Reading
DATE: October 28, 2010
AGENDA ITEM: Work Furlough

INITIATED BY: Cathy Thompson, Director or Business Services 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: Various
Budgeted: Yes

On April 8, 2010, IBN offered a series of recommendations to the Governing Board regarding the budget for 2010-2011, including scheduling two work furlough days for employees if necessary. The two furlough days were scheduled for November 26, 2010 and March 18, 2011. There is a need to consider each day separately and account for the current budget conditions at the appropriate time when recommendations are being offered.

At this time, districts in Arizona are awaiting information regarding accessing the federal Education Jobs funding. Preliminary allocations have been posted, but for a variety of reasons, likely including the State's deficit, districts do not yet have access to the funding.

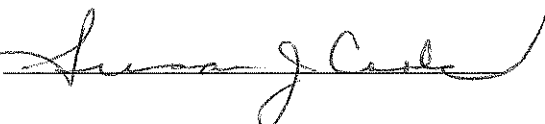
WESD has implemented a consistent and aggressive energy conservation program. Because of the efforts of our staff, WESD was able to spend \$600,000.00 less on energy last year than budgeted. If those same efforts continue this year, there will be sufficient budget capacity to remove one furlough day.

Combining the two variables, the potential Education Jobs funding and the track record of energy savings, we believe that it is fiscally responsible to recommend that November 26, 2010 be designated as a regular, paid holiday for employees. In these difficult economic times, we believe that every effort must be exhausted to preserve jobs and support our employees to the extent possible.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board designate November 26, 2010 as a regular, paid holiday.

Superintendent



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

Agenda Item III.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
 1st Reading
DATE: October 28, 2010
AGENDA ITEM: Arizona School Facilities Board 2009-2010 Preventive Maintenance Program Report
INITIATED BY: Mike Kramer, Director of Capital Projects and Maintenance SUBMITTED BY: Mike Kramer, Director of Capital Projects and Maintenance
PRESENTER AT GOVERNING BOARD MEETING: Mike Kramer, Director of Capital Projects and Maintenance
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA and A.R.S. 15-2002

SUPPORTING DATA

Funding Source: M&O
Budgeted: Yes

The Arizona School Facilities Board (SFB) requires school districts to annually report the number of tasks completed under the Preventive Maintenance Program.

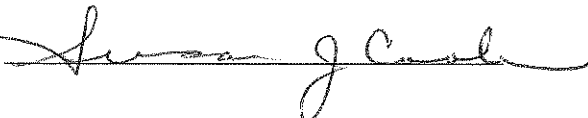
The attached Preventive Maintenance Reporting Statement identifies the number of tasks completed and the number of tasks recommended for each of the seven (7) building systems for each individual site. During the 2009-2010 school year, the Maintenance Department and Facilities Managers completed 5,561 preventive maintenance tasks. Unfortunately, due to the elimination of School Facilities Board funding, a portion of the District's preventive maintenance program was not able to continue. As a result, 2,738 fewer preventive maintenance tasks were completed.

The Preventive Maintenance Reporting Statement and Plan Approval Statements for each site will be submitted to the Arizona School Facilities Board pending Governing Board approval.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the submission of the 2009-2010 Preventive Maintenance Program Report to the Arizona School Facilities Board.

Superintendent



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

Agenda Item III.B.

Arizona School Facilities Board

Preventive Maintenance Program

REPORTING STATEMENT																	
School District:		WASHINGTON ELEMENTARY SCHOOL DISTRICT #6				Reporting Period:		07/01/09 - 06/30/10									
Address:		4650 WEST SWEETWATER GLENDALE, ARIZONA 85304				Main District Tele.:		(602) 347- 2600									
Indicate Number of Checklist Tasks Completed for Each Category at Each Campus				Roofing Tasks Completed		HVAC Tasks Completed		Plumbing Tasks Completed		Electrical Tasks Completed		Surfaces Tasks Completed		Special Sys. Tasks Completed		Special Equip. Tasks Completed	
				Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed
1	Campus Name:	# of Bldgs	4	33	7	113	149	37	0	150	115	4	43	203	48	174	
2	Campus Name:	# of Bldgs	5	41	7	111	149	47	0	150	115	4	45	250	32	126	
		Sq. Ft.	63,712	102	111	149	150	115	250	126							
3	Campus Name:	# of Bldgs	12	81	7	111	149	35	0	116	115	4	43	203	0	126	
		Sq. Ft.	61,136	123	111	149	116	115	187	126							
4	Campus Name:	# of Bldgs	4	34	7	152	149	37	0	116	115	4	47	203	0	134	
		Sq. Ft.	71,269	102	152	149	116	115	203	134							
5	Campus Name:	# of Bldgs	11	50	7	150	149	37	0	116	115	2	47	203	48	202	
		Sq. Ft.	70,296	102	150	149	116	115	203	202							
6	Campus Name:	# of Bldgs	5	33	7	152	149	37	0	148	115	4	47	187	48	182	
		Sq. Ft.	66,548	123	152	149	148	115	187	182							
7	Campus Name:	# of Bldgs	19	83	20	209	149	39	0	150	115	4	49	250	0	177	
		Sq. Ft.	96,867	123	209	149	150	115	250	177							
8	Campus Name:	# of Bldgs	13	41	18	204	149	38	0	150	115	4	45	242	48	185	
		Sq. Ft.	96,802	123	204	149	150	115	242	185							
9	Campus Name:	# of Bldgs	11	80	7	152	149	39	0	116	115	4	47	203	0	134	
		Sq. Ft.	57,930	124	152	149	116	115	203	134							
10	Campus Name:	# of Bldgs	8	66	18	204	149	49	0	116	115	4	43	250	48	93	
		Sq. Ft.	72,041	102	152	149	116	121	250	93							

Governing Board President:

Superintendent:

Facilities/Maintenance Director:

Date:

Date:

Date:

Arizona School Facilities Board

Preventive Maintenance Program

REPORTING STATEMENT															
School District:		WASHINGTON ELEMENTARY SCHOOL DISTRICT #6						Reporting Period:		07/01/09 - 06/30/10					
Address:		4650 WEST SWEEWATER						Main District Tele.:		(602) 347-2600					
		GLENDALE, ARIZONA 85304													
Indicate Number of Checklist Tasks Completed for Each Category at Each Campus		Roofing Tasks Completed		HVAC Tasks Completed		Plumbing Tasks Completed		Electrical Tasks Completed		Surfaces Tasks Completed		Special Sys. Tasks Completed		Special Equip. Tasks Completed	
		Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed
11	Campus Name:	# of Bldgs	6	# of Bldgs	60,748	# of Bldgs	5	# of Bldgs	62,008	# of Bldgs	9	# of Bldgs	84,961	# of Bldgs	9
	JOHN JACOBS	Sq. Ft.	102	Sq. Ft.	152	Sq. Ft.	149	Sq. Ft.	116	Sq. Ft.	4	Sq. Ft.	250	Sq. Ft.	93
12	Campus Name:	# of Bldgs	33	# of Bldgs	7	# of Bldgs	37	# of Bldgs	0	# of Bldgs	4	# of Bldgs	63	# of Bldgs	22
	LAKEVIEW	Sq. Ft.	123	Sq. Ft.	152	Sq. Ft.	149	Sq. Ft.	116	Sq. Ft.	115	Sq. Ft.	254	Sq. Ft.	134
13	Campus Name:	# of Bldgs	65	# of Bldgs	18	# of Bldgs	37	# of Bldgs	0	# of Bldgs	4	# of Bldgs	47	# of Bldgs	0
	LOOKOUT MOUNTAIN	Sq. Ft.	123	Sq. Ft.	152	Sq. Ft.	125	Sq. Ft.	115	Sq. Ft.	115	Sq. Ft.	203	Sq. Ft.	124
14	Campus Name:	# of Bldgs	74	# of Bldgs	7	# of Bldgs	39	# of Bldgs	0	# of Bldgs	4	# of Bldgs	44	# of Bldgs	0
	MANZANITA	Sq. Ft.	102	Sq. Ft.	152	Sq. Ft.	149	Sq. Ft.	116	Sq. Ft.	115	Sq. Ft.	203	Sq. Ft.	93
15	Campus Name:	# of Bldgs	105	# of Bldgs	7	# of Bldgs	41	# of Bldgs	0	# of Bldgs	4	# of Bldgs	63	# of Bldgs	0
	MARYLAND	Sq. Ft.	123	Sq. Ft.	82	Sq. Ft.	149	Sq. Ft.	116	Sq. Ft.	115	Sq. Ft.	203	Sq. Ft.	126
16	Campus Name:	# of Bldgs	41	# of Bldgs	114	# of Bldgs	37	# of Bldgs	0	# of Bldgs	4	# of Bldgs	59	# of Bldgs	48
	MOON MOUNTAIN	Sq. Ft.	103	Sq. Ft.	179	Sq. Ft.	149	Sq. Ft.	150	Sq. Ft.	117	Sq. Ft.	250	Sq. Ft.	182
17	Campus Name:	# of Bldgs	43	# of Bldgs	29	# of Bldgs	37	# of Bldgs	0	# of Bldgs	4	# of Bldgs	59	# of Bldgs	0
	MOUNTAIN SKY	Sq. Ft.	123	Sq. Ft.	204	Sq. Ft.	149	Sq. Ft.	150	Sq. Ft.	115	Sq. Ft.	250	Sq. Ft.	185
18	Campus Name:	# of Bldgs	32	# of Bldgs	114	# of Bldgs	37	# of Bldgs	50	# of Bldgs	4	# of Bldgs	63	# of Bldgs	48
	MOUNTAIN VIEW*	Sq. Ft.	102	Sq. Ft.	203	Sq. Ft.	125	Sq. Ft.	116	Sq. Ft.	115	Sq. Ft.	292	Sq. Ft.	182
19	Campus Name:	# of Bldgs	33	# of Bldgs	114	# of Bldgs	37	# of Bldgs	0	# of Bldgs	4	# of Bldgs	63	# of Bldgs	48
	OCOTILLO	Sq. Ft.	102	Sq. Ft.	179	Sq. Ft.	149	Sq. Ft.	150	Sq. Ft.	115	Sq. Ft.	250	Sq. Ft.	180
20	Campus Name:	# of Bldgs	40	# of Bldgs	103	# of Bldgs	37	# of Bldgs	8	# of Bldgs	4	# of Bldgs	63	# of Bldgs	48
	ORANGEWOOD	Sq. Ft.	102	Sq. Ft.	179	Sq. Ft.	149	Sq. Ft.	150	Sq. Ft.	119	Sq. Ft.	250	Sq. Ft.	182

Governing Board President:

Date:

Superintendent:

Date:

Facilities/Maintenance Director:

Date:

Arizona School Facilities Board

Preventive Maintenance Program

REPORTING STATEMENT																	
School District:		WASHINGTON ELEMENTARY SCHOOL DISTRICT #6										Reporting Period:			07/01/09 - 06/30/10		
Address:		4650 WEST SWEETWATER GLENDALE, ARIZONA 85304										Main District Tele.:			(602) 347-2600		
Indicate Number of Checklist Tasks Completed for Each Category at Each Campus	Campus Name:	# of Bldgs	Sq. Ft.	Roofing Tasks Completed		HVAC Tasks Completed		Plumbing Tasks Completed		Electrical Tasks Completed		Surfaces Tasks Completed		Special Sys. Tasks Completed		Special Equip. Tasks Completed	
				Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed	Total Tasks Recommended	Total Tasks Completed
21	PALO VERDE	20	112,810	29	123	23	206	21	145	8	150	1	115	42	250	48	165
22	R.E. MILLER	14	62,495	74	117	18	156	39	149	0	116	4	115	46	203	0	134
23	ROADRUNNER	8	61,788	64	125	7	147	43	141	8	116	4	115	46	187	0	130
24	ROYAL PALM	16	97,709	88	123	18	202	39	145	50	150	4	115	62	254	0	157
25	SAHUARO	7	65,351	58	102	7	123	39	149	0	116	4	115	50	203	0	134
26	SHAW BUTTE	13	83,807	73	123	7	123	37	147	0	116	4	115	46	203	0	134
27	SUNBURST	11	78,342	71	127	7	152	151	125	116	116	4	115	46	203	0	134
28	SUNNYSLOPE	4	85,629	32	100	7	152	37	141	0	100	4	101	62	332	48	141
29	SUNSET	4	70,456	50	102	18	152	29	125	0	116	4	115	46	205	0	134
30	SWEETWATER	11	90,861	72	125	7	152	61	123	0	116	4	115	66	250	0	182

Governing Board President:

Date:

Superintendent:

Date:

Facilities/Maintenance Director:

Date:

FY 2009-2010

Arizona School Facilities Board

Preventive Maintenance Program

REPORTING STATEMENT

School District:		WASHINGTON ELEMENTARY SCHOOL DISTRICT #6				Reporting Period:		07/01/09 - 06/30/10									
Address:		4650 WEST SWEETWATER GLENDALE, ARIZONA 85304				Main District Tele.:		(602) 347-2600									
	Indicate Number of Checklist Tasks Completed for Each Category at Each Campus	Roofing Tasks Completed		HVAC Tasks Completed		Plumbing Tasks Completed		Electrical Tasks Completed		Surfaces Tasks Completed		Special Sys. Tasks Completed		Special Equip. Tasks Completed			
		# of Bldgs	Sq. Ft.	# of Bldgs	Sq. Ft.	# of Bldgs	Sq. Ft.	# of Bldgs	Sq. Ft.	# of Bldgs	Sq. Ft.	# of Bldgs	Sq. Ft.	# of Bldgs	Sq. Ft.		
31	Campus Name: TUMBLEWEED	3	60,827	25	102	7	111	37	123	8	150	4	115	50	203	0	126
32	Campus Name: WASHINGTON	8	100,407	65	123	114	208	37	153	0	150	4	115/119	66	250	48	182
33	Campus Name: SERVICE ANNEX	21	76,788	8	123	0	154	50	149	0	150	4	115	46	250	0	134
34	Campus Name: DISTRICT ADM.	DEMOLISHED															
35	Campus Name: ADM.CENTER / MMC	1	76,064	8	102	7	152	27	126	0	100	4	101	59	250	48	75
36	Campus Name: SERVICE CENTER	2	51,493	0		11		9		50		0		30		0	
	Campus Name:	# of Bldgs	Sq. Ft.														
	Campus Name:	# of Bldgs	Sq. Ft.														
	Campus Name:	# of Bldgs	Sq. Ft.														
	Campus Name:	# of Bldgs	Sq. Ft.														
	Campus Name:	# of Bldgs	Sq. Ft.														

Governing Board President:

Date:

Superintendent:

Date:

Facilities/Maintenance Director:

Date:

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: October 28, 2010

AGENDA ITEM: Update Regarding Strategic Action Plans

	Action
X	Discussion
X	Information
	1st Reading

INITIATED BY: Governing Board

SUBMITTED BY: Dr. Susan J. Cook, Superintendent; Janet Sullivan, Assistant Superintendent for Academic Services; Carol Donaldson, Director of Communication Services; Sue Pierce, Director of Facility Planning; Mike Kramer, Director of Capital Projects and Maintenance; Chris Lieurance, Director of Management Information Services; Justin Wing, Director of Human Resources

PRESENTER AT GOVERNING BOARD MEETING: Sue Snyder, Janet Sullivan, Carol Donaldson, Sue Pierce, Mike Kramer, Chris Lieurance, Justin Wing

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

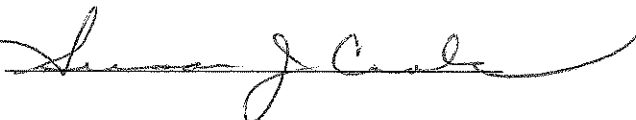
Funding Source: N/A
Budgeted: N/A

Washington Elementary School District's strategic planning process is a dynamic effort that is pursued collaboratively by the Governing Board, the community and District leadership. The resulting strategic action plans identify desired outcomes in the highest priority areas of District focus. By outlining the anticipated strategies and activities, responsible parties, accountability measures and timeline for each outcome, the plans guide WESD stakeholders toward realizing the vision of "achieving excellence for every child, every day, every opportunity".

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item IV.A.

The District's initial strategic action plans concentrated on five priorities: student achievement, community relationships, facility planning/usage, student safety and technology. The plans were first implemented during the 2007-2008 school year, and subsequently, they have been reviewed and updated on an annual basis. This year, the marketing portion of the Community Relationships Plan has been expanded significantly. Additionally, a sixth strategic action plan has been developed to focus on employee recruitment and retention.

The full versions of the 2010-2013 strategic action plans are included as ***Attachment A***, while an abbreviated version of each plan comprises ***Attachment B***. Both versions are posted on the WESD Web site to facilitate dissemination to stakeholders.

For each of the five original strategic action plans, information will be presented regarding accomplishments to date, activities that are currently in progress and activities that are to be pursued in the future. Furthermore, the employee recruitment and retention plan will be introduced via a brief overview.

Attachment A

Strategic Action Plans

Washington Elementary School District
Strategic Action Plan
2010 – 2013
Student Achievement Plan
Updated July 2010

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

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

Values that are Relevant to this Plan:

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

Washington Elementary School District Strategic Action Plan 2010–2013
Student Achievement Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Curriculum				
1.1 WESD curricula are fully aligned to current Arizona Academic Standards. Each strand is delineated into objectives and tasks, defining what every student should know and be able to do.	<ul style="list-style-type: none"> Monitor changes to the Arizona Academic Standards to be articulated into WESD curricula, including the Common Core Standards for Mathematics and Reading/Language Arts. Convene stakeholder committees to review and revise program guide(s). <ul style="list-style-type: none"> Technology Physical Education Health Implement the revised program guide draft, and seek feedback from stakeholders on the draft document, making revisions as indicated. <ul style="list-style-type: none"> Technology Physical Education Health 	<ul style="list-style-type: none"> Academic Services Department School Administrators Program Coaches 	<ul style="list-style-type: none"> Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards completed by Governing Board and superintendent Submission of program guides for review and adoption by WESD Governing Board: <ul style="list-style-type: none"> Math, August 2010 Technology, August 2011 Physical Education, August 2011 Health, August 2011 	July 2010-ongoing, as revisions are made by the state
1.2 WESD curricula are implemented with fidelity by all staff.	<ul style="list-style-type: none"> Develop/revise/implement pacing guide(s) aligned with curriculum and adopted curricular materials. <ul style="list-style-type: none"> Mathematics Discrete Skills Inventory/English Language Proficiency Standards Library Provide professional development for staff in the development and implementation of curriculum maps that reflect alignment with and inclusion of all curricular objectives. Provide curriculum map templates and professional development for their use. Review curriculum maps. Monitor instruction through the use of walkthrough instruments and 	<ul style="list-style-type: none"> Academic Services Department School Administrators Program Coaches 	<ul style="list-style-type: none"> Math Pacing Guide 2010-2011 Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards completed by Governing Board, superintendent and principals 	July 2010-ongoing
	<ul style="list-style-type: none"> Provide curriculum map templates and professional development for their use. Review curriculum maps. Monitor instruction through the use of walkthrough instruments and 		<ul style="list-style-type: none"> Site-based curriculum maps Walk-through, observation, and curriculum and time audit documentation Audit report and resulting action plan 	2010-2011

Updated July 2010

Washington Elementary School District Strategic Action Plan 2010–2013
Student Achievement Plan

	classroom observation. <ul style="list-style-type: none"> Conduct a curriculum audit of fidelity of implementation for reading; analyze data collected, and develop an action plan based upon findings. 			
1.3 WESD utilizes scientifically research-based, Governing Board-adopted materials for all learners.	<ul style="list-style-type: none"> Follow instructional material adoption procedures. Provide professional development on the use of instructional materials. Monitor utilization of scientifically research-based, Governing Board-adopted materials. 	<ul style="list-style-type: none"> Director of Curriculum Academic Services Administrators School Administrators Program Coaches 	<ul style="list-style-type: none"> Approval of adopted materials by Governing Board Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards completed by Governing Board, superintendent and principals Walk-through, observation, and curriculum and time audit documentation 	July 2010–ongoing
1.4 WESD maximizes instructional time by implementing cross-curricular integration.	<p>Provide professional development for staff in strategies to achieve cross-curricular integration, including social studies and science integration within the Common Core Language Arts Standards.</p> <ul style="list-style-type: none"> Continue the development of lesson plans integrating technology. Monitor implementation of cross-curricular integration. Utilize technology applications to support student learning across curricula; e.g., Read 180, Think Central, Reading A-Z, SuccessMaker, Rosetta Stone, FitnessGram. 	<ul style="list-style-type: none"> Academic Services Administrators School Administrators Program Coaches Teachers 	<p>Training handouts</p> <ul style="list-style-type: none"> Lesson plans Walk-through, observation, and curriculum and time audit documentation 	<p>To be determined by state timeline for implementation of Common Core Standards</p> <p>July 2010–ongoing</p>
2.0 Instruction				
2.1 All students receive equal educational opportunities to achieve that meet or exceed curricular standards in an environment conducive to learning.	<ul style="list-style-type: none"> Articulate curricular expectations at and across grade levels to ensure that grade-level standards are implemented consistently with rigor. Provide professional development for analysis of student work to inform application of rigor. Develop common formative 	<ul style="list-style-type: none"> Academic Services Administrators Special Services Administrators School Administrators 	<ul style="list-style-type: none"> Mastery of skills through use of District and state assessments Walk-through, observation, and curriculum and time audit documentation Teacher Supervisory Process Curriculum maps, planning guides, lesson plans 	July 2010–ongoing

Updated July 2010

Washington Elementary School District Strategic Action Plan 2010–2013
Student Achievement Plan

	<ul style="list-style-type: none"> assessments, and utilize the data to form focused flexible skill groups. Ensure consistent use of standards-based reporting of student progress. Communicate curricular expectations through <ul style="list-style-type: none"> grade-level curricula parent guides; standards-based report cards; parent/teacher conferences. Provide resources and train teachers on the use of curricular and instructional planning tools, to include planning guides, curriculum maps and templates, and lesson plan templates. Provide access to a variety of resources to support instruction, including Web sites and various media sources; develop an approved bank of teacher-developed lesson plans. Support the implementation, training, and classroom use of technology resources, including SMART Board technology. Provide and support opportunities for parent involvement through adult literacy and curriculum night activities, e.g., adult literacy classes, Math Family Fun Night. Expand opportunities for student growth through extended day and summer programs to meet the data-driven learning needs of students by coordinating funding sources. Increase opportunities for gifted students at all schools. Monitor implementation of program models to enhance acquisition of English language fluency in accordance with federal, state and 	<ul style="list-style-type: none"> Language and Cultural Programs Coordinator Program Coaches School Instructional Staff Students Parents Academic Support Programs Consultants 	<ul style="list-style-type: none"> Standards-based reporting systems School-based professional development plans 	
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Washington Elementary School District Strategic Action Plan 2010–2013
Student Achievement Plan

	<p>District guidelines.</p> <ul style="list-style-type: none"> • Monitor implementation of program models and service delivery for special education students. 			
2.2 WESD maximizes student learning through the Response to Intervention framework.	<ul style="list-style-type: none"> • Implement WESD's Roadmap for Response to Intervention, beginning with a focus on "Best First Instruction" of Tier 1 Universal Instruction. • Provide professional development in Learning Environment, Lesson Planning and Qualities of Effective Instructional Delivery components of the Roadmap. • Provide research-based, best practice professional development, including coaching support, in the areas of literacy and mathematics content instruction. • Provide professional development in student engagement strategies. • Implement student engagement strategies with fidelity. • Expand implementation of tools/strategies for enhancing student engagement, e.g., Thinking Maps, Kagan, SMART responders, SMART Boards, document cameras. • Monitor implementation of student engagement strategies through walkthroughs and observations. • Increase the use of intervention strategies and resources, e.g., Intervention Station, Reading A-Z, SuccessMaker, Read 180. • Monitor fidelity of implementation of intervention strategies and instructional resources. • Review and refine general and special education procedures to enhance <ul style="list-style-type: none"> • pre-referral and identification of student academic and 	<ul style="list-style-type: none"> • Academic Services Administrators • Special Services Administrators • School Administrators • Literacy Coaches • Mathematics Coaches • Instructional Coaches • Program Coaches • School Instructional Staff • Students 	<ul style="list-style-type: none"> • Walk-through, observation, and curriculum and time audit documentation • Teacher Supervisory Process • Lesson plans • Mastery of skills through use of District and state assessments 	July 2010-June 2013

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	behavioral needs, including implementation of Tiers 1, 2 and 3 of RTI; <ul style="list-style-type: none"> • impact of instructional interventions; and • service delivery models. 			
2.3 WESD utilizes differentiation strategies to include content materials and environment to deliver curricular standards meeting the needs of all learners, including identified ELL, special education and gifted students.	<ul style="list-style-type: none"> • Continue professional development in differentiation supported by <ul style="list-style-type: none"> • data analysis; • intervention strategies to meet the needs of all learners, to include special education, English language learners, Title I, gifted; • available resources. • Provide professional development in differentiation strategies, e.g., Kagan cooperative learning strategies. • Implement differentiation strategies with fidelity. • Monitor the implementation of differentiation strategies. • Increase student achievement through differentiation by monitoring <ul style="list-style-type: none"> • daily objectives posted for both content and English Language Proficiency standards in classrooms; • analysis of student data, including data walls; • use of various student groupings; • rigor of instruction; and • student reflection. • Provide continuing professional development in Structured English Immersion strategies, including a focus on the English Language Proficiency Standards and Discrete Skills Inventory. • Provide professional development in reading, mathematics and ELL 	<ul style="list-style-type: none"> • Academic Services Administrators • Special Services Administrators • School Administrators • Literacy Coaches • Mathematics Coaches • Instructional Coaches • Program Coaches • School Instructional Staff • Students 	<ul style="list-style-type: none"> • Walk-through, observation, and curriculum and time audit documentation • Teacher Supervisory Process • Lesson plans • Mastery of skills through use of District and state assessments • Student assessment data • Professional development sign-in sheets, agendas and evaluations • Planning tools on Intranet • Training schedules and materials • District- and school-level calendars and parent involvement plans 	July 2010-ongoing

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	instruction through modeling, demonstration lessons and job-embedded coaching. <ul style="list-style-type: none"> • Refine and expand implementation of the Native Language Fluency Screener. • Provide professional development in the areas of special education and gifted services to meet the unique needs of these populations. • Expand collaboration with Glendale Union High School District to maximize educational opportunities for the benefit of both staff and students. 			
3.0 Assessment				
3.1 WESD makes real-time student data accessible to WESD stakeholders through Internet and Intranet applications.	<ul style="list-style-type: none"> • Develop a data warehouse in conjunction with the purchase and implementation of the new student information system. <ul style="list-style-type: none"> • Data access (back end) • Business rules (back end) • User interface (front end) • Identify data needs of administrators, teachers, parents/community members and students. • Deliver professional development to enable users to access data electronically and to utilize data tools (filters/trees/drill-downs/tables/charts/graphs) to meet their needs. • Evaluate the system for ease of use, relevancy of data and needs of stakeholders. • Create and modify online assessment applications. • Create and modify electronic data sets to meet the needs of stakeholders. • Develop the parent portal component of the student information system. 	<ul style="list-style-type: none"> • Applications Development Programming Supervisor • MIS Department • Academic Services/Assessment Department 	<ul style="list-style-type: none"> • Data warehouse system rollout • Intranet and Internet applications • Electronic log of users 	July 2010-June 2013
3.2 WESD utilizes student data	<ul style="list-style-type: none"> • Provide professional development for 	<ul style="list-style-type: none"> • Academic 	<ul style="list-style-type: none"> • School-based PLC activity notes 	July 2010-

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to guide instruction.	<p>users on</p> <ul style="list-style-type: none"> • disaggregation options; • structures for identification of students to target specific instructional needs; • summative, benchmark and formative data to create effective progress monitoring of students; • school-based common assessments for use in progress monitoring; • utilizing data to develop individualized intervention plans for tier three intervention. <p>Provide data from screening, diagnostic, summative, benchmark and formative assessments for use at the District, school, grade and classroom levels to</p> <ul style="list-style-type: none"> • develop goal targets at each level; • identify students for specialized programs; • identify student intervention needs; • plan instruction; and • evaluate instruction. 	<p>Services/ Assessment Department</p> <ul style="list-style-type: none"> • Academic Support Programs Administrators • School Administrators • Teachers • Program Coaches 	<ul style="list-style-type: none"> • Data references in curriculum maps • Teacher Supervisory Process 	ongoing
3.3 WESD monitors student progress using standards-based reporting systems.	<ul style="list-style-type: none"> • Continue the revision of standards-based rubrics and report cards. • Continue the development of standards-based grading systems to include an electronic grade book and resultant report cards. • Continue professional development on the use of standards-based grading systems to include an electronic grade book. • Utilize results of the K-3 standards-based report card implementation evaluation to provide related professional development. 	<p>Academic Services/ Assessment Department</p> <ul style="list-style-type: none"> • School Administrators • Teachers • Program Coaches 	Standards-based reporting systems	July 2010-2011

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<p>3.4 WESD monitors programs and assessments.</p>	<ul style="list-style-type: none"> • Provide reports for assessments at the District, school, grade, teacher and student levels. • Provide professional development for administrators and teachers on procedures for using data to monitor students identified for intervention. • Create data procedures to monitor implemented programs for student achievement effectiveness. <ul style="list-style-type: none"> • Curricular and material implementations • District-wide intervention programs • School-specific intervention programs • Professional development initiatives • Develop an intervention resource list that matches skills and scientifically based methods and materials. • Conduct a program evaluation. 	<ul style="list-style-type: none"> • Academic Services/ Assessment Department • School Administrators • Teachers • Program Coaches • Consultants 	<ul style="list-style-type: none"> • Program evaluations • Student achievement data 	<p>July 2010–July 2012</p>
<p>4.0 Professional Development</p> <p>4.1 WESD utilizes the National Staff Development Council (NSDC) Standards and Assessment Inventory for Staff Development in planning all District and site-based professional development.</p>	<p>Provide annual review for WESD staff on the NSDC Standards for Staff Development and the role standards play in school improvement planning and implementation.</p> <p>Administer the National Staff Development Council Standards Assessment Inventory (SAI) to all schools on a yearly basis.</p> <p>Analyze the SAI site-based and District-wide results annually, including trends.</p> <p>Utilize the NSDC Staff Development Standards in designing all District and site-based training.</p> <p>Establish a process for ensuring that the NSDC Standards for Staff Development are applied whenever</p>	<ul style="list-style-type: none"> • Director of Professional Development Services • Academic Services Administrators • School Administrator, Site Council and Leadership Team Members • Program Coaches • SIRT Review Teams 	<p>Copy of NSDC Staff Development Standards for each school and department's leadership team, specifically new administration</p> <p>SAI survey results</p> <p>SAI results training materials</p> <p>School and department professional development plans</p> <p>Professional development plan rubric for monitoring</p>	<p>Ongoing each April/May prior to the next year's SI plans being developed</p> <p>Ongoing each May</p> <p>Ongoing each June as results of the SAI are available</p> <p>July 2010-ongoing</p> <p>Spring 2010-ongoing</p>

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	planning for professional development. Utilize the School Improvement Review Process (SIRT) established for monitoring the implementation of school improvement professional development plans based on the NSDC Standards for Staff Development.		SIRT rubric for monitoring school improvement plans	May 2011-ongoing each May
4.2	WESD implements professional development that is systemic, ongoing and job-embedded.	<p>Provide review for WESD staff on the definition of job-embedded professional development, and share designs for implementing job-embedded professional development.</p> <p>Design reflection procedures for monitoring the implementation of job-embedded professional development during Program Coach and Principal Professional Learning Academy sessions.</p> <p>Monitor the implementation of job-embedded professional development through site visits and reflection journals.</p> <p>Provide high-quality substitutes to facilitate job-embedded professional development for teachers.</p> <p>Develop and implement programs (ASPIRE, Step Up to Success) designed to build leadership capacity.</p>	<ul style="list-style-type: none"> • School and department professional development plans • School improvement/professional development plan rubric for monitoring implementation • Reflection activities conducted with program coaches and site administrators • Title II funds • Sign-in sheets, agendas, training materials 	<p>July 2010-ongoing</p> <p>Spring 2011-ongoing</p> <p>Ongoing, on a monthly basis</p> <p>August 2010-ongoing</p> <p>Spring 2010-ongoing</p>
4.3	WESD provides training and coaching to staff to create schools in which highly effective instructional staff are accessible for all students' increased learning.	<ul style="list-style-type: none"> • Director of Professional Development Services • Academic Services Administrators • School Administrators and Leadership Team Members • Program Coaches • High Quality Substitutes • Instructional Coaches • EMPOWER Coaches 	<ul style="list-style-type: none"> • Title II Guidelines for Effective Teaching • Coaching training materials • Program coach job description • Instructional coach job description • WESD 2010-2011 professional development plans for program coaches and school administrators • Coaching logs • Reflection journals • Coaches schedules 	<p>2010-2011 and ongoing</p> <p>2011-2012</p> <p>2011-ongoing</p>

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	model through reflection activities, observation and feedback, and shadowing experiences.	Coaches <ul style="list-style-type: none"> Instructional Coaches EMPOWER Coaches 	<ul style="list-style-type: none"> EMPOWER schedules Videotaping 	
4.4 WESD staff demonstrates the ability to implement Best First Instruction by moving from "learning to doing" to ensure increased student achievement.	<ul style="list-style-type: none"> Provide professional development for <ul style="list-style-type: none"> effective classroom instruction; strategies for moving from knowledge to implementation and then to institutionalization; achievement-based evaluation procedures related to effective instruction; intervention strategies and models. Initiate monitoring the accessibility of effective teachers for all WESD students regardless of their achievement, economic status and/or language proficiency. 	<ul style="list-style-type: none"> Director of Professional Development Services Academic Services Administrators School Administrators and Leadership Team Members Program Coaches Instructional Coaches EMPOWER Coaches Jo Robinson 	<ul style="list-style-type: none"> WESD RTI Roadmap Presentation materials related to RTI and effective instruction Walk-through, observation, and curriculum and time audit documentation Student achievement data Teacher Supervisory Process WESD Teacher Evaluation Process Title II Effective Teacher Plan Guidelines 	July 2010-June 2013

Fiscal Resources:

- M&O Funds
- Title I Funds
- Title II Funds
- Title III Funds
- Capital Funds
- Soft Capital Funds

Acknowledgement of Accomplishment (Celebrations):

- Recognition at Governing Board meetings
- Announcement of school labels by Arizona Department of Education
- Program audit reports
- Parent and community meetings such as Title I meetings, back-to-school sessions and curriculum nights

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Student Achievement Plan

Accomplishments to Date:

- Highlighted reading adoption materials by recognizing student readers at Governing Board meetings
- Refined pacing guides for reading, including English Language Proficiency Standards and Discrete Skills Inventory
- Revised mathematics pacing guides based on teacher feedback: Grouped performance objectives by topic; sequenced performance objectives; identified instructional resources (textbook, instructional strategies, Web sites); provided explanations, key strategies and models; identified key vocabulary
- Through surveys and focus groups, analyzed results of the K-4 standards-based report card implementation to determine professional development needs
- Provided professional development for administrators, department supervisors, and program and instructional coaches in cognitive coaching techniques; completed in the fall of 2009
- Expanded job-embedded professional development through Empower literacy and mathematics coaches and summer math institutes

Future Outcomes:

- Complete the full implementation of WESD's Roadmap for Response to Intervention.
- Make real-time student data accessible to WESD stakeholders through Internet and Intranet applications.
- Realize the goal of achieving equitable distribution of highly effective instructional staff for all WESD students.

**Washington Elementary School District
Strategic Action Plan
2010–2013
Community Relationships Plan
*Updated July 2010***

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

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

Values That Are Relevant to This Plan:

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

Washington Elementary School District Strategic Action Plan 2010–2013
Community Relationships Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Crisis and General Communication				
1.1 Parents and community members are informed and updated regularly on crisis situations.	Develop and institute a pandemic flu plan.	<ul style="list-style-type: none"> • Crisis and Communications Coordinator • Crisis Team 	Plan document	Accomplished 2009-2010
	Develop and implement a special needs crisis plan.	<ul style="list-style-type: none"> • Crisis and Communications Coordinator • District Emergency Response Coordinator • Crisis Team 	Plan document	Accomplished 2009-2010
	Develop and distribute a lockdown video to be reviewed annually by staff.	<ul style="list-style-type: none"> • District Emergency Response Coordinator • Crisis and Communications Coordinator 	Video	June-July 2010
1.2 WESD's graphic identity, consistent with its vision, mission and values, is being maintained.	Develop a graphic usage/standards manual.	<ul style="list-style-type: none"> • Director of Communication Services • Manager of Printing Services 	Manual	Accomplished 2009-2010
	Publish a graphic usage/standards manual, and train appropriate personnel.		Published manual	July-October 2010
	Perform regular spot-checks for adherence to standards.		School/District materials	Ongoing
1.3 School-based and department-based communication plans, built from the District plan, focus on communication with school communities, including non-English plan(s), if appropriate.	<ul style="list-style-type: none"> • Develop District communication tools and training. • Work with schools to develop and implement school-based communication plans. 	<ul style="list-style-type: none"> • Communication Services Department • Principals • Department Supervisors • Community Outreach Specialist 	Written plans	August 2009-ongoing

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Community Relationships Plan

2.0 Community Relations					
2.1	Each WESD school is viewed as a center of the community, a welcoming place for students, parents and communities.	Build tracking/reporting mechanisms to recognize outstanding efforts by schools in reaching out to communities.	<ul style="list-style-type: none"> Director of Communication Services Crisis and Communications Coordinator 	<ul style="list-style-type: none"> Tracking sheet Press releases Publications 	Ongoing
2.2	WESD leadership is actively involved in community and civic organizations.	Research, join and actively participate in civic and community groups within WESD boundaries.	<ul style="list-style-type: none"> Administrative Leadership Team Community Outreach Specialist 	<ul style="list-style-type: none"> Membership roster Organization information 	September 2009-ongoing
		WESD maintains pace-setter status with Valley of the Sun United Way.	<ul style="list-style-type: none"> Crisis and Communications Coordinator 	<ul style="list-style-type: none"> Annual employee campaign 	Ongoing
3.0 Marketing					
3.1	WESD is the "district of choice" for students, parents and educators.	Develop marketing materials specific to <ul style="list-style-type: none"> teacher/staff recruitment; staff retention; general usage. 	<ul style="list-style-type: none"> Director of Communication Services Human Resources Analyst – Recruitment Community Outreach Specialist 	Revised/new materials	Ongoing
		Develop a marketing plan to serve as a roadmap for marketing efforts.	<ul style="list-style-type: none"> Director of Communication Services Community Outreach Specialist 	Marketing Plan	Accomplished 2009-2010
3.2	WESD explores advertising opportunities.	Review current law, and research opportunities.	Administrative Leadership Team	Report	July 2010-ongoing
4.0 Business Partners					
4.1	WESD establishes and maintains business partnerships that provide a reciprocal relationship among businesses, schools, WESD administration and community.	<ul style="list-style-type: none"> Establish new and enhance existing business partnerships. Seek opportunities for the District and business community to work together. 	<ul style="list-style-type: none"> Community Outreach Specialist School-based 21st Century Community Outreach Specialists and/or Coordinators 	<ul style="list-style-type: none"> WESD/business partner documentation 	September 2009-ongoing

Washington Elementary School District Strategic Action Plan 2010–2013
Community Relationships Plan

4.2	WESD coordinates Principal for a Day efforts throughout the District as an opportunity to recognize and promote outstanding business partnerships.	Coordinate efforts to increase participation by school and business partners.	<ul style="list-style-type: none"> Director of Communication Services Community Outreach Specialist 	<ul style="list-style-type: none"> School/partner documentation Media clips 	Ongoing
4.3	WESD has explored and initiated appropriate academic partnerships with higher-learning institutes to provide career exploration opportunities at the middle school/junior high school level.	Explore ASU West and other college opportunities for career exploration for students.	<ul style="list-style-type: none"> Director of Communication Services Community Outreach Specialist 	Opportunities profile	September 2010-ongoing
4.4	Opportunities have been explored to establish WESD as an active member of the business/ organization community.	Explore membership and involvement in Chamber of Commerce, Hispanic Chamber of Commerce and similar organizations.	<ul style="list-style-type: none"> Director of Communication Services Director of Organizational Development Parent Involvement Administrator Community Outreach Specialist Language and Cultural Programs Coordinator 	<ul style="list-style-type: none"> Report Membership 	September 2009-ongoing
5.0 Media Relations					
5.1	Communication Services pitches ongoing, timely media stories focused on student achievement, innovative teaching methods and cutting-edge use of technologies, in both English and non-English media.	<p>Research local and national media outlets for</p> <ul style="list-style-type: none"> general interest; education-specific; child/parent-specific; local interest. <p>Work with schools on submission of "Spotlight on our Schools" and "Around our Schools" articles and regular story ideas.</p>	Communication Services Department	<ul style="list-style-type: none"> Media list Contact information 	Ongoing
			Crisis and Communications Coordinator	<ul style="list-style-type: none"> Stories Story pitches 	

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Community Relationships Plan

	Develop a tip sheet for use by schools to submit story ideas.	<ul style="list-style-type: none"> • Director of Communication Services • Crisis and Communications Coordinator 	Tip sheet	Accomplished 2009-2010
	Maintain WESD Top-10 story ideas for media.	<ul style="list-style-type: none"> • Director of Communication Services • Crisis and Communications Coordinator 	Top-10 story lists	Ongoing
5.2	WESD responds to media requests for information in times of crisis.	<ul style="list-style-type: none"> • Respond to media requests for information during "crisis" situations. • Develop a formal statement, if necessary, utilizing the expertise of key WESD personnel. 	Crisis log	Ongoing, as needed
5.3	WESD is recognized as the "go to" district for a local angle on national and state education-related stories.	<ul style="list-style-type: none"> • Establish a Panel of Experts who will provide media with contact information on members' areas of expertise. 	List of panelists and specialties	Ongoing
5.4	Communication Services has developed and provided media training for WESD Governing Board, administration, principals and staff.	<ul style="list-style-type: none"> • Director of Communication Services • Crisis and Communications Coordinator 	Training materials	Ongoing
5.5	WESD has explored Web site social networking opportunities.	<ul style="list-style-type: none"> • Director of MIS • Crisis and Communications Coordinator 	Report	June 2010-ongoing

Washington Elementary School District Strategic Action Plan 2010–2013
Community Relationships Plan

5.6	WESD spotlights its programs, services and partners through use of the Administrative Center television.	Develop, update and maintain messages shown on the Administrative Center television.	<ul style="list-style-type: none"> Director of Communication Services Director of Academic Support Programs Crisis and Communications Coordinator 	Television	August 2010-ongoing
6.0 Public Education Advocacy					
6.1	WESD staff actively engage in efforts to promote public education.	Promote participation in organizations and events that spotlight public education.	<ul style="list-style-type: none"> Superintendent Administrative Leadership Team WESD Principals Site Councils 	<ul style="list-style-type: none"> Memberships Event Participation 	July 2010-ongoing
7.0 Recognition					
7.1	WESD recognizes and celebrates the contributions of members of the WESD community in an ongoing, consistent, appropriate manner.	Support the recognition of sites and individuals for their unique contributions to the WESD and community.	<ul style="list-style-type: none"> Administrative Leadership Team Principals 	Award nominations	June 2009-ongoing
8.0 Community Outreach					
8.1	All WESD sites collaborate with their respective community Block Watch organization.	Work with community organizations to ensure a city of Phoenix Block Watch program is functioning in every school community.	<ul style="list-style-type: none"> Director of Academic Support Programs Community Outreach Specialist 	<ul style="list-style-type: none"> Agendas of regular meetings held at each school Name and contact information of each participant to add to WESD communication plan 	Ongoing
8.2	21 st Century community outreach specialists cultivate and foster relationships with businesses in the community to support school needs.	Initiate ongoing advocacy for the school through local businesses to build partnerships, increase donations and student incentives, etc.	<ul style="list-style-type: none"> Administrator of After-school Programs Community Outreach Specialist 	<ul style="list-style-type: none"> Log of all donations and partnerships Name and contact information of each participant to add to WESD communication plan 	Ongoing

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Community Relationships Plan

8.3	The Academic Support Programs Department works to increase partnerships with community organizations, including North Phoenix Alliance (NPA) and Cactus Park Community Alliance (CPCA).	Attend and participate in organizations' meetings.	<ul style="list-style-type: none"> • Director of Academic Support Programs • Community Outreach Specialist 	Documentation of meetings, grant collaboration and special District projects	Ongoing
		Include organizations in WESD events, town halls and community forums.			
8.4	WESD maintains proactive involvement with appropriate local government and officials, such as the city of Phoenix mayor and city council members.	Attend local government meetings, and participate on committees.	<ul style="list-style-type: none"> • Director of Academic Support Programs • Community Outreach Specialist 	Meeting agendas	Ongoing
9.0 Parent Involvement					
9.1	WESD schools support student achievement through increased presence and participation of parents as active partners in the District, school and classroom.	Identify, initiate and monitor implementation of site-specific strategies to increase parent involvement in schools.	<ul style="list-style-type: none"> • Administrator of Title I • Principals • Parent Outreach Coordinator • Parent Outreach Liaisons 	District and site-based action plans	July 2010-ongoing
		Explore membership in Action Teams for Partnership of the National Network of Partnership Schools, Johns Hopkins University, or similar organizations.	<ul style="list-style-type: none"> • Director of Curriculum • Administrator of Social Services • Administrator of Title I • Parent Outreach Coordinator 	Membership information	April 2009-ongoing
		Identify and enlist Spanish-speaking participants on decision-making councils and committees in schools with more than 25% Spanish-speaking population.	<ul style="list-style-type: none"> • Principals • Parent Outreach Coordinator • Parent Outreach Liaisons • School-based 21st Century Community Outreach Specialists 	List of members	October 2009-ongoing
		Develop a volunteer recruitment process.	<ul style="list-style-type: none"> • Director of Curriculum 	District and site-based plans	January 2010-ongoing

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Washington Elementary School District Strategic Action Plan 2010–2013
Community Relationships Plan

9.2	Each school has a parent outreach/ advocacy program to respond to the need for new parent orientation in the school setting.	Research and implement site-specific "parent outreach/advocacy" programs in District schools.	<ul style="list-style-type: none"> • Administrator of Social Services • Administrator of Title I • Parent Outreach Coordinator • Parent Outreach Liaisons • School-based 21st Century Community Outreach Specialists 	<ul style="list-style-type: none"> • Documents • Handbook • Guidelines 	July 2010-ongoing
10.0 Volunteerism					
10.1	WESD schools are supported by a core of engaged volunteers, including volunteer organizations, e.g., OASIS, Assistance League of Phoenix, who contribute to student achievement.	Develop volunteer retention plans.	<ul style="list-style-type: none"> • Administrator of Title I • District Emergency Response Coordinator • School Coordinators 	Retention plan document	September 2009-ongoing
	Develop and maintain a volunteer promotion relationship with KTVK TV and azfamily.com Web site.		<ul style="list-style-type: none"> • Director of Communication Services • Director of Organizational Development • Parent Outreach Coordinator • Community Outreach Specialist 	<ul style="list-style-type: none"> • Minutes • Web site postings 	July 2010-ongoing

Washington Elementary School District Strategic Action Plan 2010–2013
Community Relationships Plan

10.2	Refugee students are supported by volunteers in partnership with ASU West.	Develop, coordinate and train volunteers.	<ul style="list-style-type: none"> • ELD Program Coach • Administrator of Social Services 	Roster of volunteers	September 2009-ongoing
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Fiscal Resources:

Communication Services

- M&O Funds
- Desegregation Funds
- Title I Funds
- Donations

Community Outreach

- Academic Support Programs
- 21st Century Community Learning Center Grant

Acknowledgement of Accomplishment (Celebrations):

- Recognition events
- Committee celebrations
- Appropriate Governing Board recognition
- Media stories
- Neighborhood newsletter stories
- Department celebrations
- School celebrations
- Community outreach
- Community/neighborhood celebrations

Accomplishments to Date:

- Pandemic Flu Crisis Plan
- Special Needs Crisis Plan
- WESD Marketing Plan
- WESD Graphics/Editorial Standards Manual
- School Lockdown Video

Future Outcomes:

- Continuity of Operations Plan
- Expanded Business and Community Partnerships
- Establish Volunteer Recruitment Process with KTVK Channel 3
- Increase Public Education Advocacy Efforts

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Washington Elementary School District
Strategic Action Plan
2010–2013
Facility Planning and Usage Plan
Updated July 2010

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Values That Are Relevant to This Plan:

- We value open and honest communication.
- We value the health, safety and welfare of our students, parents, community and staff.
- We value providing equal educational opportunities for all students to achieve physically, intellectually, emotionally and socially.
- We value teaching and learning that integrate academics, fine arts, health, physical fitness and extracurricular activities in a technologically-enriched environment.
- We value professional development that directly impacts student achievement.
- We value schools that are student-friendly, parent-friendly and community-friendly.
- We value building relationships between each school and the community it serves.
- We value the commitment and contributions of all members of our diverse school community – students, parents, community and staff.
- We value our community, which entrusts us to responsibly manage the fiscal resources of the District.

Washington Elementary School District Strategic Action Plan 2010–2013
Facility Planning and Usage Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Processes				
1.1 All WESD sites are fully engaged in an effective facilities <u>planning</u> process that supports broad-based community involvement.	Invite more community and parent participation.	Director of Facility Planning	List of participants	Ongoing
	Utilize a town hall format to gather and process community input related to all proposals.		Minutes of town hall meetings	
	Create and implement a communication plan to ensure that all citizens have accurate and current information.		Artifacts to support communication plan, including e-newsletter	
1.2 All WESD sites are fully engaged in an effective facilities <u>usage</u> process that supports broad-based community involvement.	Educate internal staff as to the potential benefits of community facility usage.	Community Education District Coordinator	Artifacts to support communication plan, including e-newsletter, training packet and registration	Ongoing
1.3 WESD schools are utilized as the hub of the neighborhood.	Develop collaborative relationships with municipal, public and private entities.	Community Outreach Specialist	List of MOU, IGA, contract, and fee-based facility usage agreements	Ongoing
	Work together as a District to maximize community use of school facilities while still maintaining energy efficiency and cost savings from effective building utilization.	<ul style="list-style-type: none">Community Education District CoordinatorDirector of Facility Planning	District-wide calendar of facility usage	
	Identify and cultivate relationships with community partners.	Community Outreach Specialist	Database of community partners	
2.0 Building Conditions				
2.1 The building condition of each structure on WESD campuses has been assessed.	Purchase a comprehensive facility and capital planning software to use in managing building projects, prioritizing capital projects and generating the capital plan.	<ul style="list-style-type: none">Director of Capital ProjectsDirector of Facility Planning	Completed purchase order and receipts	2010-2012
	Obtain building assessment and related data, and input it into the comprehensive facility and capital planning software.	<ul style="list-style-type: none">Director of Capital ProjectsDirector of Facility PlanningDistrict Staff	Completed facility report and capital plan	
	Review building assessment data;	Director of Facility Planning	Completed facility report	

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Facility Planning and Usage Plan

	integrate it into a facility report that recommends facility projects in order of priority, and submit it to the superintendent and Governing Board.	Planning • Regional Facility Planning Councils Members	2009-2010
3.0 Energy Initiatives			
3.1	WESD campuses are energy efficient and recognized as Energy Star qualified facilities.	<ul style="list-style-type: none"> • Director of Facility Planning • Director of Capital Projects • District Staff 	2009-2013
	Reduce electric energy consumption in the District by 40 percent during the five-year period ending in 2013.	Energy bills and reports	
	Achieve and maintain Energy Star recognition on each campus by receiving an Energy Performance Indicator (EPI) score of 75 or greater for each site.	Energy Star Portfolio Manager reports	Ongoing
	Perform energy audits in each building, and support campus energy teams.	Completed energy audits and planning documents	
	Create annual energy goals and strategies for achieving said goals.	Completed energy plan	
4.0 Student Enrollment			
4.1	Student enrollment data are obtained and analyzed; enrollment and other demographic data are used to project future District growth trends.	<ul style="list-style-type: none"> • Director of Facility Planning • Director of Facility Planning • Regional Facility Planning Councils 	Ongoing
	Obtain updated enrollment data, and conduct analysis to determine optimal facility usage in the District.	Enrollment and facility planning report to Governing Board	
	Review enrollment and other demographic data; integrate it into a facility report that recommends facility projects in order of priority, and submit it to the superintendent and Governing Board.	Completed facility report	Accomplished 2009-2010
5.0 Educational Framework			
5.1	State-of-the-art energy efficient facilities are created in WESD to support academic achievement during regular and extended learning time (high-performance school facilities).	<ul style="list-style-type: none"> • Final architectural construction documents • LEEDs certification • Energy savings on energy bills • Improved lighting quality documented through testimonials • Award notifications • Opening of a Green Schoolhouse on each of two WESD campuses • Training packet • Registration 	Ongoing
	Design and remodel school facilities, actively incorporating the latest research supporting academic achievement.	Director of Facility Planning	
	Retrofit lighting in all WESD buildings to a T8 standard, and implement other energy-saving measures in existing buildings.		
	Actively pursue special funds/grants/rebates to finance construction of high-performance schools.		
	Educate staff as to the best ways to utilize WESD's state-of-the-art schools.		
5.2	WESD facilities integrate technology and best	Director of Facility Planning	Ongoing
	Actively incorporate the latest technology and best practices supporting academic	Rubric/checklist of best practices	

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practices to support state-of-the-art learning communities.	achievement in school facilities. Educate staff as to the best ways to utilize technology and best practices.		<ul style="list-style-type: none"> • Training packet • Registration 	
6.0 Fiscal Considerations				
6.1 WESD is a responsible steward of taxpayers' dollars.	<p>Maintain fiscal policies and procedures that account for each dollar.</p> <p>Invest in state-of-the-art software and technology that generate accurate and up-to-date information.</p> <p>Regularly provide the public with information about District finances.</p> <p>Analyze costs for facility projects that have been identified by the Regional Facility Planning Councils; consider financial implications when prioritizing projects for inclusion in the facility report to the superintendent and Governing Board.</p> <p>Create and support a "Finance Oversight Committee" to review possible B Bond expenditures and provide reports to the public.</p>	<ul style="list-style-type: none"> • Director of Business Services • Superintendent • Governing Board <p>Director of Business Services</p> <ul style="list-style-type: none"> • Director of Business Services • Director of Communication Services <ul style="list-style-type: none"> • Director of Business Services • Director of Facility Planning • Regional Facility Planning Councils Members • Director of Business Services • Director of Facility Planning 	<ul style="list-style-type: none"> • Policy manual • Annual audit • ASBO Certificate of Excellence in Financial Reporting • GFOA Certificate of Achievement for Excellence in Financial Reporting <p>Reports for superintendent, Governing Board, citizens, and District staff</p> <ul style="list-style-type: none"> • Press releases • Mailings • Communication packages <p>Completed facility report</p> <ul style="list-style-type: none"> • Meeting agendas • Minutes of meetings • Communication packages 	<p>Ongoing</p> <p>Accomplished 2009-2010</p> <p>November 2010-ongoing</p>

Fiscal Resources:

- M&O Funds
- Civic Center Funds
- Gifts and Donations Funds
- Unrestricted Capital Outlay Funds
- Adjacent Ways Funds

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- Soft Capital Allocation Funds
- B Bonds Capital Project Funds
- School Plant-Special Construction Funds
- Building Renewal Funds
- SFB New School Funds

Acknowledgement of Accomplishment (Celebrations):

- Open new/remodeled schools
- Grand opening events
- Tours
- Chamber ribbon cuttings
- Building design awards and recognitions
- Media coverage and media tours
- Community and neighborhood celebrations
- Parties for volunteers
- Community support for schools evidenced by a successful bond referendum
- Energy Star recognitions of campuses and the District

Accomplishments to Date:

- Designed and implemented a Regional Facility Council planning process
- Assessed buildings, identified capital projects and developed regional recommendations
- Designed and implemented an energy behavior management program
- Set strategic energy goals
- Benchmarked all campuses in Energy Star Portfolio Manager and updated data monthly
- Reduced electric energy consumption by 26 percent during the first 24 months of the District's energy program
- Earned several Energy Star and related energy awards

Future Outcomes:

- Reduce electric energy usage District-wide by 40 percent.
- Achieve Energy Star recognition at 100 percent of WESD's campuses.
- Obtain funding to build a net zero school in the District, i.e., a school that generates as much electric energy as it uses.
- Implement a comprehensive facility and capital planning software program.
- Earn the Energy Star National K-12 School District Excellence Award.

**Washington Elementary School District
Strategic Action Plan
2010–2013
School Safety Plan
*Updated July 2010***

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

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

Values That Are Relevant to This Plan:

- We value the health, safety and welfare of our students, parents, community and staff.
- We value teachers who teach by example, principals who lead by example and support staff who serve by example.
- We value professional development that directly impacts student achievement.
- We value building relationships between each school and the community it serves.

Washington Elementary School District Strategic Action Plan 2010–2013
School Safety Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 WESD facilities are safe and secure learning and working environments.	Perform continuous facility safety and security assessments, 24 hours per day, seven days per week.	Public Safety Officers	<ul style="list-style-type: none"> • Shift logs • Incident reports • Daily e-mail to principals, facility managers and night custodial supervisors concerning night-shift findings by public safety officers 	Ongoing
	Perform ongoing facility conditions assessments.	<ul style="list-style-type: none"> • Director of Capital Projects and Maintenance • Maintenance Operations Manager/ Supervisors 	<ul style="list-style-type: none"> • Capital Improvement Plan, updated annually • Preventive Maintenance Report, submitted annually to School Facilities Board 	Ongoing
	Ensure that facilities staff understand and practice safe and appropriate work practices.	<ul style="list-style-type: none"> • Director of Capital Projects and Maintenance • Maintenance Operations Manager/ Supervisors • Facility Managers 	<ul style="list-style-type: none"> • Training certificates • Attendance logs • Facility Managers Meeting minutes and/or Maintenance Department Meeting minutes 	July 2009-ongoing
	Perform emergency preparedness training, and conduct drills at District and site levels.	<ul style="list-style-type: none"> • Crisis and Communications Coordinator • District Emergency Response Coordinator • District and Site Crisis Teams 	<ul style="list-style-type: none"> • Training certificates • Attendance logs • Record of drills, e.g., fire, lockdown, evacuation 	Ongoing
	Monitor all renovation and new construction projects to ensure that Crime Prevention Through Environmental Design (CPTED) design strategies are employed.	<ul style="list-style-type: none"> • Director of Capital Projects and Maintenance • Maintenance Operations Manager/ 	<ul style="list-style-type: none"> • Final architectural construction documents • Reduction in incidents • Safer, more secure campuses 	Ongoing

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		Supervisors		
	Monitor all existing facilities to ensure that Crime Prevention Through Environmental Design (CPTED) <i>maintenance</i> strategies are employed.	<ul style="list-style-type: none"> • Director of Capital Projects and Maintenance • Maintenance Operations Manager/ Supervisors • Facility Managers 	<ul style="list-style-type: none"> • Attractive and well maintained buildings and grounds at every facility 	Ongoing
	Educate and train all staff members on Crisis Team emergency procedures.	<ul style="list-style-type: none"> • Crisis and Communications Coordinator • District Emergency Response Coordinator • District and Site Crisis Teams 	Meeting agendas, minutes and attendance logs	April 2009-ongoing
	Update the "emergency information" link at wedschools.org, when necessary, to continue to provide specific information regarding the Health and Safety Hotline, emergency management and various ways to immediately report safety and security related matters to District staff, i.e., phone and e-mail, 24 hours per day, seven days per week.	<ul style="list-style-type: none"> • Public Safety Officers • Director of Capital Projects and Maintenance • Crisis and Communications Coordinator 	<ul style="list-style-type: none"> • Promotion of the after-hours phone number and new Web page in District communications • Promotion of the after-hours phone number and new Web page with Site Councils and community Block Watch groups 	Ongoing
	Continue anti-bullying programs and training for staff.	Administrator of Social Services	<ul style="list-style-type: none"> • Training materials • Program-specific school materials • In-service tracking 	Ongoing
2.0	District and site Crisis Teams ensure effective incident management.	District and Site Crisis Teams	ICS training certificates	Accomplished 2009-2010
	Coordinate Incident Command Systems (ICS) training for newly hired District and site Crisis Team members.		ICS training certificates	Ongoing
	Develop and maintain Continuity of Operations Plans (COOP) at District and		Annual review and update of COOP	January 2009-ongoing

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site levels.				
	Continue monthly Crisis Team meetings at District and site levels.			<ul style="list-style-type: none">Meeting agendas, minutes and attendance logsReview of Crisis Log Ongoing
	Develop and institute a District-wide pandemic flu plan.	<ul style="list-style-type: none">Crisis and Communications CoordinatorDistrict Crisis Team		<ul style="list-style-type: none">Plan and training materialsMeeting agendas, minutes and attendance logs Accomplished 2009-2010
	Develop and institute a District-wide special needs crisis plan.	<ul style="list-style-type: none">District Emergency Response CoordinatorAd hoc Committee		<ul style="list-style-type: none">Plan and training materialsMeeting agendas, minutes and attendance logs Accomplished 2009-2010
	Develop and institute a District-wide grief counseling plan.	<ul style="list-style-type: none">Administrator of Social ServicesCrisis and Communications CoordinatorSocial Workers		<ul style="list-style-type: none">Plan and training materialsMeeting agendas, minutes and attendance logs Accomplished 2009-2010
3.0	District and site Crisis Teams ensure effective recovery from incidents.	District and Site Crisis Teams		<ul style="list-style-type: none">Timely return to normal operationsLessened evidence of post-traumatic stress March 2009-ongoing
4.0	WESD staff supports individual student and family social service needs.	Site-based Social Services Professionals		District-level reporting mechanism, e.g., log, databaseOngoing
5.0	WESD has reduced truancy rates at all grade levels in order to maximize students' daily attendance.	<ul style="list-style-type: none">District Emergency Response CoordinatorPrincipalsSchool Attendance Staff		<ul style="list-style-type: none">Truancy reduction reportsAttendance reportsTardy reports February 2009-ongoing
6.0	WESD connects students and families to community resources.	<ul style="list-style-type: none">Site-based Social Services ProfessionalsAdministrator of		<ul style="list-style-type: none">Improved attendance, academic achievement and school participation for students served Ongoing

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			<ul style="list-style-type: none"> Title I Services • ELD Program Coach 		<ul style="list-style-type: none"> Grants, scholarships, etc. 	
	Secure and maintain fiscal resources, e.g., grants, scholarships.		Administrator of Social Services		Meeting agendas from collaboration meetings	
	Maintain collaboration with other governmental agencies that focus on children and families, e.g., Juvenile Justice, Child Protective Services, in order to facilitate academic success.		Administrator of Social Services			
7.0	WESD creates and maintains long-term solutions to neighborhood challenges.	Cultivate and foster ongoing partnerships with public and private entities; collaboratively initiate creative solutions to local concerns.	<ul style="list-style-type: none"> • Site-based Social Services Professionals • Administrator of Title I Services • ELD Program Coach 	Evidence of local challenges being resolved, e.g., CPS reports, crime reports		Ongoing
8.0	WESD staff actively promotes schools as centers of communities.	Provide basic services, out-of-school-time enrichment opportunities, parent education and leadership activities at school sites.	<ul style="list-style-type: none"> • Site-based Social Services Professionals • Administrator of Title I Services • ELD Program Coach • Administrator of After-school Programs 	<ul style="list-style-type: none"> • Membership information • Attendance logs • Educational materials 		Ongoing

Fiscal Resources:

- M&O Funds
- Title IV Funds
- School Safety Program Grant
- Other grants to be identified

Acknowledgement of Accomplishment (Celebrations):

- Recognition at Governing Board meetings
- Receipt of grants
- Department meetings and celebrations

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Accomplishments to Date

- Installed tubular steel security fencing and gates to better secure the school perimeters and redirect visitor traffic
- Installed “half doors” in school office areas to better control visitor access
- Installed additional surveillance systems
- Developed District-wide pandemic flu plan, special needs crisis plan and grief counseling plan
- Produced lockdown training video
- Reduced truancy by 8.6 percent at K-6 and K-8 schools and by 1.5 percent at middle schools in 2009-2010, versus 2008-2009

Future Outcomes

- Create and maintain safer, more secure and more attractive school facilities.
- Create a culture of safety among facilities staff.
- Develop Continuity of Operations Plans (COOP) at the District and site levels.

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

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

Values That Are Relevant to This Plan:

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

Washington Elementary School District Strategic Action Plan 2010–2013
Technology Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Average Daily Membership (ADM)				
1.1 WESD ensures accuracy of ADM data.	Audit the process through which ADM is performed. All areas of ADM will follow the same reporting and accountability measures to ensure accurate reporting.	<ul style="list-style-type: none"> Director of Management Information Systems (MIS) ADM Support Staff District-wide 	<ul style="list-style-type: none"> Reduction in reporting errors Successful internal audit trails 	July 2009-ongoing
1.2 WESD meets current Student Accountability Information System (SAIS) reporting requirements.	Monitor changes to the SAIS reporting requirements, and adapt to accommodate them.	ADM Support Staff District-wide	All required SAIS information is reported, and requirements are met.	July 2009-ongoing
1.3 WESD ADM staff members are effectively supporting the ADM function.	Organize WESD ADM support staff in a manner that maximizes the efficiency of reported data.	ADM Staff Supervisors	<ul style="list-style-type: none"> Staff are optimizing time and providing adequate support to all areas of ADM. Data entry is as efficient and error-free as possible. 	July 2009-ongoing
1.4 WESD has developed ADM online applications for accurate and efficient data entry.	Develop supporting online applications and automated student information system population; these applications will help with the data entry process.	<ul style="list-style-type: none"> MIS Programmers Director of MIS 	<ul style="list-style-type: none"> Applications are functioning and operational. Any enhancements requested are processed and implemented expeditiously. 	July 2009-ongoing
1.5 WESD has implemented Genesis, the District's new student information system, and ADM support staff members District-wide have been trained.	Install the new student information system, train system users and implement the system District-wide.	<ul style="list-style-type: none"> ADM Support Staff District-wide MIS Staff 	The new student information system is in use District-wide.	August 2010
2.0 Community/Parent Access				
2.1 WESD maintains current and cultivates new partnerships in adult literacy connections.	Meet with each service provider; provide a vision for partnership.	<ul style="list-style-type: none"> Director of Communication Services Assistant Superintendent for Academic Services 	<ul style="list-style-type: none"> School facility use records Increase in number of partnerships 	July 2009-ongoing
2.2 WESD provides appropriate, secure	Develop and institute an online parent portal to allow access to appropriate	Director of MIS	Portal is online and operational	August 2010-August 2011

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online parent access to student data.	student information.			
2.3 WESD ensures the effective use of technology to promote parental involvement and increase communication with parents.	<ul style="list-style-type: none"> Provide online school/District calendars of events. Utilize PhoneMaster system to provide out-dial school-to-home communications and homework hotlines. Provide an Internet Web site to disseminate information to parents. 	<ul style="list-style-type: none"> Director of MIS Director of Communication Services Assistant Superintendent for Academic Services Principals 	<ul style="list-style-type: none"> Records of hits on District Web site Records at schools/District of out-dials and hotline access 	July 2009-ongoing
2.4 WESD, when appropriate, makes facilities available to the community to support life-long learning.	Make District and school computer lab facilities available to the community for life-long learning.	<ul style="list-style-type: none"> Principals Director of Community Enrichment Phoenix Parks and Recreation 	<ul style="list-style-type: none"> Community education registration records 21st Century grant attendance records 	July 2009-ongoing
3.0 Fiscal Management				
3.1 WESD applies annually for E-rate funding for technology initiatives.	Apply annually for E-rate to fund Internet, switch support and service contracts, telephone, WAN lines, new equipment, and applicable software, as needed.	Director of MIS	<ul style="list-style-type: none"> E-rate is accepted or denied. Forms 470 and 471 are filed on time. 	July 2009-ongoing
3.2 WESD reserves budget and funding to finance new computers annually.	Reserve no less than \$600,000.00 per year to provide new computers for the computer labs.	<ul style="list-style-type: none"> Director of Business Services Director of MIS 	New computers are purchased and installed.	July 2009-ongoing, budget permitting
3.3 WESD reserves budget funds to meet annual financial requirements in support of Technology Plan initiatives.	Review the Technology Plan; during the budget planning process, reserve budget money for the next fiscal year.	<ul style="list-style-type: none"> Director of Business Services Director of MIS Director of Curriculum 	Budget money in place to support Technology Plan initiatives	July 2009-ongoing
3.4 WESD reviews network devices, servers and computers annually to ensure they are current.	Conduct an annual assessment of the District's network infrastructure, and present results to the District Technology Committee.	Director of MIS	<ul style="list-style-type: none"> Technology Committee minutes Replacement and upgrading of network equipment 	July 2009-ongoing
3.5 The WESD Technology Committee reviews the Technology Plan to ensure implementation is proceeding correctly.	Meet four times annually to ensure that the Technology Plan is being followed.	District Technology Committee	Technology Committee minutes	July 2009-ongoing

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4.0 Infrastructure/Hardware/Software					
4.1	WESD provides students with e-mail access.	<ul style="list-style-type: none"> Establish criteria for product evaluation. Review surrounding districts and Internet products per criteria. 	<ul style="list-style-type: none"> Director of MIS Assistant Superintendent for Academic Services 	Student e-mail is provided through gaggle.net, upon a teacher's request.	December 2009-ongoing
4.2	WESD has implemented a teacher resource server for sharing and compiling lesson plan and classroom resources.	Research and implement/purchase/install software to allow teachers to share lesson plans and classroom resources from an online resource.	<ul style="list-style-type: none"> Director of MIS Assistant Superintendent for Academic Services 	Teachers posting and retrieving plans by grade and topic from a Web-based server in the District	Spring 2010
4.3	WESD maintains a ratio of one computer per three students.	Keep an accurate count of computers and student attendance, and ensure the state of Arizona ratio is met.	Director of MIS	Evidence of having monitored equipment refires, purchases and transfers to ensure that accurate inventory records are kept	July 2009-ongoing
4.4	WESD maintains at least eight data drops and one telephone drop per classroom.	Inspect each new classroom to ensure that it has the appropriate number of data and telephone drops.	Director of MIS	Evidence of having conducted two walk-throughs annually to account for newly added classrooms	July 2009-ongoing
4.5	WESD reviews and evaluates state and federal technology standards twice annually to ensure compliance.	Review No Child Left Behind (NCLB), Arizona Department of Education (ADE), E-rate and any other relevant technology standards.	<ul style="list-style-type: none"> Director of MIS Assistant Superintendent for Academic Services 	Comparison of findings to current District technology	July 2009-ongoing
4.6	WESD continues to provide current computer technology.	Review ages of computers District-wide, and target computers for replacement.	<ul style="list-style-type: none"> Director of Business Services Director of MIS 	<ul style="list-style-type: none"> Rotation schedule for new computers Replacement records for existing computers 	July 2009-ongoing, budget permitting
4.7	WESD reviews technology annually to ensure configurations are correct and classroom needs are met.	Conduct walk throughs to ensure that technology needs are being addressed throughout the District.	Director of MIS	All sites and services are working properly.	July 2009-ongoing
4.8	WESD procures and installs WAN links for site connectivity and stability.	Compare and select the best carrier to provide at least a 100mg fiber connection to each site.	Director of MIS	<ul style="list-style-type: none"> Each site has a fiber connection in place. Network stability and reliability have increased. 	September 2010
4.9	WESD purchases and installs fax server software and hardware.	Review and purchase fax server software/hardware.	<ul style="list-style-type: none"> Director of Business Services Director of MIS 	Fax server is operational.	October 2010

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4.10	WESD upgrades District software, as needed.	Evaluate and document existing software, and update it, as needed. Ensure that a proper policy is in place for further acquisition of software.	<ul style="list-style-type: none"> • Director of MIS • Assistant Superintendent for Academic Services • Software Committee 	Software is up-to-date, and new software purchased is effective and planned.	July 2009-ongoing
4.11	WESD provides technology for Master Plan projects.	Review and implement technology needs for all upcoming WESD construction projects.	<ul style="list-style-type: none"> • Director of MIS • Director of Capital Projects and Maintenance 	Technology has been implemented in new and renovated facilities.	July 2009-ongoing
4.12	WESD continues to support SMART Board technology.	Purchase and install a SMART Board in each classroom, and train teachers appropriately.	<ul style="list-style-type: none"> • Director of MIS • Director of Business Services • Assistant Superintendent for Academic Services • Software Committee 	Every classroom has a SMART Board.	July 2009-ongoing, budget permitting
4.13	WESD ensures effective data transfer to and from Genesis and other application databases.	Work with departments to ensure all required data is being sent to and from Genesis and required databases such as <ul style="list-style-type: none"> • Edulog; • WinSnap; • Munis; • Phonemaster; • Assessment applications. 	<ul style="list-style-type: none"> • Director of MIS • Systems and Programming Supervisor • Department Personnel for Appropriate Applications 	Data is flowing properly to and from Genesis and other application databases, and WESD's related needs are being met.	August 2010-August 2011
4.14	WESD has installed and configured remaining Genesis functionality.	Configure, train and put into production the remaining element of Genesis: <ul style="list-style-type: none"> • Grade books; • Report cards; • Parent Portal; • Genesee (SPED); • Transportation plan (developed); • Gifted Application. 	<ul style="list-style-type: none"> • Director of MIS • Technology Trainers • Academic Services 	All new features have been implemented and are in use.	August 2010-August 2011
5.0 Student Use					
5.1	WESD ensures that all	Provide time and support for teachers to	Assistant	• Program coach logs	July 2009-

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<p>students have educational opportunities to achieve academic success through proven strategies of research-based practices.</p>	<p>collaboratively plan the infusion of computer-based and other technologies into academic lessons.</p>	<p>Superintendent for Academic Services</p>	<ul style="list-style-type: none"> • Training sign-in sheets • Classroom observations – formal and informal • Lesson plans integrating technology • Teacher use of integrated technology lessons posted on Intranet • Student to computer ratio (currently 4:1) documentation • Extended computer lab hours beyond the school day/year 	<p>ongoing</p>
<p>5.2 WESD meets the Technology Education Standards of the Arizona Academic Standards.</p>	<p>Improve student access to computer-based technologies.</p>	<ul style="list-style-type: none"> • Director of MIS • Principals 	<ul style="list-style-type: none"> • Cross-referencing of current curriculum to Arizona Technology Standards • Reports to Technology Committee, Governing Board, and superintendent • Results of annual student technology assessment 	<p>July 2009-ongoing</p>
<p>5.3 WESD supports innovative practices that lead to increased student achievement, especially supporting the AZ Reads Initiative.</p>	<p>Continue offering a variety of professional development delivery models, including coaching, site and District training, and one-on-one mentoring, with a focus on curriculum integration.</p>	<p>Assistant Superintendent for Academic Services</p>	<ul style="list-style-type: none"> • Logs of professional development activities at schools and District • Copies of training materials • Logs of professional development activities at schools and District • Copies of training materials • Student assessment results 	<p>July 2009-ongoing</p>
<p>5.4 WESD provides technological resources that reflect scientifically based research and best practices focused on improving student achievement.</p>	<p>Acquire additional computer equipment, i.e., wireless mobile lab, for easy availability in content area classrooms.</p>	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Principals • Director of MIS • Assistant Superintendent for Academic Services • Director of Business Services • Director of MIS • Assistant 	<ul style="list-style-type: none"> • Records of purchase orders • Installation logs • Reports to Technology Committee, Governing Board, Regional Facilities Councils, and superintendent • Records of purchase orders 	<p>July 2009-ongoing</p>

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Technology Plan

	e.g., LCD projectors, electronic presentation boards.	Superintendent for Academic Services • Director of MIS • Director of Nutrition Services	<ul style="list-style-type: none"> • Installation logs • Reports to Technology Committee, Governing Board, Regional Facilities Councils, and superintendent 	
5.5	WESD encourages the development and utilization of innovative strategies for the delivery of specialized or rigorous academic courses and curricula through the use of technology.	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Director of MIS • Principals 	<ul style="list-style-type: none"> • Records of purchase orders • ASSET utilization reports • Intel class rosters • Reports to Technology Committee, Governing Board, Regional Facilities Councils, and superintendent 	July 2009-ongoing
5.6	WESD ensures that students with special needs have their needs addressed through technology, when appropriate.	<ul style="list-style-type: none"> • Director of Special Services • Director of MIS • Assistant Superintendent for Academic Services 	<ul style="list-style-type: none"> • Inventory records • Media Services records • Special Services records of equipment placement • Training records • Class rosters • Training materials 	July 2009-ongoing
5.7	WESD encourages innovative practices to support equity.	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Director of MIS 	<ul style="list-style-type: none"> • Training records • Class rosters • Training materials • Inventory records 	July 2009-ongoing
5.8	WESD ensures that all students are technologically literate by the end of eighth grade.	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Principals 	<ul style="list-style-type: none"> • WESD technology curriculum • WESD student technology assessment results 	July 2009-ongoing
5.9	WESD ensures equal technology access for all students.	<ul style="list-style-type: none"> • Assistant Superintendent for Academic Services • Principals 	WESD Technology Master Plan	July 2009-ongoing

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Technology Plan

5.10 WESD maintains current acceptable use policies.	replace outdated equipment. Review acceptable use policies annually, and revise them, if necessary.	<ul style="list-style-type: none"> • Director of MIS • WESD Legal Counsel • Planning and Steering Committee • Assistant Superintendent for Academic Services • District Technology Committee 	<ul style="list-style-type: none"> • Technology Committee minutes • New revisions to acceptable use policies 	July 2009-ongoing
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Fiscal Resources:

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

Acknowledgement of Accomplishment (Celebrations):

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

Accomplishments to Date:

- Revised WESD Electronic Information Services (EIS) policies
- Purchased 16-station mobile lab for every school in 2009
- Contracted with Edupoint Educational Systems, LLC for Genesis student information system (SIS)
- Contracted with Edupoint Educational Systems, LLC for Genesee special education SIS module and Revelation Technology SIS module

Future Outcomes:

- Implement new technology training methods for staff, such as streaming video, webinars and online classes.
- Research and employ site-based Technology Implementation Specialists.
- Ensure that all students become technologically literate by the end of eighth grade.

Updated July 2010

**Washington Elementary School District
Strategic Action Plan**

2010–2013

Recruitment and Retention Plan

Initial Implementation: July 2010

- Vision:** The Washington Elementary School District is committed to achieving excellence for every child, every day, every opportunity.
- Mission:** The mission of the Washington Elementary School District is student achievement, preparing all students to become responsible, successful contributors to our diverse society.

Values That Are Relevant to This Plan:

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

Washington Elementary School District Strategic Action Plan 2010–2013
Recruitment and Retention Plan

Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 Recruitment				
1.1 WESD has implemented a recruitment plan to meet District employment needs, both short- and long-term.	Update and maintain a recruitment plan that reflects best recruitment practices.	<ul style="list-style-type: none"> Human Resources Department Recruitment Committee 	<ul style="list-style-type: none"> Hard copy of the recruitment plan Minutes from Recruitment Committee meetings 	2010-2011
1.2 WESD hosts and attends recruitment events to promote interest in the District's employment opportunities.	<p>Continue to host and attend job fairs to recruit support staff and to market WESD.</p> <p>Continue to visit in-state colleges and other educational institutions to recruit certified teachers and professionals and to market WESD.</p> <p>As appropriate, continue to attend out-of-state events to recruit certified teachers and professionals and to market WESD.</p>	<ul style="list-style-type: none"> Human Resources Department Recruitment Committee 	<ul style="list-style-type: none"> Event flyers Registration papers Agendas Agendas Referrals indicated on applications Registration papers Notes 	July 2010-ongoing
1.3 WESD uses materials and resources to showcase the District and effectively market it to prospective employees.	Continue to develop and/or purchase materials and displays that depict WESD as an attractive place to work.	<ul style="list-style-type: none"> Human Resources Department Recruitment Committee 	<ul style="list-style-type: none"> Materials Displays 	July 2010-ongoing
1.4 WESD offers internship and mentorship programs that are mutually beneficial to program participants and mentors alike and that attract potential job candidates to the District.	<p>Maintain and enhance student teacher internship and mentorship programs with colleges.</p> <p>Maintain and enhance professional internship and mentorship programs with colleges and trade schools.</p> <p>Offer mentorship programs to current employees aspiring to pursue other opportunities within WESD.</p>	<ul style="list-style-type: none"> Academic Services Department Human Resources Department District Departments Human Resources Department Academic Services Department 	<ul style="list-style-type: none"> Student teacher list List of student teachers hired by WESD Referrals indicated on applications Listing of participants Hiring list Referrals indicated on applications Feedback from participants Agendas Membership lists 	<p>July 2010-ongoing</p> <p>July 2011-ongoing</p> <p>July 2010-ongoing</p>

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	<p>Continue to offer the ASPIRE mentorship program to teachers aspiring to be school administrators.</p> <p>Continue to offer the Step Up to Success mentorship program to teachers aspiring to serve in leadership roles.</p> <p>Continue to offer the START mentorship program to student teachers to promote WESD and to demonstrate best practices and methods for teacher effectiveness.</p>	<ul style="list-style-type: none"> • Academic Services Department • Human Resources Department 		
1.5	WESD encourages employee referrals to assist with recruitment.	<ul style="list-style-type: none"> • District employees • Human Resources Department 	<ul style="list-style-type: none"> • Referrals indicated on applications • Survey results from newly hired employees 	July 2011-ongoing
1.6	WESD applies successful technology methods to attract highly effective employees.	<ul style="list-style-type: none"> • Human Resources • Recruitment Committee • MIS • Communication Services • Academic Services • District Administration 	<ul style="list-style-type: none"> • Web pages • Referrals indicated on applications 	January 2011-ongoing
	Develop and maintain social networking media to market WESD and to appeal to potential applicants.	<ul style="list-style-type: none"> • Human Resources • Recruitment Committee • MIS • Communication Services • District Administration 	<ul style="list-style-type: none"> • Web pages • Referrals indicated on applications 	July 2011-ongoing
	Promote job openings and reasons to work at WESD via the District television in the front lounge of the Administrative Center.	<ul style="list-style-type: none"> • Human Resources • MIS • Communication 	Images displayed on television	2010-2011

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		Services	Advertisements	July 2010-ongoing
	Continue to seek opportunities to advertise job openings and market WESD on billboards and on-line employment Web sites, in newspapers, through business partners, etc.	<ul style="list-style-type: none"> Human Resources Recruitment Committee 	Advertisements	July 2010-ongoing
	Revise on-line job applications to elicit applicant information that is relevant to the position and useful to the supervisor who reviews applications.	Human Resources	Applications	2010-2011
	Develop and implement standard job postings to be used by supervisors when advertising available positions.	<ul style="list-style-type: none"> Human Resources Supervisors 	Job postings	
1.7	WESD builds positive relationships with organizations that support WESD's recruiting efforts.	<ul style="list-style-type: none"> Human Resources Recruitment Committee 	<ul style="list-style-type: none"> Referrals indicated on applications E-mail correspondence 	July 2010-ongoing
1.8	WESD establishes an active recruitment committee to review and update recruitment plans, needs and practices, both short-term and long-term.	<ul style="list-style-type: none"> Human Resources Recruitment Committee 	<ul style="list-style-type: none"> Agendas Membership list Minutes 	January 2011-ongoing
2.0 Selection				
2.1	WESD utilizes effective applicant screening methods to successfully identify potential job candidates.	Human Resources	Active and inactive applications	July 2010-ongoing
	Train supervisors in techniques to identify potential candidates when screening applications.	Human Resources	<ul style="list-style-type: none"> Presentation materials Sign-in list 	
	Determine candidates to interview by applying application screening techniques demonstrated during training.	<ul style="list-style-type: none"> Supervisors Interview Panels 	<ul style="list-style-type: none"> Verification of review Candidate rating recap form 	
2.2	WESD applies best interview practices to screen potential job candidates.	<ul style="list-style-type: none"> Human Resources Interview Panels Human 	Candidate rating recap form	July 2010-ongoing
	Continue to develop and refine an	<ul style="list-style-type: none"> Human 	<ul style="list-style-type: none"> Web pages 	

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	Interview question database from which supervisors select questions for specific job position interviews.	<ul style="list-style-type: none"> • Verify that each question is legal and pertains to the essential functions of the particular job. • Ensure that appropriate response criteria have been identified for each question. 	<ul style="list-style-type: none"> • Supervisors • MIS 	<ul style="list-style-type: none"> • Interview question sheets in the close-out files 	
2.3	WESD applies pre- or post-testing practices to assess potential candidates' skills and knowledge in complex areas.	Generate a template for the interview process to promote consistent interview practices throughout WESD.	<ul style="list-style-type: none"> • Human Resources • Supervisors 	Template	2011-2012
		Continue to document appropriate interview panel practices to promote consistent hiring procedures and to ensure equal opportunity for all candidates.	<ul style="list-style-type: none"> • Human Resources • Supervisors • Interview Panels 	Candidate rating recap form	
		Expand the application of computer-based testing (CBT) to assess skill and knowledge levels of candidates for designated positions.	<ul style="list-style-type: none"> • Human Resources • District Administration 	CBT samples	
		Expand the application of Microsoft Office testing to assess skill and knowledge levels of candidates for positions that require the use of Microsoft Office applications.		Microsoft Office test samples	
		Continue to administer writing assignments to assess candidates for positions that require writing skills.		Writing assignment samples	
		Continue to administer presentation assignments to assess candidates for positions that require presentation skills.		Presentation assignment samples	
2.4	WESD performs reference checks to further screen candidates based on their previous employment behaviors.	Develop and implement an internal reference check form and procedures for internal hiring.	<ul style="list-style-type: none"> • Human Resources • Supervisors 	Internal reference check form	2011-2012
		Review the current external reference check form and procedures for external hiring; develop appropriate revisions, and implement the revised form.	<ul style="list-style-type: none"> • Human Resources • Supervisors 	External reference check form	July 2010-ongoing
		Develop and implement an online separation of employment form for supervisors to complete when an	<ul style="list-style-type: none"> • Human Resources • Supervisors 	Web pages	2010-2011

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	employee severs employment.	• MIS	Reference checks	July 2010-ongoing
	Monitor reference check and separation of employment forms submitted by supervisors.	Human Resources		
	Explore online reference check opportunities.	• Human Resources • Recruitment Committee • MIS	<ul style="list-style-type: none"> • Web pages • Researched options • Pricing 	2011-2012
	Allow applicants to attach letters of recommendation to their online applications.	Human Resources	Sample letters of recommendations	
2.5	WESD performs background and drug screenings to ensure newly hired employees are free of criminal convictions and alcohol- and drug-free.	Human Resources	<ul style="list-style-type: none"> • Background check invoices • Acknowledgement forms • Application forms • Fingerprint check invoices • Acknowledgement forms • Need to Hire forms • Drug screening invoices; • Acknowledgment forms; 	July 2010-ongoing
2.6	WESD documents the screening and selection process to ensure adherence to District protocol and to support possible Equal Employment Opportunity inquiries.	<ul style="list-style-type: none"> • Human Resources • Supervisors 	Close-out files	July 2010-ongoing
3.0 Orientation and Professional Development				
3.1	WESD provides orientations for newly hired employees to facilitate their successful transition into employment.	Human Resources	<ul style="list-style-type: none"> • Presentation materials • Agendas • Sign-in sheets 	September 2010-ongoing
		<ul style="list-style-type: none"> • Human Resources District Departments • Assistant Superintendent for 		July 2010-ongoing

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	Implement an orientation for newly hired District administrators.	Administrative Services • District Departments		
3.2	WESD offers induction and ongoing training programs for its employees.	<p>Continue to offer BEGIN, the three-year induction program for newly hired teachers with no more than one year of teaching experience.</p> <p>Offer employees training opportunities to enhance their skills, knowledge and productivity.</p> <p>Continue to provide updates and reminders to employees regarding procedures, policies and other compliance-related matters.</p> <p>Continue to provide mandated trainings to all employees to ensure District-wide compliance.</p> <p>Mobilize designated District personnel to coach employees regarding best practices and methods to successfully meet their job expectations.</p>	<p>Professional Development</p> <p>Professional Development</p> <p>District Departments</p> <p>District Departments</p> <p>District Departments</p> <p>Instructional Coaches</p> <p>District Departments</p> <p>District Departments</p>	<p>• BEGIN roster</p> <p>• Agendas</p> <p>• Sign-in sheets</p> <p>• Graduation lists</p> <p>• Rosters</p> <p>• Sign-in sheets</p> <p>• Agendas</p> <p>• Presentation materials</p> <p>• Handouts</p> <p>• Forms</p> <p>• Presentation materials</p> <p>• Handouts</p> <p>• Forms</p> <p>• Job descriptions</p> <p>• Data collection forms</p> <p>• Presentation materials</p> <p>• Handouts</p> <p>• Forms</p> <p>• Sign-in sheets</p> <p>July 2010-ongoing</p> <p>2011-2012</p> <p>July 2010-ongoing</p> <p>July 2010-ongoing</p>
3.3	WESD trains supervisors to be successful leaders.	<p>Continue to train all WESD supervisors to effectively apply approved employee evaluation protocols.</p> <p>Continue to train all WESD supervisors to effectively apply approved employee selection and hiring procedures.</p> <p>Continue to train all WESD supervisors to effectively apply approved employee discipline protocols.</p> <p>Provide leadership training for all WESD supervisors.</p> <p>Continue to provide mandated, compliance related trainings for all WESD supervisors.</p>	District Departments	July 2010-ongoing
4.0 Retention				
4.1	WESD establishes an evaluation process for all employees to promote expected performance and	<p>Review and revise current evaluation systems to remain compliant, promote growth and expectations, recognize employees and ensure that effective personnel are employed by WESD.</p>	<p>District Administration</p> <p>Human Resources</p>	<p>Committee agendas</p> <p>Committee minutes</p> <p>Governing Board minutes indicating approval of</p> <p>July 2010-ongoing</p>

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behaviors.			<ul style="list-style-type: none"> • Evaluation Committee Governing Board • Human Resources Supervisors • District Administration Human Resources • Supervisors Human Resources 	<ul style="list-style-type: none"> • recommended evaluation processes • Evaluation instruments • Evaluation guidelines 	
	Update employees regarding the evaluation process.			Presentation materials	
	Provide updated evaluator training to supervisors.			<ul style="list-style-type: none"> • Presentation materials • Handouts • Forms • Sign-in sheets 	
	Ensure that all employee evaluations are completed according to protocol.			Copies of evaluations	
4.2	WESD administers employee discipline to change negative behaviors or, if necessary, to remove employees who do not meet the District's behavioral expectations.	Continue to provide employee discipline training for all WESD supervisors.	District Departments	<ul style="list-style-type: none"> • Presentation materials • Handouts • Forms • Sign-in sheets 	July 2010-ongoing
		Continue to administer appropriate employee discipline when necessary and according to approved protocol.	<ul style="list-style-type: none"> • Supervisors • Human Resources • Governing Board 	Copies of discipline documentation	
4.3	WESD promotes safety in the workplace.	Develop and maintain a safety manual of procedures that promote a safe work environment.	<ul style="list-style-type: none"> • Human Resources • Maintenance 	Safety Manual	2011-2012
		Broaden the scope of training for employees in the application of safety practices within the work environment.	<ul style="list-style-type: none"> • Human Resources • Maintenance 	<ul style="list-style-type: none"> • Handouts • Materials • Workplace injury/illness reports 	
4.4	WESD endorses wellness programs.	Continue regular meetings of the WESD Wellness Committee to oversee wellness programs in the District.	<ul style="list-style-type: none"> • Wellness Committee • Human Resources 	<ul style="list-style-type: none"> • Membership list • Agendas 	July 2010-ongoing
		Develop and maintain effective wellness programs for employees.	Wellness Committee	List of programs	
	Share information about wellness programs with employees.		<ul style="list-style-type: none"> • Human Resources • Wellness Committee 	<ul style="list-style-type: none"> • Handouts • Materials • Workplace injury/illness reports 	2010-2011
4.5	WESD establishes and	Institute productive culture expectations	All employees	Productive culture rubric	2009-2010

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Washington Elementary School District Strategic Action Plan 2010–2013
Recruitment and Retention Plan

	District-wide. Communicate productive culture expectations to all employees.	<ul style="list-style-type: none"> Human Resources Supervisors 	Presentation materials	July 2010-ongoing
promotes a productive culture.				
4.6 WESD provides competitive health benefits to support the recruitment and retention of effective employees.	Continue to seek competitive health benefits for employees.	<ul style="list-style-type: none"> District Administration Human Resources Trust Board Governing Board Health Insurance Committee 	<ul style="list-style-type: none"> Health benefits plan Health benefits comparisons Employee exit interviews 	July 2010-ongoing
4.7 WESD provides competitive wages to support the recruitment and retention of effective employees.	Continue to seek competitive compensation and salary increases for employees.	<ul style="list-style-type: none"> District Administration Human Resources Governing Board Interest-Based Negotiations Committee 	<ul style="list-style-type: none"> Compensation comparisons Employee exit interviews Salary schedules Governing Board approvals 	July 2010-ongoing
4.8 WESD recognizes and celebrates the contributions of members of the WESD community in an ongoing, consistent, appropriate manner.	Continue to provide support and/or consultation to schools for school-based recognition. Continue to support the recognition of sites and individuals for their unique contributions to WESD and the community.	<ul style="list-style-type: none"> Director of Communication Services Administrative Leadership Team Principals 	<ul style="list-style-type: none"> Notes on requests and fulfillment Award nominations 	<ul style="list-style-type: none"> August 2009-ongoing July 2009-ongoing
5.0 Compliance				
5.1 WESD complies with employment policies and laws.	<p>As necessary, review and revise District employment procedures to maintain compliance with federal and state mandates.</p> <p>Continue to provide mandated trainings to employees to ensure District-wide compliance with employment policies and laws.</p>	District Departments	<ul style="list-style-type: none"> Revised procedures Close out files Evaluation samples Discipline samples Presentation materials Handouts Forms Sign in sheets 	July 2010-ongoing

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6.0 Staffing					
6.1	WESD operationalizes the equitable distribution of staff to ensure the most highly effective employees are placed into positions/locations where the need is greatest.	Continue to track and monitor employee certification, highly qualified status and other pertinent employee credentials. Encourage employees to receive additional accreditation that will grant them more diverse employment opportunities in the District.	<ul style="list-style-type: none"> • Human Resources Supervisors • Academic Services; Human Resources 	Listing of employee requirements Certification listing	July 2010-ongoing
6.2	WESD executes an adopted reduction in force process, when needed, which supports retention of the most effective employees.	Establish and implement a reduction in force process for teachers and a layoff process for other staff that supports retention of the most effective employees.	<ul style="list-style-type: none"> • Administration • RIF Committee • Human Resources 	<ul style="list-style-type: none"> • Reduction in force listing • Layoff listing • Applicable rubrics 	
6.3	WESD executes an adopted excess process, when needed, which facilitates placement of the most effective employees into positions/locations where the need is greatest.	Establish and implement an excess process that supports the equitable distribution of highly effective instructional personnel.	<ul style="list-style-type: none"> • Administration • Excess Committee • Human Resources 	<ul style="list-style-type: none"> • Excess listing • Staff listing per school • Applicable rubrics 	July 2010-ongoing
6.4	WESD administers an employee transfer process to facilitate employee placements that best meet the needs of the District.	Implement a protocol for voluntary employee transfers to promote effective placement of personnel.	<ul style="list-style-type: none"> • District Administration • Human Resources 	<ul style="list-style-type: none"> • Personnel Action Request form • Applications 	July 2010-ongoing
		Institute involuntary employee transfers, as needed, to effectuate appropriate placement of personnel.	<ul style="list-style-type: none"> • Administration • Human Resources 	Personnel Action Request form	2010-2011

Fiscal Resources:

- M&O Funds
- Title II Funds

Acknowledgement of Accomplishment (Celebrations):

- Recognition at Governing Board meetings

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- Committee celebrations
- Department meetings and celebrations
- Presentations at Arizona Association of School Business Officials (AASBO) meetings/conferences
- Presentations at Arizona School Personnel Administrators Association (ASPA) meetings/conferences

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Attachment B

Abbreviated Strategic Action Plans

**Washington Elementary School District
Strategic Plan Outcomes
2010-2013**

Student Achievement Plan Outcomes

1.0 Curriculum

1.1	WESD curricula are fully aligned to current Arizona Academic Standards. Each strand is delineated into objectives and tasks, defining what every student should know and be able to do.
1.2	WESD curricula are implemented with fidelity by all staff.
1.3	WESD utilizes scientifically research-based, Governing Board-adopted materials for all learners.
1.4	WESD maximizes instructional time by implementing cross-curricular integration.

2.0 Instruction

2.1	All students receive equal educational opportunities to achieve that meet or exceed curricular standards in an environment conducive to learning.
2.2	WESD maximizes student learning through the Response to Intervention framework.
2.3	WESD utilizes differentiation strategies to include content, materials and environment to deliver curricular standards meeting the needs of all learners, including identified ELL, special education and gifted students.

3.0 Assessment

3.1	WESD makes real-time student data accessible to WESD stakeholders through Internet and Intranet applications.
3.2	WESD utilizes student data to guide instruction.
3.3	WESD monitors student progress using standards-based reporting systems.
3.4	WESD monitors programs and assessments.

4.0 Professional Development

4.1	WESD utilizes the National Staff Development Council (NSDC) Standards and Assessment Inventory for Staff Development in planning all District and site-based professional development.
4.2	WESD implements professional development that is systemic, ongoing and job-embedded.
4.3	WESD provides training and coaching to staff to create schools in which highly effective instructional staff are accessible for all students' increased learning.
4.4	WESD staff demonstrates the ability to implement Best First Instruction by moving from "learning to doing" to ensure increased student achievement.

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Community Relationships Plan Outcomes

1.0 Crisis and General Communication

1.1	Parents and community members are informed and updated regularly on crisis situations.
1.2	WESD's graphic identity, consistent with its vision, mission and values, is being maintained.
1.3	School-based and department-based communication plans, built from the District plan, focus on communication with school communities, including non-English plan(s), if appropriate.

2.0 Community Relations

2.1	Each WESD school is viewed as a center of the community, a welcoming place for students, parents and communities.
2.2	WESD leadership is actively involved in community and civic organizations.

3.0 Marketing

3.1	WESD is the "district of choice" for students, parents and educators.
3.2	WESD explores advertising opportunities.

4.0 Business Partners

4.1	WESD establishes and maintains business partnerships that provide a reciprocal relationship among businesses, schools, WESD administration and community.
4.2	WESD coordinates Principal for a Day efforts throughout the District as an opportunity to recognize and promote outstanding business partnerships.
4.3	WESD has explored and initiated appropriate academic partnerships with higher-learning institutes to provide career exploration opportunities at the middle school/junior high school level.
4.4	Opportunities have been explored to establish WESD as an active member of the business/organization community.

5.0 Media Relations

5.1	Communication Services pitches ongoing, timely media stories focused on student achievement, innovative teaching methods and cutting-edge use of technologies, in both English and non-English media.
5.2	WESD responds to media requests for information in times of crisis.
5.3	WESD is recognized as the "go to" district for a local angle on national and state education-related stories.
5.4	Communication Services has developed and provided media training for WESD Governing Board, administration, principals and staff.
5.5	WESD has explored Web site social networking opportunities.
5.6	WESD spotlights its programs, services and partners through use of the Administrative Center television.

6.0 Public Education Advocacy

6.1	WESD staff actively engage in efforts to promote public education.
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7.0 Recognition

7.1	WESD recognizes and celebrates the contributions of members of the WESD community in an ongoing, consistent, appropriate manner.
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8.0 Community Outreach

8.1	All WESD sites collaborate with their respective community Block Watch organization.
8.2	21 st Century community outreach specialists cultivate and foster relationships with businesses in the community to support school needs.
8.3	The Academic Support Programs Department works to increase partnerships with community organizations, including North Phoenix Alliance (NPA) and Cactus Park Community Alliance (CPCA).
8.4	WESD maintains proactive involvement with appropriate local government and officials, such as the city of Phoenix mayor and city council members.

9.0 Parent Involvement

9.1	WESD schools support student achievement through increased presence and participation of parents as active partners in the District, school and classroom.
9.2	Each school has a parent outreach/ advocacy program to respond to the need for new parent orientation in the school setting.

10.0 Volunteerism

10.1	WESD schools are supported by a core of engaged volunteers, including volunteer organizations, e.g., OASIS, Assistance League of Phoenix, who contribute to student achievement.
10.2	Refugee students are supported by volunteers in partnership with ASU West.

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Facility Planning and Usage Plan Outcomes

1.0 Processes

1.1	All WESD sites are fully engaged in an effective facilities <u>planning</u> process that supports broad-based community involvement.
1.2	All WESD sites are fully engaged in an effective facilities <u>usage</u> process that supports broad-based community involvement.
1.3	WESD schools are utilized as the hub of the neighborhood.

2.0 Building Conditions

2.1	The building condition of each structure on WESD campuses has been assessed.
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3.0 Energy Initiatives

3.1	WESD campuses are energy efficient and recognized as Energy Star qualified facilities.
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4.0 Student Enrollment

4.1	Student enrollment data are obtained and analyzed; enrollment and other demographic data are used to project future District growth trends.
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5.0 Educational Framework

5.1	State-of-the-art energy efficient facilities are created in WESD to support academic achievement during regular and extended learning time (high-performance school facilities).
5.2	WESD facilities integrate technology and best practices to support state-of-the-art learning communities.

6.0 Fiscal Considerations

6.1	WESD is a responsible steward of taxpayers' dollars.
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School Safety Plan Outcomes

1.0	WESD facilities are safe and secure learning and working environments.
2.0	District and site Crisis Teams ensure effective incident management.
3.0	District and site Crisis Teams ensure effective recovery from incidents.
4.0	WESD staff support individual student and family social service needs.
5.0	WESD has reduced truancy rates at all grade levels in order to maximize students' daily attendance.
6.0	WESD connects students and families to community resources.
7.0	WESD creates and maintains long-term solutions to neighborhood challenges.
8.0	WESD staff actively promotes schools as centers of communities.

Updated July 2010

**Washington Elementary School District
Strategic Plan Outcomes
2010-2013**

Technology Plan Outcomes

1.0 Average Daily Membership (ADM)

1.1	WESD ensures accuracy of ADM data.
1.2	WESD meets current Student Accountability Information System (SAIS) reporting requirements.
1.3	WESD ADM staff are effectively supporting the ADM function.
1.4	WESD has developed ADM online applications for accurate and efficient data entry.
1.5	WESD has implemented Genesis, the District's new student information system, and ADM support staff members District-wide have been trained.

2.0 Community/Parent Access

2.1	WESD maintains current and cultivates new partnerships in adult literacy connections.
2.2	WESD provides appropriate, secure online parent access to student data.
2.3	WESD ensures the effective use of technology to promote parental involvement and increase communication with parents.
2.4	WESD, when appropriate, makes facilities available to the community to support life-long learning.

3.0 Fiscal Management

3.1	WESD applies annually for E-rate funding for technology initiatives.
3.2	WESD reserves budget and funding to finance new computers annually.
3.3	WESD reserves budget funds to meet annual financial requirements in support of Technology Plan initiatives.
3.4	WESD reviews network devices, servers and computers annually to ensure they are current.
3.5	The WESD Technology Committee reviews the Technology Plan to ensure implementation is proceeding correctly.

4.0 Infrastructure/Hardware/Software

4.1	WESD provides students with e-mail access.
4.2	WESD has implemented a teacher resource server for sharing and compiling lesson plan and classroom resources.
4.3	WESD maintains a ratio of one computer per three students.
4.4	WESD maintains at least eight data drops and one telephone drop per classroom.
4.5	WESD reviews and evaluates state and federal technology standards twice annually to ensure compliance.
4.6	WESD continues to provide current computer technology.
4.7	WESD reviews technology annually to ensure configurations are correct and classroom needs are met.
4.8	WESD procures and installs WAN links for site connectivity and stability.
4.9	WESD purchases and installs fax server software and hardware.
4.10	WESD upgrades District software, as needed.
4.11	WESD provides technology for Master Plan projects.
4.12	WESD continues to support SMART Board technology.
4.13	WESD ensures effective data transfer to and from Genesis and other application databases.
4.14	WESD has installed and configured remaining Genesis functionality.

5.0 Student Use

5.1	WESD ensures that all students have educational opportunities to achieve academic success through proven strategies of research-based practices.
5.2	WESD meets the Technology Education Standards of the Arizona Academic Standards.
5.3	WESD supports innovative practices that lead to increased student achievement, especially supporting the AZ Reads Initiative.
5.4	WESD provides technological resources that reflect scientifically based research and best practices focused on improving student achievement.
5.5	WESD encourages the development and utilization of innovative strategies for the delivery of specialized or rigorous academic courses and curricula through the use of technology.
5.6	WESD ensures that students with special needs have their needs addressed through technology, when appropriate.
5.7	WESD encourages innovative practices to support equity.
5.8	WESD ensures that all students are technologically literate by the end of eighth grade.
5.9	WESD ensures equal technology access for all students.
5.10	WESD maintains current acceptable use policies.

Updated July 2010

**Washington Elementary School District
Strategic Plan Outcomes
2010-2013**

Recruitment and Retention Plan Outcomes

1.0 Recruitment

1.1	WESD has implemented a recruitment plan to meet District employment needs, both short- and long-term.
1.2	WESD hosts and attends recruitment events to promote interest in the District's employment opportunities.
1.3	WESD uses materials and resources to showcase the District and effectively market it to prospective employees.
1.4	WESD offers internship and mentorship programs that are mutually beneficial to program participants and mentors alike and that attract potential job candidates to the District.
1.5	WESD encourages employee referrals to assist with recruitment.
1.6	WESD applies successful technology methods to attract highly effective employees.
1.7	WESD builds positive relationships with organizations that support WESD's recruiting efforts.
1.8	WESD establishes an active recruitment committee to review and update recruitment plans, needs and practices, both short- and long-term.

2.0 Selection

2.1	WESD utilizes effective applicant screening methods to successfully identify potential job candidates.
2.2	WESD applies best interview practices to screen potential job candidates.
2.3	WESD applies pre- or post-testing practices to assess potential candidates' skills and knowledge in complex areas.
2.4	WESD performs reference checks to further screen candidates based on their previous employment behaviors.
2.5	WESD performs background and drug screenings to ensure newly hired employees are free of criminal convictions and are alcohol- and drug-free.
2.6	WESD documents the screening and selection process to ensure adherence to District protocol and to support possible Equal Employment Opportunity inquiries.

3.0 Orientation and Professional Development

3.1	WESD provides orientations for newly hired employees to facilitate their successful transition into employment.
3.2	WESD offers induction and ongoing training programs for its employees.
3.3	WESD trains supervisors to be successful leaders.

4.0 Retention

4.1	WESD establishes an evaluation process for all employees to promote expected performance and behaviors.
4.2	WESD administers employee discipline to change negative behaviors or, if necessary, to remove employees who do not meet the District's behavioral expectations.
4.3	WESD promotes safety in the workplace.
4.4	WESD endorses wellness programs.
4.5	WESD establishes and promotes a productive culture.
4.6	WESD provides competitive health benefits to support the recruitment and retention of effective employees.
4.7	WESD provides competitive wages to support the recruitment and retention of effective employees.

4.8	WESD recognizes and celebrates the contributions of members of the WESD community in an ongoing, consistent, appropriate manner.
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5.0 Compliance

5.1	WESD complies with employment policies and laws.
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6.0 Staffing

6.1	WESD operationalizes the equitable distribution of staff to ensure the most highly effective employees are placed into positions/locations where the need is greatest.
6.2	WESD executes an adopted reduction in force process, when needed, which supports retention of the most effective employees.
6.3	WESD executes an adopted excess process, when needed, which facilitates placement of the most effective employees into positions/locations where the need is greatest.
6.4	WESD administers an employee transfer process to facilitate employee placements that best meet the needs of the District.

Initial Implementation: July 2010




STRATEGIC ACTION PLANS 2010-2013

Background

- During the spring and fall of 2006, the Governing Board developed and approved WESD's current vision (*long-term objective*), mission (*fundamental purpose*) and values (*shared beliefs*).
- During 2007, community members identified and prioritized areas of District focus.
- WESD personnel developed strategic action plans to address each of the resulting five areas of focus:
 - Student Achievement
 - Community Relations
 - Facility Planning and Usage
 - Student Safety
 - Technology

- In March 2008, after having been reviewed by several stakeholder groups, the five strategic action plans for 2007-2010 were presented to the Governing Board.
- The plans are reviewed and updated annually, then shared with Governing Board members and other stakeholders.
- Consistent with the dynamic nature of the strategic planning process, the updated plans have been revised to address both internal and external conditions and challenges.
- The following are the most significant changes:
 - Expansion of the marketing section (2.0) of the Community Relationships Strategic Action Plan;
 - Addition of a Recruitment and Retention Strategic Action Plan.

- Information about the 2010-2013 strategic action plans will be shared by
 - Janet Sullivan (*Student Achievement*)
 - Carol Donaldson (*Community Relationships*)
 - Sue Pierce (*Facility Planning and Usage*)
 - Mike Kramer (*Student Safety*)
 - Chris Lieurance (*Technology*)
 - Justin Wing (*Recruitment and Retention*)



Student Achievement

Accomplishments to Date

- Based on teacher feedback, made revisions to mathematics pacing guides, including grouping performance objectives by topic; sequencing performance objectives; identifying instructional resources; providing explanations, key strategies and models; and identifying key vocabulary
- Provided professional development in cognitive coaching techniques to administrators, department supervisors, and program and instructional coaches
- Expanded job-embedded professional development through Empower literacy and mathematics coaches, as well as summer mathematics institutes

Activities in Progress

- Implementing WESD's Roadmap for Response to Intervention, beginning with "Best First Instruction" of Tier 1 Universal Instruction
- Continuing implementation of differentiation strategies
- Continuing the development and implementation of systems for monitoring student progress at the District, school and individual student levels

Future Plans

- Complete the full implementation of WESD's Roadmap for Response to Intervention.
- Make real-time student data accessible to WESD stakeholders through Internet and Intranet applications.
- Realize the goal of achieving equitable distribution of highly effective instructional staff for all WESD students.



Accomplishments to Date

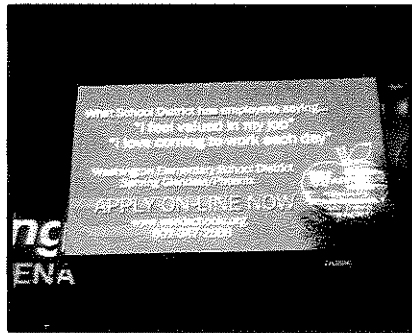
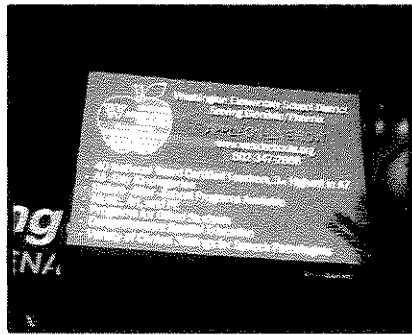
- Developed Pandemic Flu Crisis Plan
- Developed Special Needs Crisis Plan and successfully implemented plan during mock crisis at Sweetwater School
- Produced School Lockdown Video and instituted mandatory viewing of video by all WESD employees

Activities in Progress

- Strengthening and expanding business and community partnership opportunities
- Collaborating with KTVK Channel 3 to promote volunteer recruitment
- Enhancing public education advocacy efforts

Future Plans

- Develop Continuity of Operations Plans (COOP).
- Implement a "parent outreach/advocacy" program in each school.
- Initiate academic partnerships with higher-learning institutes to provide career exploration opportunities for seventh and eighth grade students.



WESD Marketing Plan

Why is marketing a priority?

- Attract prospective students in order to mitigate enrollment/ funding decline attributable to "school choice" initiatives
- Attract highly qualified, highly effective staff to promote student achievement
- Enhance and expand partnerships with businesses and community organizations to realize mutual gain
- Cultivate community support for future education funding and ballot measures

Marketing Plan Components

- Ongoing, consistent messages
- Multimedia and one-on-one strategies
- District-wide implementation

Community Relationships (in addition to students and families)

- City Council/State Legislature
- Police/Fire
- Churches
- Businesses
- Community Groups
- HOAs/Block Watches/Neighborhood Associations

Opportunities to Involve the Community in WESD Schools

• Oasis Volunteer Program	• Read Across America
• Communities in Schools Partnership	• Task Forces
• American Dream Academy	• Site Councils
• Green Schoolhouses	• Community Forums
• United Way	• School Improvement Review Teams
• Kiwanis	• Family Involvement Action Teams



Facility Planning/Usage

Accomplishments to Date

- Assessed buildings, identified facility needs and developed capital project recommendations within each region and District-wide
- Benchmarked all campuses in Energy Star Portfolio Manager and updated data monthly
- Reduced electric energy consumption by 26 percent during first 24 months of the WESD energy program

Activities in Progress

- Continuing to monitor electric energy consumption and to promote energy conservation with ultimate goal of 40 percent reduction during five-year period ending in 2013
- Conducting geothermal energy pilot project at Desert View
- Continuing planning and site preparation for Green Schoolhouse projects at Orangewood and Roadrunner

Future Plans

- Implement a comprehensive facility and capital planning software program.
- Earn the Energy Star National K-12 School District Excellence Award.
- Obtain funding to build a net zero school in the District, i.e., a school that generates as much electric energy as it uses.



School Safety

Accomplishments to Date

- Installed tubular steel security fencing and gates to better secure school perimeters and redirect visitor traffic
- Installed additional surveillance systems
- Reduced truancy by 8.6 percent at K-6 and K-8 schools and by 1.5 percent at middle schools in 2009-2010, versus 2008-2009

Activities in Progress

- Coordinating Incident Command Systems (ICS) training for newly hired District and site Crisis Team members
- Continuing anti-bullying programs for students and providing training for staff
- Continuing development and implementation of Critical Incident Stress Debriefing (CISD) teams

Future Plans

- Develop Continuity of Operations Plans (COOP) at the District and site levels.
- Create and maintain safer, more secure and more attractive school facilities.
- Create a culture of safety among facilities staff.



Accomplishments to Date

- Revised WESD Electronic Information Services (EIS) policies
- Contracted with Edupoint Educational Systems, LLC for Genesis student information system (SIS)
- Contracted with Edupoint Educational Systems, LLC for Genesee special education module and Revelation Technology SIS module

Activities in Progress

- Configuring and implementing remaining student information system functions, including grade books, report cards, parent portal, special education, transportation and gifted education
- Working with departments to ensure effective data transfer to and from the new student information system (Genesis) and other application databases, including Edulog, WinSnap, Munis, Phonemaster and assessment applications
- Procuring and installing fax server software and hardware

Future Plans

- Implement new technology training methods for staff, such as streaming video, webinars and online classes.
- Research and employ site-based Technology Implementation Specialists.
- Ensure that all students are technologically literate by the end of eighth grade.



Why are recruitment and retention priorities?

- Positive correlation between teacher quality and student achievement, particularly among poor and/or minority students
- Distinction between "highly qualified" teacher, as defined by NCLB, and "highly effective" teacher

- Significant challenge to recruit and retain effective teachers, especially in high poverty and/or high minority schools
 - Increased accountability
 - Student achievement
 - Equitable distribution of high-quality teachers
 - Decreased funding
- Acknowledgment that all employees contribute to student success
 - Effective recruitment/retention strategies yield the most effective instructional staff and support staff

Plan Overview

- **Section 1.0 - Recruitment**

- Plan for short- and long-term needs.
- Host and attend events.
- Utilize effective resources.
- Offer internship and mentorship programs.
- Encourage employee referrals.
- Apply successful technology.
- Develop relationships with other organizations.
- Maintain an active Recruitment Committee.

- **Section 2.0 - Selection**

- Utilize effective applicant screening methods.
- Apply best interview practices.
- Assess candidates' skills and knowledge.
- Perform reference checks.
- Perform background and drug screenings.
- Monitor adherence to selection protocol.

- **Section 3.0 - Orientation and Professional Development**

- Provide orientation for all new hires.
- Offer induction and ongoing training programs.
- Provide leadership training to supervisors.

- **Section 4.0 - Retention**

- Implement effective employee evaluation processes.
- Administer employee disciplinary measures when necessary.
- Promote workplace safety.
- Support a productive culture.
- Provide competitive health benefits.
- Provide competitive wages.
- Recognize and celebrate contributions.

- **Section 5.0 - Compliance**

- Comply with employment policies and laws.

- **Section 6.0 - Staffing**

- Operationalize the equitable distribution of staff.
- Execute the adopted reduction in force process when necessary.
- Execute the adopted excess process when necessary.
- Administer the employee transfer process.

Activities in Progress

- Developing enhanced Web-based job application system
- Implementing monthly orientation session for newly hired classified employees
- Implementing enhanced performance evaluation process for classified employees

Future Plans

- Redesign recruitment sections of the WESD Web site to more effectively market the District and appeal to prospective employees.
- Expand the use of skill/knowledge assessments to more effectively screen job applicants.
- Broaden the scope of workplace safety training for employees.



Questions?

"If you don't know where you
are going, you are certain to
end up somewhere else."
- *Yogi Berra*