

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

DATE: November 18, 2010

TIME: Regular Meeting 7:00 p.m.

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

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

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

I. REGULAR MEETING – GENERAL FUNCTION

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

It is recommended the Governing Board adopt the Regular Agenda.

Motion _____ Second _____ Vote _____

- E. Approval of the Minutes

1-8

It is recommended the Governing Board approve the Amended Minutes of the October 28, 2010 Regular Meeting (Governing Board member not present was Mr. Bill Adams).

Motion _____ Second _____ Vote _____

- F. Current Events: Governing Board and Superintendent

A Shaw Butte Elementary School student will demonstrate a mathematics concept that aligns with the newly adopted Mathematics Program Guide.

- G. Special Recognition

- Brian Nichols, Brad Horton, Brad Mortz, Jim Day, Chris Boyda, Rich Phillips, and Mickey Garcia from the North Phoenix Kiwanis who collaborated with the Washington Elementary School District in the Kiwanis 18th Annual Walk-A-Thon at Arrowhead Mall on October 23, 2010.

I. REGULAR MEETING – GENERAL FUNCTION (continued)

G. Special Recognition (continued)

- Pastor Dennis Hislop and volunteers from Pure Heart Christian Fellowship who donated food, water, and their time to Acacia, Arroyo, Chaparral, Sahuaro, and Sunburst Schools and their communities in celebration of the Season of Service on October 23, 2010.
- The following Washington Elementary School District sites have received the prestigious ENERGY STAR designation for energy efficiency as designated by the United States Environmental Protection Agency (EPA):
 - Alta Vista Elementary School
 - Cholla Middle School
 - Desert Foothills Junior High School
 - Maryland School
 - Roadrunner Elementary School

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 | 9 |
| 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 | 10-12 |
| Personnel items include resignations, terminations, requests for retirement or leave, recommendations for employment and position changes. | |
| *C. Public Gifts and Donations (The Value of Donated Items is Determined by the Donor) | 13 |
| 1. The Phoenix Zoo donated scholarships with a value of \$2,072.00 to Shaw Butte Elementary School for 36 students and chaperones to attend Zooreach Night Camp. | |
| *D. Out-of-County/State Field Trip | 14-18 |
| 1. Christine Frost, Acacia Elementary School, submitted an out-of-county/state field trip request to SeaWorld, San Diego, CA, May 11-13, 2011, for 6 th grade students at a cost of \$22,372.00. | |
| *E. Acceptance of the Washington Education Foundation Grants on Behalf of the District in the Amount of \$9,476.44 | 19-20 |
| *F. First Reading of Proposed Amended Board Policy JK – Student Discipline | 21-23 |
| *G. Second Reading and Adoption 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 | 24-35 |

III. ACTION / DISCUSSION ITEMS

- A. 2010-2011 Revenue Budget (Cathy Thompson) 36-38
Motion _____ Second _____ Vote _____
- B. First Reading of Proposed Amended Policy JL – Student Wellness and Discussion, Consideration and Decision Regarding Adoption of a Recess Policy (Janet Sullivan) 39-48
Motion _____ Second _____ Vote _____
- C. Information, Discussion, and Possible Action Regarding Policies BDA – Board Organizational Meeting and BDB – Board Officers (Tee Lambert) 49-53
Motion _____ Second _____ Vote _____

IV. INFORMATION/ DISCUSSION ITEMS

- A. 2010 Accountability Update - Assessment Report: Part Two (Janet Sullivan) 54-69
- B. Arizona School Improvement Plans (Janet Sullivan) 70-71
- C. Bond Implementation and Project Management Firm (Cathy Thompson) 72-84
- D. Update on RIF/Excess Processes: Staffing Timelines and Communication (Justin Wing) 85-98
- E. Trust Board Update (Chris Maza and/or D. Rex Shumway) 99

V. FUTURE AGENDA ITEMS

VI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGEMENTS

VII. ADJOURNMENT

Motion _____ Second _____ Vote _____

NOTES:

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

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

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

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

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

GOVERNING BOARD MINUTES: REGULAR MEETING

2010-2011

October 28, 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 7:06 p.m. Governing Board members constituting a quorum were present: Mrs. Tee Lambert, Ms. Clorinda Graziano, Mr. Aaron Jahneke, and Mr. Chris Maza. Governing Board member not present was Mr. Bill Adams.

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. Maza to adopt the Regular Meeting Agenda. The motion was seconded by Ms. Graziano. The motion carried.

UNANIMOUS

E. Approval of the Minutes

A motion was made by Mr. Jahneke that the Governing Board approve the Minutes of the October 14, 2010 Regular Meeting. The motion was seconded by Mr. Maza. The motion carried.

UNANIMOUS

F. Current Events: Governing Board and Superintendent

Ms. Graziano shared that she enjoyed attending the Fall Festivals at Chaparral and Mountain View schools.

Ms. Graziano shared that she enjoyed attending several State band competitions. Ms. Graziano thanked the District for supporting music programs because many former students are participating in high school bands who qualified to compete in the State band competition. She was pleased to see many families at the competitions supporting the students.

Mr. Maza stated that bullying needs to stop and urged everyone to ensure that students have a safe and secure environment whether they are in the band or on the football team.

Dr. Cook shared that the District participated in the Kiwanis annual Walk-A-Thon at Arrowhead Mall on October 23, 2010, with over 600 District staff and students participating in the event. Dr. Cook thanked Kiwanis for donating some of the funds raised from the event to the District's schools.

Dr. Cook shared that Pure Heart Church sponsored events at five of the District's schools. Arroyo, Acacia, Chaparral and Sahuaro schools had a Farmers' Market which provided free fresh produce for their families. Sunburst School had a painting project.

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G. Special Recognition

Dr. Cook advised Board members that she was pleased to recognize Staff Sergeant Dean Tomlinson with the Arizona National Guard 855th MP, and a father of a Moon Mountain student who recently returned from Iraq. Staff Sergeant Tomlinson took an Arizona flag and a Moon Mountain t-shirt on more than 50 successful missions and plans to present the flag and t-shirt to students at Moon Mountain Elementary School on November 10, 2010. Dr. Cook introduced Moon Mountain community member, Mrs. Candice Fremouw, and thanked her for informing the District about Staff Sergeant Tomlinson. Mrs. Fremouw introduced Staff Sergeant Tomlinson who read an email he sent to Mrs. Fremouw about his military police combat missions in Iraq. Sergeant Cantrell, who was Staff Sergeant Tomlinson's driver in Iraq, also attended the Board meeting. Staff Sergeant Tomlinson was presented a certificate of appreciation.

Dr. Cook introduced Moon Mountain Principal, Mary Lou Palmer, who invited Board members to attend Heroes Day at Moon Mountain on November 10, 2010, to celebrate Veterans Day. Staff Sergeant Tomlinson will present the flag and t-shirt to the school at the event.

Ms. Palmer stated that Staff Sergeant Tomlinson's son, Nate, is a 6th grader at Moon Mountain and is on the A-Team which is a leadership team that supports public service, e.g., police, fire, military, etc. Ms. Palmer congratulated Nate for receiving a scholarship to attend the Sea Cadets Academy.

Ms. Palmer thanked Mr. and Mrs. Fremouw for making this possible for Moon Mountain Elementary School.

H. Public Participation

There was public participation. Three speakers asked for a Spanish-speaking translator. Mr. Jaime Tejada, principal of Lakeview Elementary School, who was attending the Board meeting acted as translator for Ms. Blanca Vega, Ms. Alma Mendoza and Ms. Magdalena Arenas (community members) who spoke regarding a Block Watch meeting held at Manzanita School on September 16, 2010. Mrs. Lambert asked if the meeting was held during school hours with children on the campus or after school was dismissed. She was advised that the meeting was held in the evening and not during school hours. Mrs. Lambert asked the speakers to provide any letters or documentation they wished to give to Board members to Mrs. Shiota, Governing Board Administrative Assistant, who would provide Board members with copies. Mrs. Lambert encouraged the speakers to make an appointment with Dr. Cook to further discuss their concerns.

I. Approval of the Consent Agenda

UNANIMOUS

Ms. Graziano requested that Item *II.C. - Out-of-County/State Field Trips and Item *II.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 be pulled from the Consent Agenda for separate consideration.

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

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II. CONSENT AGENDA

- *A. Approval/Ratification of Vouchers **UNANIMOUS**
Approved and ratified the vouchers as presented.
- *B. Personnel Items **UNANIMOUS**
Approved the personnel items as presented.
- *D. Out-of-County/State Field Trips **UNANIMOUS**
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 13-14, 2011, for 6th, 7th, and 8th grade students at a cost of \$32,536.00.

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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 Flags, 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.

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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.

A motion was made by Ms. Graziano that the Governing Board approve Consent Agenda item *II.C. – Out-of-County/State Field Trips. The motion was seconded by Mr. Jahneke. The motion carried.

Ms. Graziano made the following observations regarding the Out-of-County/State Field Trips:

- Some schools had more teachers than classrooms of students attending.
- There were no parents going on some of the trips.
- Substitutes were being used for students not going on trips.
- The travel agency charged a fee of \$10.00 per student.

Dr. Cook responded that parents will be encouraged to go on the field trips and every effort will be made to avoid using substitutes. The use of the travel agency was previously Board approved and includes the per student fee.

Board members thanked the teachers and everyone involved with the field trips for their efforts. Dr. Cook advised that due to parent/teacher conferences, many teachers were not able to attend the meeting, however, she thanked the teachers who were able to attend the meeting.

- | | |
|---|------------------|
| *D. Annual Intergovernmental Cooperative Purchase Agreements with the Greater Phoenix Purchasing Consortium of Schools (GPPCS) and The Cooperative Purchasing Network (TCPN) | UNANIMOUS |
| *E. Annual Intergovernmental Cooperative Purchase Agreement with the State Procurement Office (SPO) and Mohave Educational Services Cooperative (MESC) | UNANIMOUS |
| *F. Issue RFQ No. 10.032, Architectural Services | UNANIMOUS |
| *G. Intergovernmental Agreement with Maricopa County Education Service Agency | UNANIMOUS |
| *H. Amendment No. 3 to Memorandum of Understanding with Maricopa County Department of Public Health for Dental Screening and Sealant Program | UNANIMOUS |
| *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 | UNANIMOUS |

Ms. Graziano referred to BE – School Board Meetings, regarding the verbiage that was being deleted about written notice being posted for regular and special meetings. Mr. Shumway, District legal counsel, advised that they were recommendations from the Arizona School Boards Association (ASBA) Policy Services to consolidate policies and not be repetitive.

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Ms. Graziano referred to BEDG – Minutes, first paragraph, third sentence, and asked why “review in the District administrative office” was being deleted. Following a discussion, the Board agreed to leave the verbiage in the Policy.

A motion was made by Ms. Graziano that the Governing Board approve the First Reading of Proposed Amended Board Policies BBBB – Board Member Oath of Office, BE – School Board Meetings, BBC – Executive Sessions/Open Meetings, BEDA – Notification of Board Meetings and BEDG – Minutes as presented except in BEDG – Minutes, first paragraph, third sentence, do not delete “review in the District administrative office” and correct the typographical error in BEDA – Notification of Board Meetings, third paragraph, last sentence, “...holding a meeting for which notice was posted...”. The motion was seconded by Mr. Maza. The motion carried.

III. ACTION / DISCUSSION ITEMS

A. Work Furlough

UNANIMOUS

Dr. Cook advised the Board that on April 8, 2010, IBN offered a series of recommendations, including scheduling two work furlough days for employees if necessary. Dr. Cook stated that the District felt it could responsibly recommend that November 26, 2010 (the first recommended work furlough day) be designated as a regular, paid holiday for two reasons. It is anticipated that the District will be able to access a portion of the federal Education Jobs funding. Also, the District was able to spend \$600,000 less on energy last year than budgeted due to its energy conservation program and it is anticipated the same efforts will continue this year.

A motion was made by Mr. Jahneke that the Governing Board designate November 26, 2010 as a regular, paid holiday. The motion was seconded by Ms. Graziano. The motion carried.

Board members stated they were pleased to be able to approve this recommendation and thanked the staff for their efforts to conserve energy which made this possible.

B. Arizona School Facilities Board 2009-2010 Preventive Maintenance Program Report

UNANIMOUS

Dr. Cook advised the Board that the Preventive Maintenance Program Report indicated that the District was not able to complete all of the recommended tasks. This was due to a reduction in staff, as well as the elimination of School Facilities Board funding.

Mrs. Lambert thanked Mr. Mike Kramer and his staff for their hard work and for meeting the challenges of maintaining the District’s buildings.

Ms. Graziano asked how they determine what tasks to complete. Mr. Kramer responded that the focus is on safety related items with a high risk potential.

Mr. Maza asked if the District received Building Renewal funds. Ms. Cathy Thompson replied that the District had not received the Building Renewal funds for the past three years.

A motion was made by Ms. Graziano that the Governing Board approve the submission of the 2009-2010 Preventive Maintenance Program Report to the Arizona School Facilities Board. The motion was seconded by Mr. Jahneke. The motion carried.

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IV. INFORMATION / DISCUSSION ITEMS

A. Update Regarding Strategic Action Plans

Dr. Cook advised the Board that the District is proud to have a Strategic Action Plan which guides the work of the District. The Strategic Action Plan is reviewed and updated every year. Dr. Cook introduced Ms. Sue Snyder who advised the Board that the 2010-2013 strategic action plans were expanded to include employee recruitment and retention and a marketing plan. The following presenters provided information for the 2010-2013 strategic action plans regarding accomplishments to date, activities that were currently in progress and activities that were to be pursued in the future:

- Maggie Westhoff (Student Achievement)
- Carol Donaldson (Community Relationships)
- Sue Pierce (Facility Planning and Usage)
- Mike Kramer (Student Safety)
- Chris Lieurance (Technology)
- Justin Wing (Recruitment and Retention)

Mr. Jahneke asked what plans the District had for a net zero school (a school that generates as much electric energy as it uses). Dr. Cook responded that the net zero school would be very expensive to build and is dependent on potential Capital Plan funding as a result of the November 2, 2010 election. The plan is to implement as many features as possible in the rebuild at Lookout Mountain Elementary School as part of the Capital Plan.

Mr. Maza appreciated that Mr. Wing's presentation mentioned the distinction between "highly qualified" teacher, as defined by NCLB, and "highly effective" teacher. Mr. Maza stated that the "highly effective" teacher had not been defined at the local, state nor national level.

Ms. Graziano asked the following questions:

- Are the changes to the program guides a result of State or District revisions? Dr. Cook responded that the Technology program guide change is due to State revisions and the Physical Education and Health program guides were District changes.
- When special needs teachers and students are trained on the use of adaptive technology, are aides also trained? Yes.
- Is the Recruitment Committee new? No.
- Do teachers have to enter quarterly assessments in more than one place? Dr. Cook replied that although quarterly assessments are not automated as part of Genesis, it can be recorded in Genesis and only needs to be entered once.
- Were there any problems switching from SASI to Genesis? Mr. Lieurance stated that the implementation of Genesis went very well with minimal problems, although data entry is more time-consuming.
- What are the plans to reduce truancy? A truancy report is forthcoming.

Mrs. Lambert asked when the parent portal will be available. Mr. Lieurance reported that it is a part of Genesis and a pilot program will be implemented at a school in August 2011 before rolling out District-wide.

Governing Board member, Mr. Bill Adams, was not able to attend the meeting, however, sent a note which Mrs. Lambert read. Mr. Adams felt that the strategic action plans provided a clear roadmap for the future of the District and offered his sincere appreciation for a job well done to all who helped create this visionary plan. He stated that "our children and community will triumph and grow from this living document". Board members in attendance thanked everyone involved with the strategic action plans and echoed Mr. Adams comments.

V. FUTURE AGENDA ITEMS

Ms. Graziano requested that Fall Break and Parent/Teacher Conferences be considered when setting the 2011-2012 Governing Board meeting dates.

Mrs. Lambert requested a review of Governing Board member titles and responsibilities.

VI. GOVERNING BOARD AND SUPERINTENDENT ACKNOWLEDGMENTS

Ms. Graziano acknowledged that the band director at Orangewood School is the percussion instructor at Tolleson High School that received an award at the State band competition. She also acknowledged that a teacher at Richard E. Miller Elementary School is a member of the Sweet Adelines who recently won an international competition.

Mrs. Lambert acknowledged boy scout, Sean Plaum, from Troop 323. Sean is an 8th grade student at Mountain Sky Junior High School and working on his Communication badge towards being an Eagle Scout. Sean was accompanied by his stepfather, Glenn Teille, who works in the District's Transportation Department.

Dr. Cook acknowledged everyone who worked on the Strategic Action Plans. She stated that the District should be very proud that we have a Strategic Action Plan that is used, reviewed and improved upon and commended everybody involved with it.

VII. ADJOURNMENT

UNANIMOUS

A motion was made by Mr. Maza to adjourn the meeting at 9:02 p.m. The motion was seconded by Ms. Graziano. The motion carried.

SIGNING OF DOCUMENTS

Documents were signed as tendered by the Governing Board Secretary

BOARD SECRETARY

DATE

BOARD OFFICIAL

DATE

October 28, 2010

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 DATE: November 18, 2010 1st Reading
 AGENDA ITEM: *Approval/Ratification of Vouchers
 INITIATED BY: Debra Karns, Accounting Manager SUBMITTED BY: David Velazquez, Director of Finance
 PRESENTER AT GOVERNING BOARD MEETING: Cathy Thompson, Director of Business Services
 GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, DK and A.R.S. §15-321

SUPPORTING DATA

Funding Source: Various
 Budgeted: Yes

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

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

10/15/10	<u>2,908,278.77</u>
Totals:	<u>2,908,278.77</u>

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

10/08/10	134,840.26
10/13/10	1,639,579.80
10/15/10	2,558.98
10/20/10	3,730,306.89
10/22/10	<u>495.72</u>
Totals:	<u>5,507,781.65</u>

SUMMARY AND RECOMMENDATION

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

Superintendent 

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

Agenda Item *II.A.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 DATE: November 18, 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

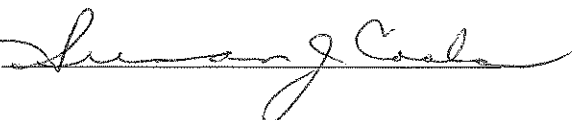
SUPPORTING DATA

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**November 18, 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
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Holland	Kylen	Teacher-3rd Grade	Sunset	Leave of Absence		12/17/2010
Kauppila	Mark	Teacher-3rd Grade	Richard E. Miller	Deceased	33	11/8/2010
Nibouar	Jennifer	Teacher-Language Arts	Palo Verde	Retirement	4	5/26/2011
Talen	Kelly	Teacher-4th Grade	Washington	Resignation	3	12/11/2010

C. FULL-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Jovel	William	Public Safety Officer	Maintenance	Resignation	5	11/3/2010
Lyding	Victoria	Office Manager	Lookout Mountain	Resignation	11	12/18/2010
Martinez	Jeannette	Office Manager	Alta Vista	Deceased	5	11/5/2010
Perez	Martha	Night Custodian	Ocotillo	Resignation	5	10/21/2010
Sierra	Jesus	Night Custodian	Moon Mountain	Termination	4 mo.	10/29/2010
Weeden	Robert	Application System Analyst	MIS	Resignation	9	10/29/2010

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	LOCATION	ACTION	YEARS OF SERVICE	EFFECTIVE DATE
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Ascencio	Tania	Headstart Instructor	Maryland	Leave of Absence		1/10/2011
Ayala	Whitney	Paraprofessional	Shaw Butte	Resignation	2 mo.	10/8/2010
Banks	Tammy	Bus Driver	Transportation	Leave of Absence		11/5/2010
Callens	Termesia	Bus Assistant	Transportation	Resignation	2 mo.	10/18/2010
Canez	Luisa	Food Service Helper	Orangewood	Termination	1.5 mo.	10/18/2010
Carrillo	Jeremy	Alternative Driver	Transportation	Resignation	1	10/25/2010
Ceballos	Monica	Food Service Helper	Mountain View	Resignation	3 mo.	11/24/2010
Eastin	Brittany	Food Service Helper	Cholla	Resignation	2 mo.	10/8/2010
George	Brandy	Food Service Helper	Ironwood	Resignation	2 mo.	10/28/2010
Parish	Lisa	Food Service Helper	Tumbleweed	Resignation	3	11/19/2010
Patten	William	Bus Driver	Transportation	Resignation	1	10/19/2010
Smith Jr.	Walter	Crossing Guard	Richard Miller	Termination	2 mo.	10/26/2010

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
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Reeder	Melissa	Academic Intervention Specialist	E	Alta Vista
Vandermolen	Sonya	Teacher-5th Grade	E	Mountain View

PERSONNEL ACTION RECOMMENDED**November 18, 2010****C. FULL-TIME CLASSIFIED**

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Barclay	Bynum	Trades Specialist-HVAC	E	Maintenance
Bennett	William	Night Custodian	E	Mountain View
DuPree	Timothy	NBA Assistant	E	Cholla
Hernandez	Ernestina	Night Custodian	E	Return from Leave of Absence
Phillips	Jeannette	Health Technician	E	Mountain View

D. PART-TIME CLASSIFIED

LAST NAME	FIRST	POSITION	(E)XISTING OR (N)EW	LOCATION
Amelung	Jonathan	Instructional Assistant	E	Sunburst
Crail	Marilyn	Crossing Guard	E	Sahuaro
Davis	Jacqueline	Paraprofessional	E	Washington
Dousten	Bronet	Special Ed. Assistant	E	Sweetwater
Duran	Jessica	Special Ed. Assistant	E	Ironwood
Fernandez	Shawn	Special Ed. Assistant	E	Ironwood
Gray	Bonnie	Bus Assistant	E	Transportation
Mendoza	Silvia	Food Service Floater	E	Food Services
Moreno	Manuel	Crossing Guard	E	Sunset
Prichard	Tonya	Bus Assistant	E	Transportation
Rademacher	Donna	Headstart Assistant	E	Headstart
Romero	Gloria	Food Service Helper	E	Desert View
Sharp	Stephanie	Headstart Support Instructor	E	Sunburst
Spacht	Tanaya	Bus Assistant	E	Transportation
Wolff	Marc	Bus Driver	E	Transportation

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO:	Governing Board	<u> X </u>	Action
		<u> </u>	Discussion
FROM:	Dr. Susan J. Cook, Superintendent	<u> </u>	Information
		<u> </u>	1st Reading
DATE:	November 18, 2010		
AGENDA ITEM:	<u>*Public Gifts and Donations (The Value of Donated Items is Determined by the Donor)</u>		
INITIATED BY:	<u>Dr. Susan J. Cook, Superintendent</u>	SUBMITTED BY:	<u>Dr. Susan J. Cook, Superintendent</u>
PRESENTER AT GOVERNING BOARD MEETING:	Dr. Susan J. Cook, Superintendent		
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION:	<u>BBA and A.R.S. §15-341</u>		

SUPPORTING DATA

Funding Source: Donations
Budgeted: N/A

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

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the gift and donation as presented.

Superintendent



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

Agenda Item *II.C.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: November 18, 2010 Information
AGENDA ITEM: *Out-of-County/State Field Trip 1st Reading
INITIATED BY: Acacia Elementary School SUBMITTED BY: Administrative Services,
Curriculum, Accounting and
Purchasing Departments
PRESENTER AT GOVERNING BOARD MEETING: Kira Alexander, Office Manager
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA, IJOA and A.R.S. §15-341

SUPPORTING DATA

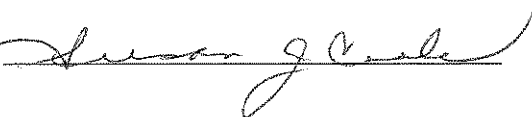
Funding Source: See Attached
Budgeted: N/A

- Christine Frost, Acacia Elementary School, submitted an out-of-county/state field trip request to SeaWorld, San Diego, CA, May 11-13, 2011, for 6th grade students at a cost of \$22,372.00

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.D.

Washington Elementary School District

Request for Out-of-County/State Field Trip

Date of Governing Board Agenda Item:

November 18, 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: **Acacia Elementary School**

Dates of Travel: **May 11-13, 2011**

Destination of Field Trip: **SeaWorld, San Diego, California**

of Student Participants: **85**

Grade Level(s): **6**

of Adults (1:8): **25**

Emergency Contact Number: **(602) 527-6969 (Teacher cell#)**

Person Requesting Trip/Contact at Board Meeting: **Christine Frost**

Principal Approved: Yes ☒ No ☐

Principal Name: **Chrisine Hollingsworth**

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

Summary of Event/Purpose:

The trip to Sea World is an opportunity to experience Marine Biology and Scientific Inquiry in a controlled environment with experts teaching the students through hands-on activities. Throughout the trip the students are exposed to a variety of scientific objectives, by going to 8 behind-the-scene classes (For example, learning the difference between sea lions and seal and dissecting squids), We stay overnight in the actual exhibits and go for an adventure through the park during business hours. It is a once in a lifetime trip that the students at Acacia have been going on for over 10 years.

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.**

- ☐ TSW demonstrate safe behavior and appropriate procedures in all science inquiries. (SC06-S1C2-01)
- ☐ TSW design an investigation to test individual variables using scientific processes. (SC06-S1C2-02)
- ☐ TSW conduct a controlled investigation using the scientific processes. (SC06-S1C2-03)
- ☐ TSW formulate new questions based on the results of a completed investigation. (SC06-S1C3-06)
- ☐ TSW research, write, and present an informal report (W06-S3C6-1/2)
- ☐ TSW describe ways scientists explore the Earth's atmosphere and bodies of water. (SC06-S6C1-05)
- ☐ TSW explain the composition, properties, and structures of the ocean's zones and layers (SC06-S6C1-03)

Itinerary:

Include specific information in all five categories.

Date	Site (from)/ Time	Location (to)/Time	Transportation	Phone Number for Hotel/Event Location
May 11, 2011	Depart Acacia - 10:00 a.m.	Arrive Yuma, AZ for lunch - 1:00 p.m.	Charter Bus	Lunch (to be determined) (602)527-6969 (Teacher cell#)
May 11, 2011	Depart Yuma, AZ -2:00 p.m.	Arrive Sea World, San Diego, CA -5:30 p.m.	Charter Bus	Sea World (619) 226-3605
May 12-13, 2011	Depart Sea World, San Diego, CA - 7:00 p.m.	Arrive Acacia - 2:00 a.m.	Charter Bus	(602) 527-6969 (Teacher cell#)

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:
 Every month we have some sort of fundraiser:
 Individual Fundraisers (Kids and family sell items to raise their own money for the trip: Sonic Cards, Candy and Candle Sales)
 Group Fundraisers (Money raised to help families that can afford trip: Afterschool concessions, McDonald's Nights, Bingo Nights, Movie Nights, and Great Skate Nights)

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
Stacie Bauer		22-To be determined
Deborah Allen		
Christine Frost		

For Academic Services Use Only	
Natalie McWhorter	11-3-10
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: \$ 22,372.00 (should match attached travel agent¹ quote)

Includes:

\$ 13,500.00 Lodging

\$ 2,090.00 Food: ☒ Included ☒ Sack Lunch ☐ Individual Purchase

\$ 5,902.00 Transportation: ☐ District buses

☐ Charter buses² (contracted vendors only- RFP 07.011)

☐ Airfare

\$ 0 Registration/Entry Fees

\$ 0 Travel Insurance³ (optional expense)

\$ 880.00 Other Travel Agent Costs

\$ 22,372.00 **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: \$ 235.50**

(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: 15 **Payment method: Self**

Scholarship students: 50 **Funding source: Fundraising Efforts, Tax Credits/PTO**

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

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

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	11/04/10 _____ Date
This expenditure was reviewed for compliance with applicable procurement laws and regulations.	For Purchasing Department Use Only Howard Kropp _____ Signature	11/04/10 _____ 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.



Your 24 Hour Travel Agency Since 1979

Miki McNichols
Sundance Meetings & Incentives Manager

11 October 2010

Acacia Sea World Group May 11-13, 2011 (Christina Frost Group)

Following is the price breakdown/quote for the above referenced group, based on 85 students and 25 Chaperones. Pricing is based current 2010 rates for Seaworld Camp and Seaworld Dining, as rates are not yet available for 2011. The total will be adjusted based on the 2011 rates and the final number of participants with the group, at final payment deadline.

Itinerary:

May 11, 2011

9:00am	Coaches at school available for loading
10:00am	Coaches depart for Sea World
TBA	Lunch stop in Yuma (at own cost)
5:30pm	Check-in at Sea World for sleepover/program

May 12, 2011

10:00am	Sign out of Sea World sleepover/program
10:00am-5:30pm	Enjoy small group visit to Sea World
5:30pm	Coaches at Sea World available for loading
6:00pm	Coaches depart for return to school

May 13, 2010

1:00am	Approximate arrival at Acacia
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Pricing:

Coach Pricing:	\$5902.00 2 - 56 Passenger Coaches (includes drivers rooms, excludes gratuity for drivers)
Sea World Program:	\$13500.00 (Based on current 2010 rate of \$125.00 per person/2 venues/2 free Chaperones)
Sea World Dining:	\$2090.00 (Based on \$19.00 per person - this will be adjusted when 2011 rates are in)
Transaction fee:	\$880.00 (\$8.00 per person based on 100+ - will be adjusted if number of participants change)
Total Due:	\$22372.00

Sundance Travel – Corporate Headquarters
215 N. 40th Street, Phoenix AZ 85034 602-275-3500 X2122
e-mail: mikim@sundancetvl.com
Visit us on the Internet at Sundancetvl.com

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action

FROM: Dr. Susan J. Cook, Superintendent Discussion

DATE: November 18, 2010 Information

AGENDA ITEM: *Acceptance of the Washington Education Foundation Grants on Behalf of the District in the Amount of \$9,476.44 1st Reading

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: DDA

SUPPORTING DATA

Funding Source: Grants
Budgeted: Yes

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

Funder	Location	Amount	Purpose
Washington Education Foundation	Mountain Sky (N)	\$500.00	"To Be or Not To Be"... Granted~ A Week with Shakespeare!
Washington Education Foundation	Roadrunner (N)	\$500.00	K-2 Nonfiction
Washington Education Foundation	Acacia (N)	\$455.00	Professional Development for National Board Certification
Washington Education Foundation	Sahuaro (N)	\$500.00	Sahuaro Academy Awards

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the acceptance of the Washington Education Foundation Grants on behalf of the District in the amount of \$9,476.44.

Superintendent



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

Agenda Item *II.E.

***Acceptance of the Washington Education Foundation Grants on Behalf of the District in the Amount of \$9,476.44**

November 18, 2010

Page 2

Washington Education Foundation	Arroyo (N)	\$442.82	Math Activities Grant
Washington Education Foundation	District Office (N)	\$350.00	After-School Academy Excellence Awards
Washington Education Foundation	Richard E. Miller (N)	\$500.00	Yearbook
Washington Education Foundation	Richard E. Miller (N)	\$500.00	Yearbook
Washington Education Foundation	Shaw Butte (N)	\$500.00	Shaw Butte's Dr. Seuss Family Night
Washington Education Foundation	Palo Verde (N)	\$500.00	Solar Power Cars
Washington Education Foundation	Ocotillo (N)	\$488.00	Cactus Wren Academy Program Enhancement
Washington Education Foundation	Maryland (N)	\$500.00	Movie License
Washington Education Foundation	John Jacobs (N)	\$500.00	Rockin' Readers and Runners
Washington Education Foundation	John Jacobs (N)	\$497.55	Rockin' Readers and Runners
Washington Education Foundation	John Jacobs (N)	\$497.34	Rockin' Readers and Runners
Washington Education Foundation	Sahuaro (N)	\$500.00	Jet Green Leadership
Washington Education Foundation	Sahuaro (N)	\$274.16	Jet Green Leadership
Washington Education Foundation	Maryland (N)	\$500.00	Got 30?
Washington Education Foundation	Cholla (N)	\$500.00	Puttin' On the Ritz
Washington Education Foundation	Cholla (N)	\$471.57	Puttin' On the Ritz

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
FROM: Dr. Susan J. Cook, Superintendent Discussion
DATE: November 18, 2010 X Information
AGENDA ITEM: *First Reading of Proposed Amended Board Policy JK – Student Discipline 1st Reading
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
PRESENTER AT GOVERNING BOARD MEETING: D. Rex Shumway, Legal Counsel
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGF

SUPPORTING DATA

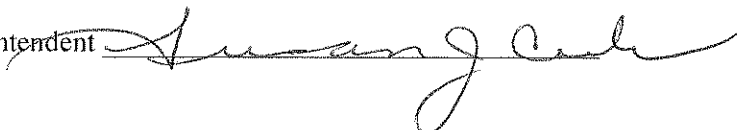
Funding Source: N/A
Budgeted: N/A

As a result of the enactment of HB 2281 by the Legislature, A.R.S. 15-183 was modified to mandate that rules pertaining to the discipline, suspension and expulsion of pupils shall not be based on race, color, religion, sex, national origin, or ancestry. The statute also mandated punitive action if a school district is substantially and deliberately not in compliance. ASBA Policy Services has recommended changes as noted in the attached Policy.

SUMMARY AND RECOMMENDATION

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

Superintendent



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

Agenda Item *II.F.

STUDENT DISCIPLINE

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

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

Temporary Removal

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

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

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

Threatened an Educational Institution

Threatened an educational institution means to interfere with or disrupt an educational institution as found in A.R.S. 15-841 and 13-2911. A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in mediation, community service, restitution or other

programs with the student as a condition to the reassignment of the pupil to an alternative education program.

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

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

Adopted: date of manual adoption

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

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

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 FROM: Dr. Susan J. Cook, Superintendent Discussion
 Information
 DATE: November 18, 2010 X 2nd Reading

AGENDA ITEM: *Second Reading and Adoption 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

On October 9, 2008, the Governing Board voted to amend and approve the First Reading of proposed Policies BBBB – Board Member Oath of Office, BE – School Board Meetings, BEC – Executive Sessions/Open Meetings, BEDA – Notification of Board Meetings and BEDG - Minutes. The Board requested that additional revisions be made to proposed amended Policies BEDA – Notification of Board Meetings and BEDG – Minutes. No other revisions were requested. The Policy is now ready for final adoption. (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 Second Reading and Adoption 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.G.

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	179-45

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 which 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. I79-45

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 at the District administrative office 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 recording 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
X

 Action
Discussion
Information
1st Reading

FROM: Dr. Susan J. Cook, Superintendent

DATE: November 18, 2010

AGENDA ITEM: 2010-2011 Revenue Budget

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

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: All Funds
Budgeted: Yes

Effective for the 2004-2005 fiscal year, the State of Arizona rescinded the requirement (ARS 15-991) that school districts were to submit annual revenue budgets to the Superintendent of Public Instruction.

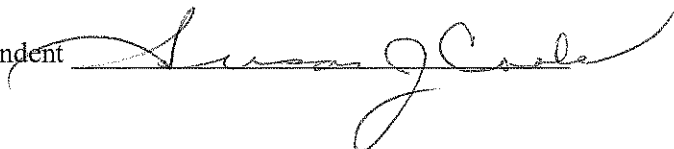
In a discussion with auditors, it was clarified that when districts no longer filed the revenue budgets, most school districts did not have their governing boards approve the estimated revenue budgets. This created a dilemma for auditors in that they could not adequately complete the audit forms in the area of estimated revenue unless the estimated revenue budget had been approved by the Washington Elementary School District (WESD) Governing Board.

In order for the 2010-2011 Comprehensive Annual Financial Report to reflect beginning revenue budget amounts, the Business Services Department has prepared an internal spreadsheet reflecting the estimated revenue amounts for each fund that the District operates. At this time, it is requested that the Governing Board review and approve the stated revenue amounts as the 2010-2011 estimated revenue budget for District funds.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the stated revenue amounts as estimated budget for the 2010-2011 fiscal year.

Superintendent



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

Agenda Item III.A.

Washington Elementary School District 2010-2011 Revenue Budget

ESTIMATED REVENUES	MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 610	ADJACENT WAYS FUND 620	SOFT CAPITAL ALLOCATION FUND 625	DEBT SERVICE FUND 700	TOTAL
0100 CASH						
1. 0102 Cash in Bank (Revolving Fund)	12,700					
2. 0103 Cash on Deposit with County Treasurer (1)	4,175,802	4,765,069	216,446	1,758,922	21,156,644	
3. Cash Balance in the Debt Service Fund not being used to reduce taxes					15,500,000	
4. SUBTOTAL Beginning Cash Balance, July 1, 2010 (lines 1 + 2 - 3)	4,188,502	4,765,069	216,446	1,758,922	5,656,644	
1000 LOCAL (Excluding Current Year Property Taxes)						
5. 1100 Property tax collections (from prior years)	175,000			7,900	59,000	
6. 1300 Tuition						
7. 1400 Transportation Fees	23,000					
8. 1500 Earnings on Investments	26,000	22,000	3,500	17,000	173,000	
9. Other (Specify Codes)						
10. SUBTOTAL (lines 5 through 9)	224,000	22,000	3,500	24,900	232,000	
2000 INTERMEDIATE						
11. 2110 County School Fund						
12. 2120 County Equalization Assistance	8,002,500	67,800		50,800		
13. 2210 Special County School Reserve Fund						
14. 2900 Revenue for/on Behalf of the District						
15. SUBTOTAL (lines 11 through 14)	8,002,500	67,800		50,800		
3000 STATE						
16. 3110 State Equalization Assistance	71,395,000	604,900		453,600		
17. Other (Specify Codes) 3130 CEC	100,000					
18. SUBTOTAL (lines 16 + 17)	71,495,000	604,900		453,600		
4000 FEDERAL						
19. 4100 Unrestricted Revenue Received Directly						
20. 4200 Unrestricted Revenue Received through State						
21. 4700 Revenue Received through Intermediate Agencies						
22. 4800 Revenue in Lieu of Taxes						
23. 4900 Revenue for/on Behalf of the District						
24. SUBTOTAL (lines 19 through 23)						
25. 5200 Interfund Transfers-In						
26. 6930 Interfund Transfers-Out (2)						
27. Amount Available Before Property Taxes (lines 4 + 10 + 15 + 18 + 25 + 26 - 27)	83,910,002	5,459,769	219,946	2,288,222	5,888,644	
28. Budgeted Expenditures	131,241,276	4,974,077	215,982	2,491,220	16,100,000	
29. Budgeted Overrides	15,870,276				16,100,000	
30. Budgeted Expenditures Excluding Overrides (line 29 - 30) (3)	115,371,000	4,974,077	215,982	2,491,220		
31. Amount to be Provided by Primary Tax Levy (line 31 - 28)	31,460,998			202,998		
32. Amount to be Provided by Secondary Tax Levy (line 29 - 28 - 33)	15,870,276				10,211,356	

- (1) Must include receivables at June 30, 2010, collected during the 60-day encumbrance period. This line should not include the amount of Cash on Deposit with the County Treasurer at June 30, 2010, that is used to pay liabilities reported on the Advice of Encumbrance during the 60-day encumbrance period.
- (2) Maintenance and Operation (Fund 001) must include the amount transferred to School Opening (Fund 545) in accordance with A.R.S. §15-943.01. In addition, if budgeted expenditures are less than the cash balance remaining in the Maintenance and Operation (Fund 001), Unrestricted Capital Outlay (Fund 610), Adjacent Ways (Fund 620), or Soft Capital Allocation (Fund 625) Funds, the portion of the cash balance not being used to make expenditures in the budget year should be transferred to the Maintenance and Operation (Fund 001), Unrestricted Capital Outlay (Fund 610) or Soft Capital Allocation (Fund 625) Funds to reduce taxes.
- (3) Record Maintenance and Operation expenditures (Fund 001) from the adopted budget (page 1, line 30) less the M & O Override [page 7, line 3(a)] and Special K-3 Program Override M & O expenditures [page 7, line 3 (c)]. Record Unrestricted Capital Outlay expenditures (Fund 610) from the adopted budget (page 4, line 10) less the Unrestricted Capital Outlay Override (page 4, line 1) and Special K-3 Override Unrestricted Outlay expenditures (page 3 of the Supplement, line 26). Record Adjacent Ways expenditures (Fund 620) from the adopted budget (page 6, line 22). Record Soft Capital Allocation expenditures (Fund 625) from the adopted budget (page 4, line 19). Record Debt Service expenditures (Fund 700) from the adopted budget (page 6, line 28).

Washington Elementary School District

2010-2011 Revenue Budget

	Beginning Cash Balance (4)	Revenue	Transfers In	Transfers (Out)	Total Available
SPECIAL PROJECTS					
Total Federal Projects	2,043,467	33,121,177		(600,000)	34,564,644
Total State Projects	41,354				41,354
OTHER BUDGETED FUNDS					
011 Classroom Site - Base Salary	(8,187)	879,973			871,786
012 Classroom Site - Performance Pay	(20,800)	1,759,945			1,739,145
013 Classroom Site - Other	(19,586)	1,759,945			1,740,359
020 Instructional Improvement Fund	57,697	750,050			807,747
072 Compensatory Instruction	73,716				73,716
500 School Plant (Lease Over 1 Year)	152,762	50,000			202,762
505 School Plant (Lease 1 Year or Less)					
506 School Plant (Sale)	505,733	190,000			695,733
510 Food Service (5)	3,419,646	12,800,000		(600,000)	15,619,646
515 Civic Center	499,811	240,000			739,811
520 Community School	1,099,396	2,420,000			3,519,396
525 Auxiliary Operations	330,743	441,000			771,743
526 Extracurric. Activities Fees Tax Credit	671,609	375,000			1,046,609
530 Gifts and Donations	345,402	285,000			630,402
535 Career & Tech. Ed. & Voc. Ed. Projects					
540 Fingerprint	24,221	10,000			34,221
545 School Opening					
550 Insurance Proceeds	13,511	25,000			38,511
555 Textbooks	46,915	15,000			61,915
565 Litigation Recovery	363,778				363,778
570 Indirect Costs	713,605	5,000	1,200,000		1,918,605
575 Unemployment Insurance					
580 Teacherage					
585 Insurance Refund					
590 Grants and Gifts to Teachers	3,549	20,000			23,549
595 School Bus Advertisement	92,147	75,000			167,147
630 Bond Building	1,081,315	10,000,000			11,081,315
639 Impact Aid Revenue Bond Building					
640 School Plant - Special Construction					
650 Gifts and Donations (Capital)	7,688				7,688
660 Condemnation					
670 Capital Equity					
685 Deficiencies Correction					
690 Building Renewal	1,233,352	20,000			1,253,352
695 New School Facilities					
720 Impact Aid Revenue Bond Debt Service					
951, 52, 53 Self-Insurance	9,044,632	18,350,000			27,394,632
955 Intergovernmental Agreements	945,975	2,950,000			3,895,975
954 District Services	378,595	357,000			735,595
902 Other <u>Alternative Fuel Fund</u>	590,603	150,000			740,603
Other					

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
X Discussion
FROM: Dr. Susan J. Cook, Superintendent Information
X 1st Reading
DATE: November 18, 2010
AGENDA ITEM: First Reading of Proposed Amended Policy JL – Student Wellness and Discussion, Consideration and Decision Regarding Adoption of a Recess Policy
INITIATED BY: Janet Sullivan, Assistant Superintendent for Academic Services
SUBMITTED BY: D. Rex Shumway, Legal Counsel
PRESENTER AT GOVERNING BOARD MEETING: Janet Sullivan, Assistant Superintendent for Academic Services
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BGF and A.R.S. §15-108

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

A.R.S. §15-108 (enacted by the 2010 Legislature) requires that by January 1, 2011, each Governing Board conduct a public meeting to consider the adoption of a recess policy (see attached).

A committee of physical education teachers, classroom teachers, principals and administrators met to review the statute and make a recommendation to the Superintendent. The committee reviewed the following:

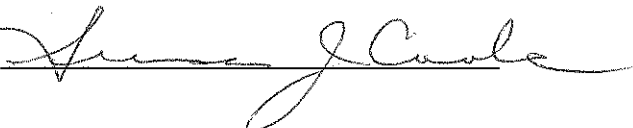
- A.R.S. §15-108 Recess Policies
- J-4950 JL Student Wellness Policy
- J-4962 JL-R Proposed Regulation
- ADE Recess and Physical Education Survey
- Current Practice

The committee recommends that the Governing Board adopt proposed amended Policy JL – Student Wellness and further recommends the review of new Regulation JL-R. The changes to Policy JL include:

- Requiring Governing Board review of Regulations and Exhibits created to implement the Policy;
- Adding additional legal and cross reference citations.

SUMMARY AND RECOMMENDATION

It is recommended that the Governing Board approve the First Reading of proposed amended Policy JL – Student Wellness and reaffirm the current Recess Regulation JL-R – Student Wellness.

Superintendent 

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

Agenda Item III.B.

**First Reading of Proposed Amended Policy JL – Student Wellness and Discussion, Consideration and Decision
Regarding Adoption of a Recess Policy**

November 18, 2010

Page 2

The proposed new Regulation JL-R – Student Wellness embodies the current District policy regarding physical activity, including recess, classroom activities and other activities to promote physical well-being. Specifically, the Regulation identifies Physical Activity Goals, and includes a description of recess and classroom activity breaks promoting physical activity, to include structured recess zones, recess before lunch programs and classroom movement activities.

STUDENT WELLNESS

The Governing Board strives to make a significant contribution to the general well being, mental and physical capacity and learning ability of each student while affording them the opportunity to fully participate in the educational process.

The Board is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

To ensure the health and well being of all students, the Board shall promote and monitor student wellness in a manner that the Board determines is appropriate in the following areas:

- *Nutrition Guidelines:* All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.
- *Nutrition Education:* The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.
- *Physical Activity:* The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short and long-term benefits of a physically active and healthful lifestyle.
- *Other School-Based Activities:* The goal is to create a total school environment that is conducive to healthy eating and physical activity.

- *Evaluation:* A primary goal will be to regularly evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness; and
- *Parent, Community and Staff Involvement:* A primary goal will be to engage family members, students, representatives of food services, the Governing Board, school administrators, and the public in development and regular review of this school policy.

The Superintendent shall develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, and fund-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy subject to Governing Board review.

Adopted: June 14, 2006

LEGAL REF.: A.R.S. 15-108
15-242

~~The National School Lunch Act (42 U.S.C. 1751 *et seq.*)
and the Child Nutrition Act (42 U.S.C. 1771 *et seq.*), as
amended.~~

42 U.S.C. 1751 *et seq.* (National School Lunch Act)
42 U.S.C. 1771 *et seq.* (child Nutrition Act)

CROSS REF.: ABAA – Parental Involvement
ABA – Community Involvement in Education
BBA – Board Powers and Responsibilities
EF – Food Services
EFE – Competitive Food Sales/Vending Machines
IA – Instructional Goals and Objectives

REGULATION**REGULATION****STUDENT WELLNESS****Physical Activity Goals**

The primary goal for the District's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthy lifestyle.

A comprehensive physical activity program encompasses a variety of opportunities for students to be physically active, including physical education, recess, walk-to-school programs, after-school physical activity programs, health education that includes physical activity as a main component, and physical activity breaks within regular classrooms.

Physical activity (time, frequency, and/or intensity): Schools will ensure that students are moderately to vigorously active at least fifty percent (50%) of the time while participating in physical education classes.

Physical activity outside of physical education: Schools may offer after-school intramural programs and/or physical activity clubs that meet the needs and interests of all students, including those who are not athletically involved or those with special health care needs.

Recess and classroom activity breaks to promote physical activity: Grades kindergarten (K) through eight (8) will have recess, classroom activity breaks or physical education classes daily. Recess and classroom activities may include structured recess zones, recess before lunch programs and classroom movement activities.

Walking or biking to school to promote physical activity: The District shall annually review safe routes for students who walk or bike to school.

Prohibition of use of punishment: The District will discourage the use of physical activity as punishment, the withholding of participation in physical education class as punishment, or the use of physical education class time to complete assignments from other classes.

After-school programs: The District shall encourage after-school programs to provide developmentally appropriate physical activity for participating children and reduce or eliminate the time spent in sedentary activities such as watching television or videos.

REGULATION**REGULATION**

Community use: The District shall encourage community access to, and student and community use of, the school's physical activity facilities outside the normal school day.

Be it enacted by the Legislature of the State of Arizona:

Section 1. Title 15, chapter 1, article 1, Arizona Revised Statutes, is amended by adding section 15-108, to read:

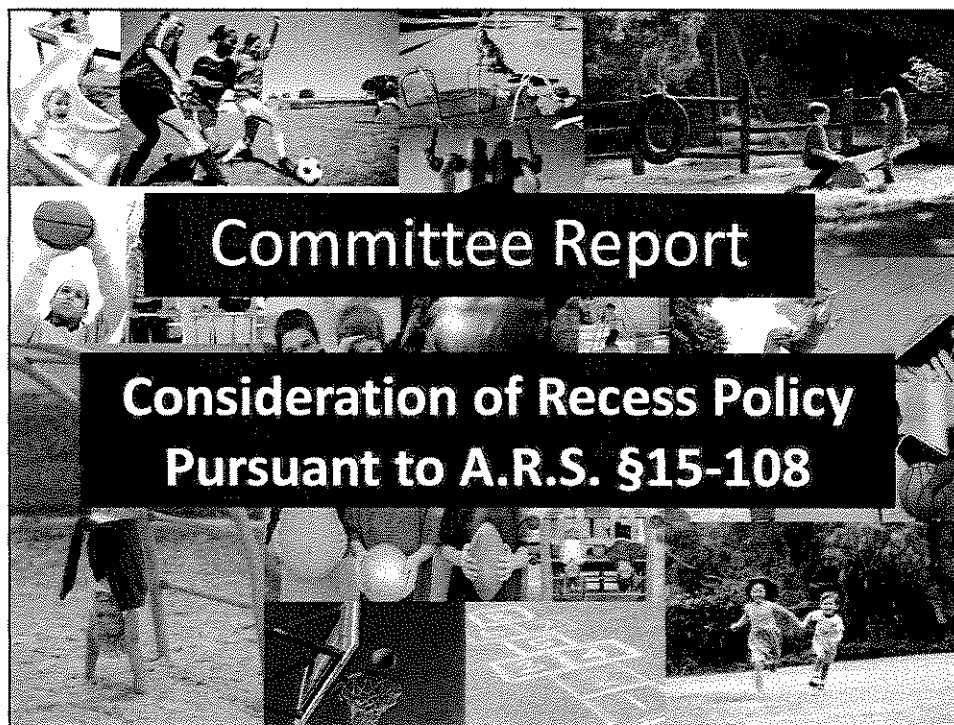
A.R.S. §15-108. Recess policies

A. No later than January 1, 2011, each school district governing board and the governing body of each charter school shall conduct a public meeting to consider the adoption of a policy to provide at least thirty total minutes of recess each day for pupils in kindergarten programs and grades one through five. Each parent or guardian of a child who is enrolled in the school district or charter school, as applicable, shall be provided notice of any public meeting called pursuant to this subsection and shall be provided an opportunity at the public meeting to comment on the proposed policy. After receiving public comment, the school district governing board or the governing body of the charter school shall discuss and vote on the adoption of the proposed recess policy.

B. If a recess policy is adopted pursuant to subsection A:

1. The recess requirements shall consist of structured physical activity outside or inside the classroom.
2. Physical education classes may be used to satisfy the recess requirement.
3. Unstructured recess time that occurs immediately after lunch periods does not satisfy the recess requirement.

C. School districts and charter schools that do not provide instruction to pupils in kindergarten programs or grades one through five are not required to conduct a public meeting pursuant to subsection A.



Committee

- Patti Mitchell, Richard E Miller P.E. Teacher
- Vicky Bonavito*, Desert View P.E. Teacher
- Janice Evans, Maryland P.E. Teacher
- Kyla Kushner, Cactus Wren Teacher
- Carly Romero, Sunset Program Coach
- Pat MacArthur, Arroyo K-6 Principal
- Luanne Herman, Sweetwater K-8 Principal
- Natalie McWhorter, Curriculum Director

*President-Elect, Arizona Association for Health, Physical Education, Recreation and Dance

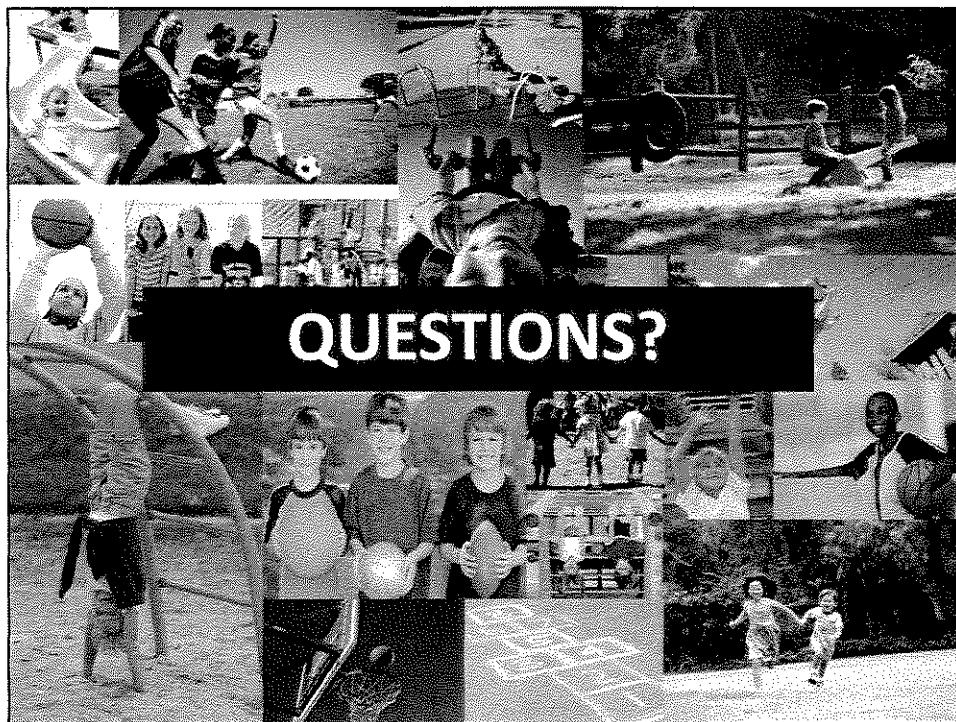
The committee reviewed the following:

- A.R.S. §15-108 Recess Policies
- J-4950 JL Student Wellness Policy
- J-4962 JL-R Proposed Regulation
- ADE Recess and Physical Education Survey
- Current Practice

The committee recommends to the Superintendent that the Governing Board adopt amended Policy JL Student Wellness and that the Governing Board review the attached regulation.

Next Steps:

The physical education committee will design a professional development plan focused on increased awareness and implementation of recess and classroom movement breaks to promote physical activity in and out of the classroom.



WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board X Action
 X Discussion
FROM: Dr. Susan J. Cook, Superintendent X Information
 1st Reading
DATE: November 18, 2010
AGENDA ITEM: Information, Discussion, and Possible Action Regarding Policies BDA - Board Organizational Meeting and BDB – Board Officers
INITIATED BY: Tee Lambert, President of the Governing Board SUBMITTED BY: Dr. Susan J. Cook, Superintendent
PRESENTER AT GOVERNING BOARD MEETING: Tee Lambert, President of the Governing Board
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; BDB; BDA

SUPPORTING DATA

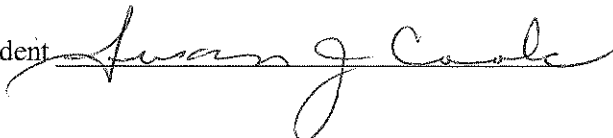
Funding Source: N/A
Budgeted: N/A

A request has been made to review and consider amending Policies BDA – Board Organizational Meeting and BDB – Board Officers. The policies are provided for the Governing Board’s review, discussion, and possible action.

SUMMARY AND RECOMMENDATION

At the Governing Board’s discretion.

Superintendent



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

Agenda Item III.C.

B-0900 BDA
BOARD ORGANIZATIONAL MEETING

For the purpose of organization of the Governing **Board**, 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.) Such meeting shall be held between January 1 and January 15 next following the election or annually.

The meeting shall be called to order by the President of the **Board** for the preceding year, or the Vice-President, in the order of priority, provided one (1) of these **officers** is still a member of the **Board**. If none of the former **officers** is a member of the **Board**, a temporary president shall be elected and the meeting shall be called to order by the temporary president. The person calling the meeting to order shall preside until the successor is chosen.

The new President of the **Board** shall take office upon election. The **Board** shall then elect a Vice-President. If the immediate past **Board** President remains as a duly elected member of the Governing **Board**, the **Board** may designate the immediate past **Board** President to serve as an **officer** in the position of Past President. If the immediate past **Board** President does not remain on the **Board**, then the prior past **Board** President may be designated to serve in the position of Past President.

All **officers** of the **Board** shall hold office for a term of one (1) year and until their successors are elected.

Whenever there is a vacancy in the office of President or Vice-President, the **Board** shall elect a new **officer** to fill the vacancy during the unexpired term of office.

Adopted: June 21, 2006

LEGAL REF.: A.R.S. 15-321
 38-431 et seq.

CROSS REF.: BDB - **Board Officers**

BE - School **Board** Meetings

BEC - Executive Sessions/Open Meetings

BEDA - Notification of **Board** Meetings

B-0950 BDB
BOARD OFFICERS

President

The duties of the President of the **Board** shall be as follows:

- Preside over all meetings and conduct meetings in accordance with Arizona law and policies of the District.
- Affix signatures to papers and documents as authorized by the **Board** or by law.
- Perform all duties imposed by statute.
- Represent the District before members of the community when authorized by the **Board**.
- Consult with the Superintendent on the agenda for each meeting.
- Consult with **Board** members on proposed agenda.
- Encourage and maintain orderly and democratic participation.
- Keep all discussions factual and on the subject at hand.
- Allow for full and complete exploration of each item of business.

In the absence of the President of the **Board**, the Vice-President shall assume this position temporarily and perform all the functions of the President.

In the absence of both the President and Vice-President, the Past President shall serve as the temporary president for the meeting only. In the absence of the President, Vice-President and Past President (where the position is not filled because of the lack of a Past President), the remaining three (3) members of the **Board** shall elect a temporary president for the meeting only. The minutes of the meeting shall reflect the election of the temporary president.

Vice-President

The Vice-President, or President in absence of the Vice-President or other designee of the **Board**, shall be responsible for the review of all expense vouchers prior to the **Board** meeting in which action is scheduled and sign such papers or documents required by the **Board** or by law.

Past President

The Past President shall preside over **Board** meetings in the absence of both the President and the Vice-President.

Adopted: June 21, 2006

LEGAL REF.: A.R.S. 15-321

CROSS REF.: BDF - Advisory Committees

BEC - Executive Sessions/Open Meetings

BED - Meeting Procedures/Bylaws

BEDB - Agenda

BEDBA - Agenda Preparation and Dissemination

BEDH - Public Participation at **Board** Meetings

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: November 18, 2010

AGENDA ITEM: 2010 Accountability Update - Assessment Report: Part Two

INITIATED BY: Janet Sullivan, Assistant Superintendent for Academic Services

SUBMITTED BY: Janet Sullivan, Assistant Superintendent for Academic Services

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA; A.R.S. 15-241

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

On October 14, 2010, the Governing Board was provided with information about the dual accountability systems of *No Child Left Behind* and AZ LEARNS. The purpose of this agenda item, Assessment Report, Part Two, is to update the Governing Board on the Spring 2010 results of three assessments administered in Arizona to measure student achievement, Arizona's Instrument to Measure Standards (AIMS), the Stanford 10 and the Arizona English Language Learner Assessment (AZELLA).

AIMS is administered to students in grades three through eight in the math and reading. The AIMS protocol was changed for Spring 2010 in that only students in grades five through seven were administered the writing assessment. AIMS scores are accessed in multiple ways for multiple purposes, including the test publisher's hard copy reports and accompanying electronic data file, public release information, and the dual accountability measures of the *No Child Left Behind* (NCLB) Adequate Yearly Progress (AYP) and AZ LEARNS determinations previously discussed.

The AIMS scores over a three-year period for each grade and subject will be presented along with details of how these scores are utilized at the District and school levels. Information regarding the use of individual student data will also be discussed.

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item IV.A.

In addition to AIMS, as part of the State assessment program, the Stanford 10, a nationally norm-referenced test, was administered to second graders in the areas of language arts and mathematics. The Stanford, administered for the first time Spring 2010, replaced the *Terra Nova*.

A third State assessment, the Arizona English Language Learner Assessment (AZELLA), is administered annually to all students identified as having a primary home language other than English. The results for students identified as English language learners are utilized in the Annual Measurable Achievement Objectives (AMAO).

The presentation will address the results of each State assessment. A Power Point presentation is attached.



2009–2010 Accountability Report: Part 2

State Assessment Results:
Arizona's Instrument to Measure Standards
Stanford 10
Arizona English Language Learner Assessment

Arizona's Instrument to Measure Standards (AIMS)

AIMS measures students' proficiency with the Arizona Academic Content Standards for Reading and Mathematics in grades 3–8, and Writing in grades 5, 6 and 7.

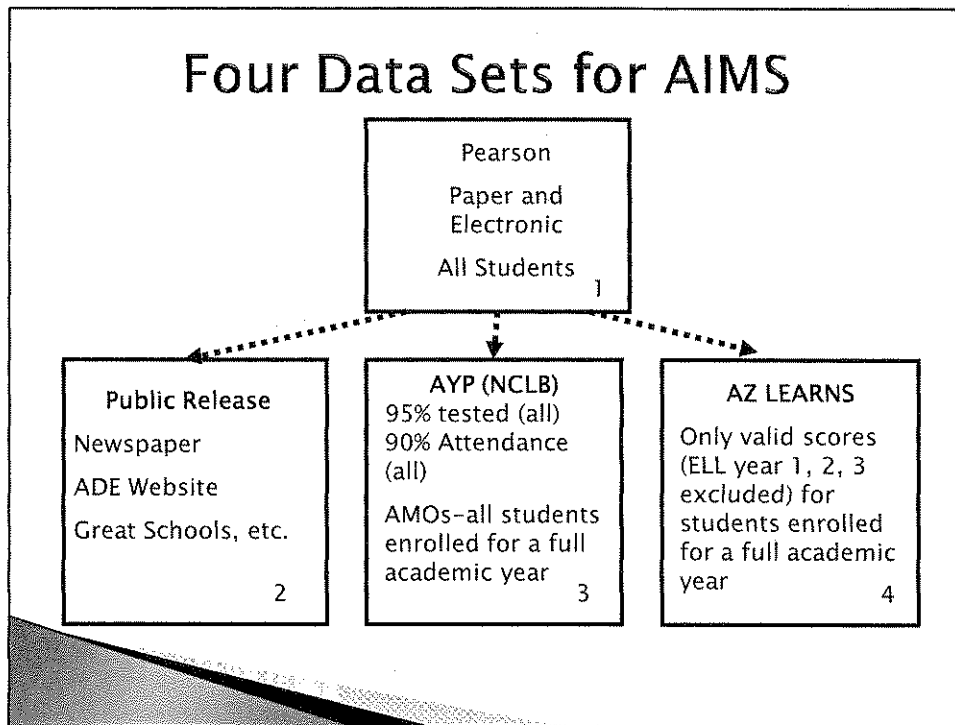
Data are reported by scale score, concept scores and by four performance levels:

Falls Far Below (the standard)

Approaches

Meets

Exceeds



AIMS test data are shared with administrators, teachers, and parents in multiple ways, including :

- School Summary Reports
- Roster Reports
- Individual Student Reports

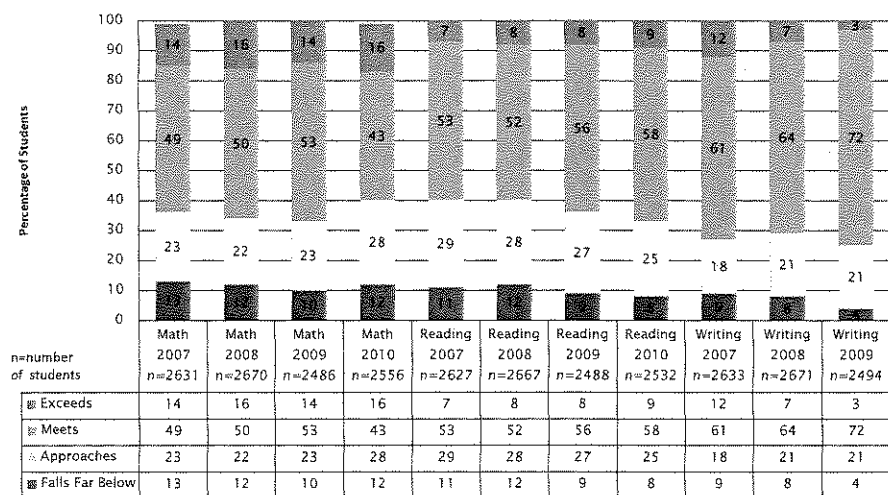
Assessment data are compiled and electronic files generated for each school at the individual student level to facilitate data-driven decision making.

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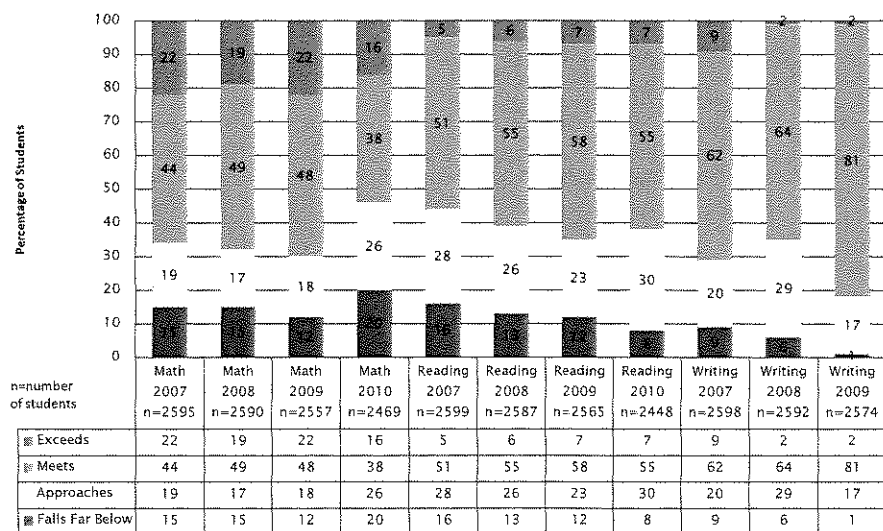
2007–2010 District AIMS Scores

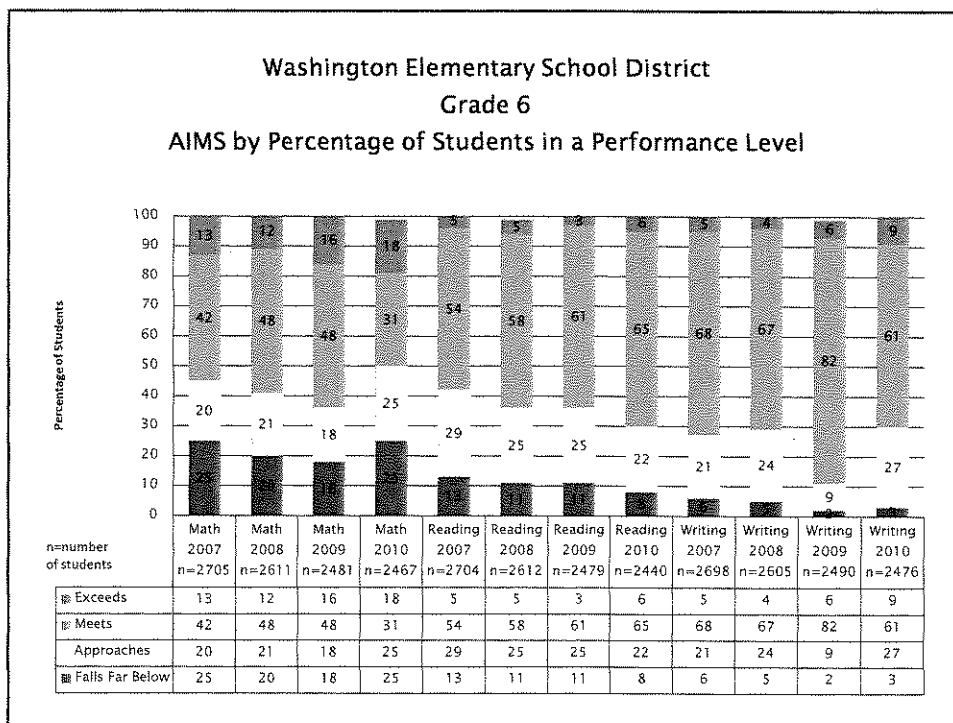
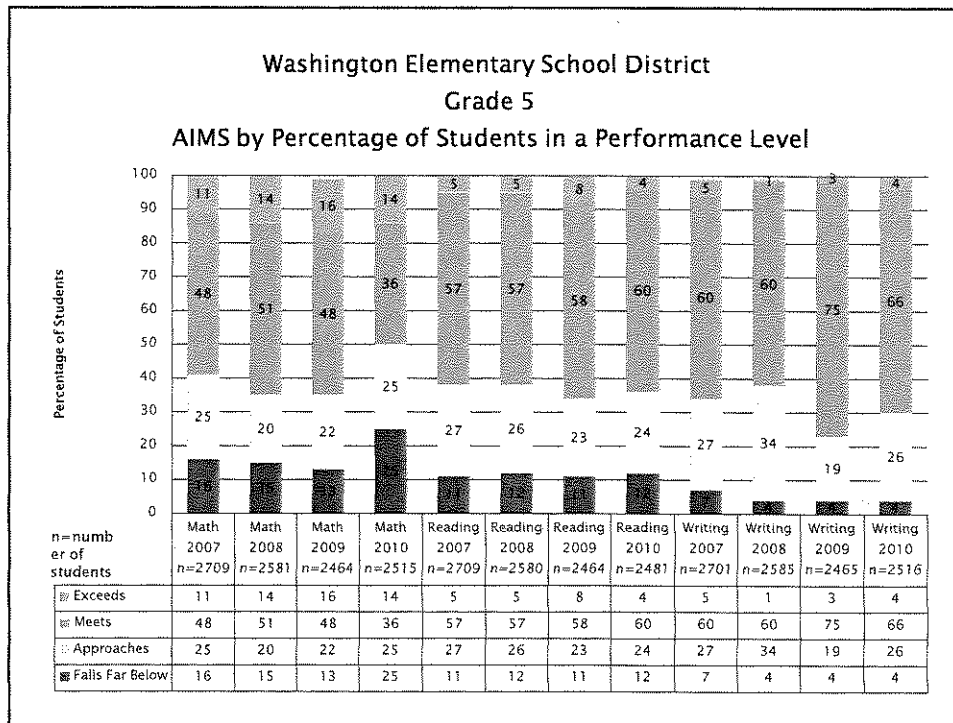
All Students
by Proficiency Level

Washington Elementary School District
Grade 3
AIMS by Percentage of Students in a Performance Level

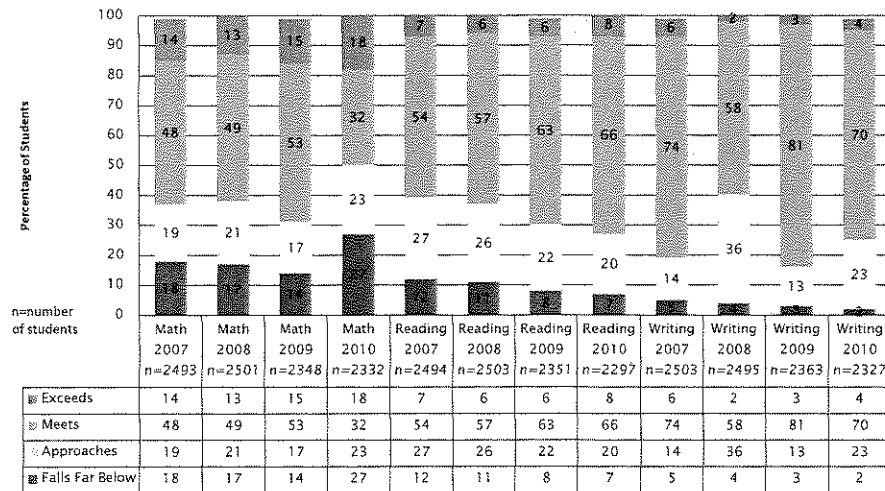


Washington Elementary School District
Grade 4
AIMS by Percentage of Students in a Performance Level

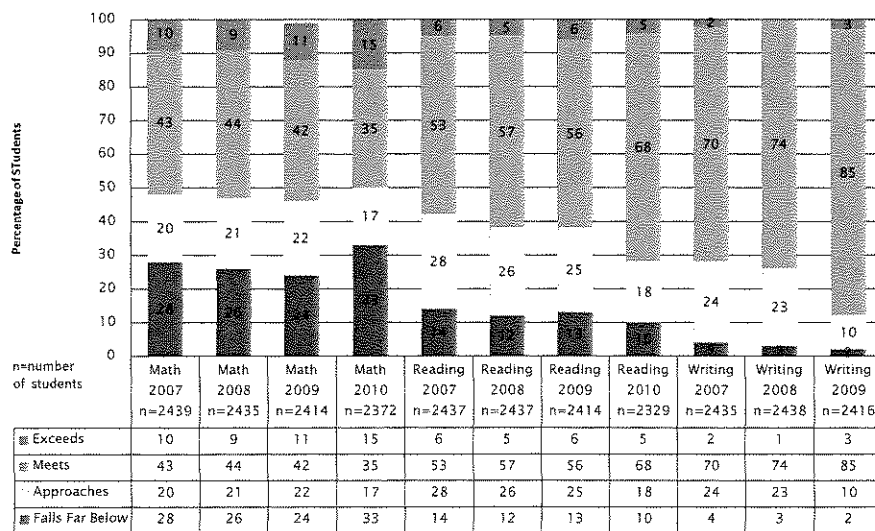




Washington Elementary School District
Grade 7
AIMS by Percentage of Students in a Performance Level



Washington Elementary School District
Grade 8
AIMS by Percentage of Students in a Performance Level



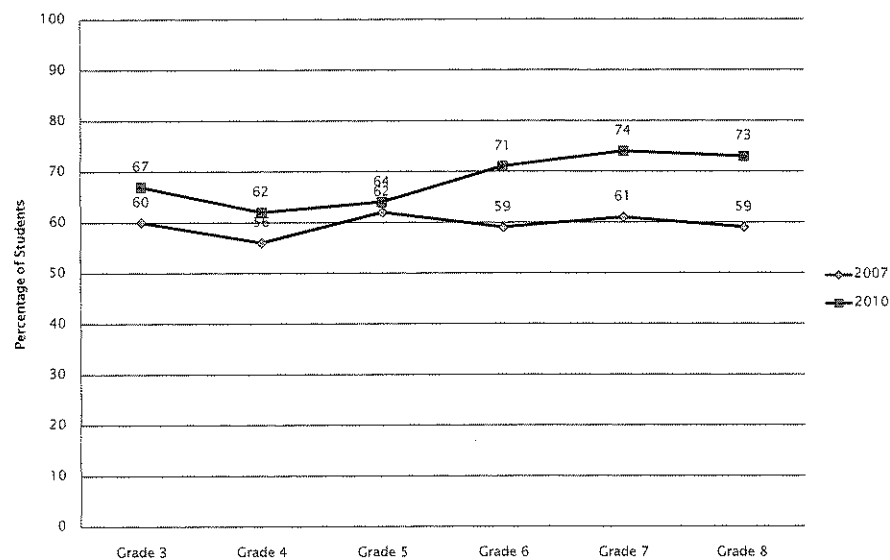
2007-2010 Reading Performance Trend

The percentage of students proficient increased in reading at each of the six grades assessed (3rd – 8th).

Increases in reading proficiency as measured by AIMS ranged from a low of 2% more students proficient in reading at grade 5 to an increase of 14% more students proficient in reading in eighth grade.



Comparison of Percentage of WESD Students at Proficiency on AIMS in Reading 2007 to 2010



Comparing 2009:2010 Math and Writing Performances



Per ADE, 2010 AIMS math scores should not be compared with data from previous years due to the change in the math standards and therefore, the assessment based on the standards.

Writing was not assessed in grades 3, 4 and 8 during the spring 2010 AIMS administration. This protocol will continue into the 2010–2011 school year.

Stanford 10



The Stanford 10 is a national norm referenced test that compares the scores of students to that of the norm group.

This test is administered to 2nd graders and is an “off the shelf” product that is not necessarily aligned to 2nd grade AZ Content Standards.

Stanford 10

Data received at the individual student level include:

- National Percentile Rank (NPR)
- Stanines
- Normal Curve Equivalent (NCE)
- Scaled Scores



Testing

The percent of all WESD students scoring above the 50th NPR were:

Reading- 27% Language- 25%
Math- 42%

Stanford 10

As 2010 was the first administration of the Stanford 10, a comparison of the 2010 scores to those of prior years (on the previously administered *Terra Nova*) is not available. No data were received comparing the scores of WESD students with those of the State.

The scores from the norm referenced Stanford 10 test are not included in either of the State's dual accountability models.



Testing

AL		AC		AV		AR		CW	
	CL		CH		DF		DV		IR
JJ		LV		LM		MZ		MA	



Three Year Comparison of AZELLA By Percentage of Students Making Progress and Percentage Reclassified

	MM		MS		MV		OC		OR
PV		RM		RR		RP		CA	
	SA		SB		SU		SS		SN
				TU		WA			

Arizona English Language Learner Assessment (AZELLA)

Four domains: Oral Listening and Speaking,
Reading and Writing

Performance levels: Pre-Emergent,
Emergent, Basic, Intermediate
and Proficient (a student must achieve the
"Proficient" level to be reclassified as a
Fluent English Proficient student).

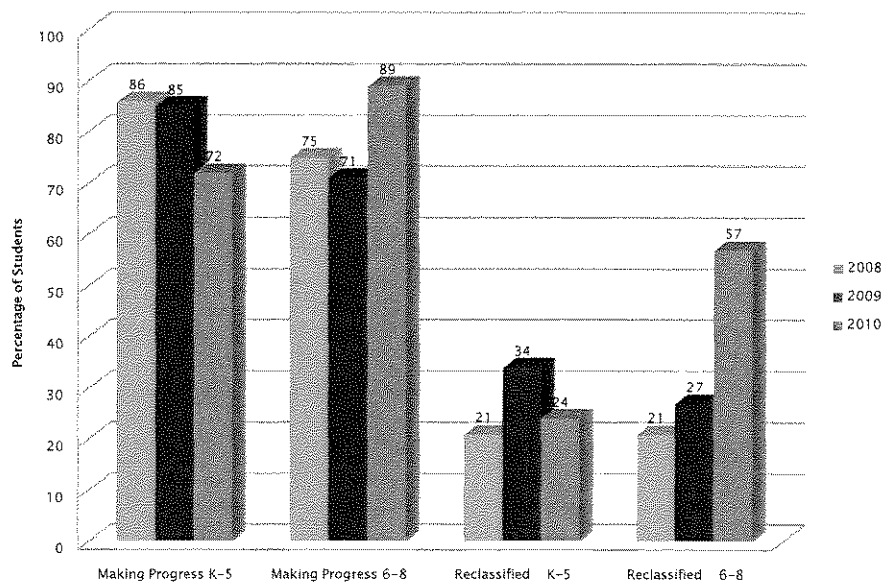


AZELLA and Annual Measurable Achievement Objectives

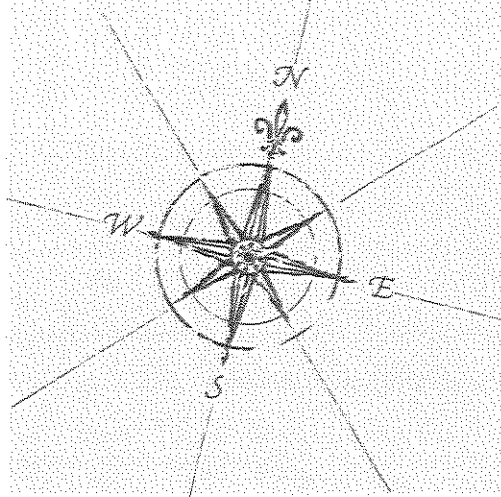
The AZELLA scores are utilized by ADE in two measures, making progress, defined as advancing one or more levels, and reclassification. For the past three years, the percent of students making progress and achieving reclassification on the AZELLA has exceeded both the expected AMAO and the State averages.



AZELLA AMAO:2008-2010

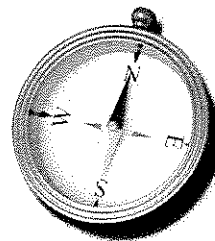


Let the Data Be Your Compass



Using the Data

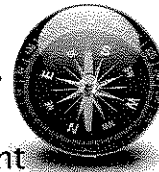
- ▶ AIMS, AZELLA and District data are re-rostered to connect student achievement data with the teacher assigned for the new school year.
- ▶ Spreadsheets are provided to each school site for this purpose.



Using the Data cont.

An AIMS Blueprint Guide was compiled and distributed to each teacher in grades 3 through 8. This guide has the following information for Mathematics, Reading, and Writing:

- AIMS Blueprint
- Standard Performance Level Descriptors
- AIMS Test Item Specifications
- WESD Program Guide with AIMS blueprint percentages



Professional Development Activities to Support “Using the Data”

Professional Learning Academy activities include:

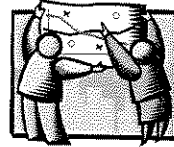
- ▶ Data Day with Principals
July 21, 2010
- ▶ Data Dialogues– ongoing professional development
- ▶ Data disaggregation and data mining with data spreadsheets



Professional Development Activities to Support “Using the Data” cont.

Professional Learning Community activities include:

- Review of School Improvement Plans and SMART goals at the school, grade level and teacher levels focused on using data
- Individual student data reviews and goal setting
- Analysis of data for instructional planning and grouping of students for Tier 1, 2 and 3 Response to Intervention (RTI)
- Data dialogue days
- Creation of data walls



Questions?

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: November 18, 2010

AGENDA ITEM: Arizona School Improvement Plans

INITIATED BY: Janet Sullivan, Assistant Superintendent for Academic Services

SUBMITTED BY: Janet Sullivan, Assistant Superintendent for Academic Services

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

The Arizona Department of Education (ADE) mandates that all Title I schools that have not met the Adequate Yearly Progress (AYP) requirements of the *No Child Left Behind Act* (NCLB) complete an Arizona School Improvement Plan (ASIP). In addition, The Improvement Plan template and application have changed, with the submission of the plans now housed in the ALEAT application. School teams at Cholla, Mountain View, Palo Verde, Roadrunner, Shaw Butte and Sunnyslope have completed new plans to meet NCLB and ADE mandates.

Linda McKeever, Administrator for Title I, coordinated the efforts of each school as the school teams completed the needs assessment and the Improvement Plan Planning Worksheet. The Planning and Steering Council reviewed the plans on October 19, 2010, and provided input regarding the clarity of plan components. Plans were entered into the ALEAT system to meet the October 26, 2010 due date.

Previously, the ASIPs have been brought to the Governing Board for submission approval as required for plans for schools identified as Underperforming under AZ LEARNS. No schools in WESD were identified as such. However, as has been our practice, the ASIPS of schools in NCLB Improvement are provided for the Governing Board's review. The principals of each school, Phil Garitson, (Cholla), Mike Christensen (Mountain View), Carmen Kemery (Palo Verde), Karen Menaugh (Roadrunner), Tracy Maynard (Shaw Butte), and Lori Ritz (Sunnyslope), are available to provide information and answer any questions.

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item IV.B.

In addition to the schools identified as being in Title I improvement, this year all Title I schools are required by ADE to complete this Improvement Plan. The document replaces the previous Title I Plan format utilized for the past several years. As WESD currently has 25 schools receiving Title I funding, the District will utilize this process for all 32 schools, a decision reached through the consensus of administrators. These plans are nearing completion.

Due to the length of the improvement plans, copies of the complete plans have been provided for Board members, and additional copies are available in the Academic Services Department upon request.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: November 18, 2010

AGENDA ITEM: Bond Implementation and Project Management Firm

INITIATED BY: Mike Kramer, Director of Capital Projects

SUBMITTED BY: Cathy Thompson, Director of Business Services

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

GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: BBA

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

Washington Elementary School District has developed a specific list of projects to be completed with the recently approved bond authorization of \$65,000,000.00. It is the intent of the District to implement these planned projects efficiently and in a cost-effective manner. In order to accomplish this task it may be productive for the District to engage a project management firm to assist in some portions of the implementation. Over the last several years reductions in staff have resulted in a very limited number of people to manage large projects in a consistent manner. It would be helpful to have experienced personnel to assist with the following phases of the plan:

- Develop, in collaboration with district staff, a management plan to include the grouping of projects, procurement timelines, project timelines, and a communication plan.
- Assist staff with the design phase of projects to review architect and contractor estimates in comparison with project budgets.
- Help review cost impacts (including initial cost and payback periods) related to green building, energy and water efficiencies as well as indoor air quality for each project.
- Assist staff with the management of large projects or groups of projects in order to provide constant supervision over contractors within the project scope.
- Provide assistance with post construction activities to include warranty expiration inspections and the performance of warranty corrections by contractors.

Mr. Jeff Cook, a principal of H2 Group, will present a summary of the scope of services that are available from their firm. Attached are the proposal letter, statement of disclosure, and a scope of work. A bound document has been provided for Governing Board members and is available in the Superintendent's office.

SUMMARY AND RECOMMENDATION

No action necessary.

Superintendent



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

Agenda Item IV.C.



THE H2 GROUP, LLC
17470 North Pacesetter Way
Scottsdale, Arizona 85255

November 4, 2010

Dr. Susan J. Cook, Superintendent
Washington Elementary School District
4650 West Sweetwater
Glendale, AZ 85304

Re: Project Management Services Proposal – 2010 Bond Program

Dear Superintendent Cook,

Thank you for the opportunity to submit a comprehensive project management proposal for your 2010 bond program. Our understanding is that Washington Elementary School District has passed a November 2010 \$65 million bond referendum, congratulations!

The Bond Program consists of the following major projects:

- Lookout Mountain ES Replacement
- Arroyo and Tumbleweed ES Major Renovations
- District-wide Roofing Replacements
- District-wide Parking / Drive Renovation
- HVAC and Energy Conservation Projects
- District-wide Miscellaneous Renovations
- Various Flooring Renovations

The services requested include preparation of a Bond Management Plan (BMP), owner representation, verification of conceptual program budgets and schedule, post election project management services as outlined below and further detailed in **Section 1 – PM Scope of Services**.

H2 GROUP is a company that specializes in providing owner project management services for K-12 Capital Improvement Programs from early planning through project completion and move-in phases. Further, *H2 GROUP* is excited to present our qualifications and proposal to provide the professional program and project management services required for your new Bond Program.

H2 GROUP is a recognized expert in assisting districts in successfully programming and constructing schools and renovations within the rules established for this process. The *H2 GROUP* staff proposed for your program includes the following individuals:

- | | |
|--------------------------|-------------------------------|
| • Project Executive K-12 | Jeff Cook, REFP - Principal |
| • Senior Program Manager | Paul Hartley, AIA - Principal |

Our proposed team has extensive experience with Arizona K-12 school construction programs.

1

H2 Group is pleased to present Jeff Cook as Project Executive K-12 Services for your capital program. Jeff is a Principal in the Firm and will be responsible for delivering all of the project management services to your District. Mr. Cook is a senior school facility professional recognized nationally for his expertise in helping school districts fulfill their goals as it relates to implementing the planning, design, and construction of schools and district support facilities. Additionally, Mr. Cook is the only project management professional in the State of Arizona to achieve the REFP (Recognized Educational Facility Professional) registration from the Council of Educational Facility Planners International (CEFPI).

Paul Hartley will provide senior project management services. Paul Hartley is a registered architect in the State of Arizona (since 1987) and a member of the American Institute of Architects (AIA). He is also a licensed contractor and LEED Accredited Professional. Paul has 30 years of experience as an Owner Representative/Project Manager. Other staff will be assigned on an as needed basis especially during busy summer construction periods.

Outlined below are the key steps in the services *H2 GROUP* will provide as part of this proposal and are further detailed in **Section 2 – PM Scope of Services** to this proposal:

- **Board Meetings** – *H2 Group* principal(s) will attend each WESD Board Meeting and be prepared to present the implementation plan for the November 2010 Bond Program and provide a monthly status report.
- **Bond Management Plan** – *H2 Group*, under the direction of the WESD Administration, will draft a Bond Management Plan based on input from all identified stakeholders within the District. Bond Programs are successful when Districts develop a clear implementation plan that follows basic management strategies. The key factors to consider within the Plan include:
 - Bond Funding and Cash Flow Analysis
 - Project Grouping
 - Project Prioritization
 - Project and Program Budgeting
 - Procurement Strategy
 - Program Master Scheduling
 - District School Year Schedules, Programs, and Operations Issues
 - Inter-governmental and Community Relations
 - Reporting

- **Design Documents Coordination** – *H2 GROUP* will coordinate with the District's Staff and Architect(s) the entire design process from programming through construction documents. Additionally, we will coordinate the completion of geo-technical and surveying studies.
- **Preparation of Detailed Project Schedule** – Our team, in coordination with District personnel, will develop a critical path schedule of all major and minor activities with critical milestones clearly delineated. The schedule will represent the project plan and required action items of all project team members.
- **Space Programming** – *H2 GROUP* will coordinate with the District Administration and Architect throughout the space programming process as required. The goal of the programming process is to provide clear direction to the project team.
- **Design Phase Estimates** – *H2 GROUP* will review and confirm architect's estimates at the end of key design phases to verify that the design is within the project budget.
- **Front-End Documents** – *H2 GROUP* will review the front-end documents to assure that the documents meet the district's parameters. Front-end specifications define several aspects of the contractor way of doing business within your District, when the contractor will complete the project, and the penalties for not doing so. The front-end documents will coordinate with the project plan. This service varies dependent on the contracting methodology for each project. Services in this category will be tailored to the applicable methodology.
- **Contractor Selection and CM at Risk Negotiations** – *H2 GROUP* will assist the District in determining the preferred methodology for contracting the work. Our understanding is the District prefers the CM at Risk methodology. *H2* will coordinate with District Staff the procurement, selection process, and negotiations of contracts and GMPs.
- **Construction Phase Services** – Listed below are several key services *H2 GROUP* will provide throughout the construction phase of the project:
 - Permits and Agencies Reviews will be coordinated within the Project team's responsibilities.
 - Coordinate construction meetings with District, Architect and Contractor.
 - Provide on-site observations of the progress and status of the project as necessary to verify adherence to project schedules.
 - Review all project documents by the contractor for impact to the project budget, schedule, quality, and intent.
 - Dispute and problem resolution.
 - Prepare recommendations for Owner approvals.

- **Owner Utilities Coordination** – *H2 GROUP* will coordinate with the Owner, contractor, and Architect to assure utilities are identified and coordinated in place.
- **Fixture, Furniture, And Equipment** – *H2 GROUP* will coordinate with the owner all FF&E requirements. Additionally, *H2 GROUP* will assist in the coordination of FF&E storage and move-in.
- **Project Closeout** – *H2 GROUP* will coordinate project closeout activities.

Project management fees are influenced by six primary factors all of which can reduce or increase negotiated fees. The six primary factors are:

- Length of Program or Project
- Amount of required on-site representation during construction (i.e. full-time versus part-time)
- Amount of required project documentation
- Quality of Staff proposed for the Project
- Overhead
- Lump Sum versus Hourly and Percent of program or construction cost Contracts

H2 Group's approach is to provide the services required to manage the scope of the program, the program schedule, program budget, and intended quality of the design. *H2 Group's* approach is to provide the most qualified staff available in Arizona to the District. By providing Senior Professional staff the District does not incur costs of staff learning curves, proven experience results in mitigated risk of errors and omissions, and the understanding of only delivering services that the District actually needs to successfully implement your Program.

Length of Program –Expediting implementation of the Bond Program will minimize the cost of project management, as well as, other direct and indirect project costs including architectural fees and contractor costs.

Amount of required On-site Representation – *H2 Group* commits to spending the time required to monitor and manage the Program. The differential in PM costs can be significant. Full-time daily observation is recommended during peak summer program periods. However, other times of the year part-time involvement may be more appropriate. Staffing only to the need provides the most economical solution to the District.

Amount of required Documentation – this PM cost center if extreme will lead to full-time on-site representation plus additional document control staff being assigned. Our experience and recommendation is to only require what is actually required to fulfill the successful completion of the project and program.

Quality of Staff Proposed – *H2 Group* will only assign senior professional staff – usually a Principal in the firm. Jeff Cook is the most senior K-12 project management professional in Arizona which will result in the most economical overall costs of the project management services. Paul Hartley has 30 years experience in providing owner representation services. Senior staff will be the most advantageous approach for the District.

Overhead – H2 Group minimizes Company overhead as compared to National PM Firms with substantial corporate overheads. This can add 30-55% to the PM's fee.

Lump Sum versus Hourly or Percent of Costs Agreements – Our experience is that Districts favor negotiating a lump sum agreement for PM services. This assures for the District absolute costs of services and avoids incentives for burning hours or benefitting from unexpected costs increases.

Our proposed total lump sum project fee includes all fixed project expenses, and other services specifically listed in **Section 1** the scope of services section of the proposal. The total proposed lump sum fee for Fiscal Years FY11, FY12, and FY13 for the project is **\$645,668** detailed in **Section 2**. Our attached fee schedule is based on our Mohave approved hourly rates along with the proposed invoicing schedule, also in **Section 2**, so you may plan your cash flow allocations. Also included in **Section 2** is H2's projected fee for the entire 2010 Bond Program through FY 19 inclusive of proposed invoice schedules.

Our Mohave contract number is **08G-H2G-1208**. If our proposal is accepted please issue a purchase order to Mohave in the amount of the FY 11 fee proposal (\$158,702).

H2 Group has submitted a draft proposed form of agreement for the District's legal review. The proposed contract form has been used by numerous districts throughout the State and has been approved by Mohave as a supplemental agreement form for project management services.

H2 GROUP's goal is to have our services result in substantial savings and value to your District. Our services start to pay for themselves almost immediately in a project. Outlined below are ways *H2 GROUP* brings value to your District:

- Our extensive experience in managing Arizona School District Bond Programs
 - Development of a Bond Management Plan will organize the Bond Program to take advantage of economic conditions in the marketplace, efficiencies in project deliveries, and coordination with Bond Program cash flows. (Potential Savings 10-15%)
 - H2 will work with the District within the Bond Management Planning process to minimize overlap of professional and pre-construction services, optimize procurement strategies, recommend project grouping providing economies of scale and efficient implementation, and provide historical basis and recommendations for decision making within the Bond Program.
- Expedited delivery and implementation of the Bond Program minimizing costs and maximizing realized project delivery
- Our experience in coordination of the Arizona K-12 construction procurement delivery methodologies.
 - Assistance in negotiating contractor GMPs. (Potential savings 8-20%)
- Management of the entire process to the established project budget utilizing detailed estimates, value engineering, and constructability reviews.

- The construction process carries financial risk for the owner in potential claims, unforeseen conditions, and change order items. *H2 GROUP*'s services help to mitigate these potential risks.
- Preserve school administration's valuable time for educational purposes.

Thank you for the opportunity to serve your District.

Sincerely,

Jeff Cook, H2 Group
Project Executive

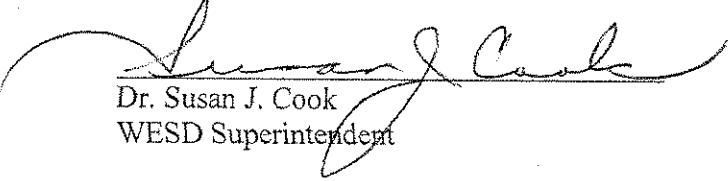
cc: Paul Hartley, Senior Program Manager

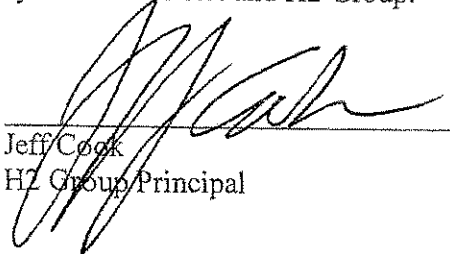
Attachments:

Table of Contents
Section 1 – Draft PM Scope of Services
Section 2 – PM Fee Schedule and Proposed Invoice Schedules (FY 11 thru FY 19)
Section 3 – Statement of Qualifications

Disclosure

Dr. Susan J. Cook, WESD Superintendent, and Jeff Cook, H2 Group Principal, acknowledge that although they share the same last name, there is no known family relationship. Dr. Cook and Mr. Cook became acquainted for the first time upon the commencement of the business relationship between Washington Elementary School District and H2 Group.



Dr. Susan J. Cook
WESD Superintendent

Jeff Cook
H2 Group Principal

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Project Management Scope of Services

BASIC SERVICES FOR THE BOND PROGRAM

The Basic Services of Program Manager for the Bond Program are to assume the duty of identifying and coordinating administrative activities in conjunction with the Bond Program, consistent with applicable laws and regulations, and to manage specific aspects of a Bond Program, from its conception to its completion within the limitations established by the Owner. The Basic Services consist of the four Phases described below.

1.0 Bond Management Plan (BMP) Phase

- 1.1 Conduct Bond Management Planning Process kick-off meeting to establish scope of the process, preparation of BMP meeting schedule for site inspections, Administrative meetings, and presentations, identify outcomes and deliverables, and establish a communication matrix for the BMP Phase. Collect existing Bond Planning information and documents.
- 1.2 Conduct individual site meetings for Bond Team orientation, scope verification (inspect, interview, and investigate), identify Bond cash flows and prioritization criteria, implementation strategies, etc.
- 1.3 Verify Bond Program Project Budgets
- 1.4 Identify all Capital Funds and projects funded by alternative capital funds outside of the Bond proceeds that need to be coordinated with the 2010 Bond Program.
- 1.5 Prepare and review with District Administration preliminary recommendations for grouping and implementing projects within the Bond Program.
- 1.6 Prepare and review with District Administration procurement strategies for the 2010 Bond program.
- 1.7 Based on the BMP process decisions prepare an overall Master Schedule one line per project level schedule.
- 1.8 Identify School Year Calendar, School Programs, and Operational Issues that may impact the implementation of the Bond Program.
- 1.9 Identify Inter-governmental and Community Relations impact and requirements.
- 1.10 Identify Reporting requirements that will be required throughout the Bond Program
- 1.11 Communicate BMP to all identified stakeholders throughout the BMP process as directed by the District Administration
- 1.12 Prepare the BMP document and present for approval.

2.0 Pre-Design Phase

- 2.1 Review the Bond Program goals and scope and recommend to Owner a procurement method for design and construction. Prepare procurement documents as required by applicable statute and/or procurement regulations. Prepare guidelines for selecting Design Consultants, general Contractors, design-build Contractors, construction-manager-at-risk Contractors, or other professionals as may be required by the selected delivery method. Solicit proposals from and assist Owner in negotiating with, selecting and commissioning the above noted professionals.

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- 2.2 Review need for multiple GMP's to meet school-year scheduling requirements on projects.
- 2.3 Confer with Owner and develop a Bond Program budget document. Program Manager will identify categories of cost including construction cost, consultant fees, building permits, testing laboratories, furnishings, fixtures, equipment, environmental remediation costs, direct purchase items, contingencies, escalation and other reserves.
- 2.4 Develop a project by project Bond Program Schedule detailing in narrative and graphic form the preconstruction and construction phase tasks; indicating milestones, realistic activity durations, and incorporating Owner's occupancy requirements.
- 2.5 Where appropriate, solicit proposals from Design Consultants, and assist Owner in selecting, negotiating with, and commissioning Design Consultants.
- 2.6 If required, assist Owner in selecting and retaining professional services of a surveyor, material and environmental testing laboratories, printing services and specialty consultants, and coordinate these services.
- 2.7 If required, Program Manager will develop a Communications Plan with procedures for decisions, communications, and distribution of reports. Program Manager will initiate a monthly report on the status of key decisions and issues that influence the progress of the project.

3.0 **Design Phase**

- 3.1 Schedule and conduct regular meetings with the Design Consultants, design-build Contractor, or construction-manager-at-risk Contractor, as applicable, during the development of conceptual and preliminary design to advise on site use and improvements, selection of materials, building systems and equipment. Coordinate the development by the Design Consultant of a final document defining architectural spaces and operating requirements for the Bond Program. Provide recommendations on construction feasibility, availability of materials and labor, time requirements for installation and construction factors related to cost including costs of alternative designs or materials, preliminary budgets, and possible economies. Assist in and coordinate the identification and assessment of environmental issues posed by the Bond Program.
- 3.2 Maintain the Bond Program Schedule so that the Design Consultant's efforts, or design-build Contractor's, or construction-manager-at-risk Contractor's, as applicable, and Owner's activities are coordinated and integrated with preconstruction activities.
- 3.3 Review architect and contractor estimates (CM at Risk) based on a quantity survey of the Contract Documents at the end of the schematic design phase of each major Bond Project. Prepare comments and recommendations based on each estimate review. At the end of design development and construction documents phase progress review estimates advise the Owner, Design Consultant, and other parties as applicable, if it appears that the Bond Program budget will not be met and make recommendations for corrective action.
- 3.4 Review the Contract Documents for each Project as they are being prepared, recommending alternate solutions where proposed design features affect construction feasibility or

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schedules, or where necessary to effect value engineering; without, however, assuming any of the Design Consultant's responsibilities for design.

- 3.5 Review standards for equipment and materials developed by Design Consultants. Recommend for purchase by Owner long-lead items to ensure their delivery by the required dates.
- 3.6 Make recommendations to Owner and the Design Consultant regarding the division of Work in the Contract Documents to facilitate the selection of delivery methods and the bidding and awarding of Contracts, allowing for phased construction if appropriate and taking into consideration such factors as time of performance, availability of labor, overlapping trade jurisdictions, and provisions for temporary facilities.
- 3.7 Review Contract Documents with the Construction Team to mitigate conflicts and overlap in Work to be performed by the various Contractors. Review for inclusion of provisions for Owner furnished equipment and materials as well as coordination of work by any Owner contractors.
- 3.8 Assist the Construction Team in the development of proper procurement documents, publicizing the procurements; and interpreting or modifying procurement documents where required.
- 3.9 Determine with Construction Team requirements for obtaining governmental permits and approvals necessary for the Bond Program and represent Owner's interests in the application process for such permits and approvals. Coordinate applications and filing for necessary permits required on behalf of Owner with the Design Consultant and Contractor.
- 3.10 Develop and implement a procedure for the review, approval, processing and payment of applications by Design Consultants for progress and final payments.
- 3.11 Where bids are to be taken, assist Owner in receipt of bids, prepare a bid analysis and make recommendations to Owner with the Design Consultant for award of bid or rejection of bids. All bids will be evaluated for completeness, full responsiveness and price.
- 3.12 Attend and participate in community outreach meetings regarding the Project. Such meetings will solicit community input to be reflected in the design where appropriate.

4.0 **Construction Phase**

- 4.1 Establish and implement procedures for coordination within the Construction Team with respect to all aspects of the Bond Program to complete each Bond Program project in accordance with Owner's objectives for cost, time and quality.
- 4.2 Conduct progress meetings at which the Construction Team can discuss jointly such matters as procedures, progress, problems and scheduling.
- 4.3 Monitor the Bond Program Schedule as construction progresses. Identify potential variances between scheduled and probable completion dates. Review schedule for Work not started or incomplete and recommend to Owner and Contractor adjustments in the schedule to meet the probable completion date. Coordinate recovery schedule requirements with contractor on behalf of Owner.

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- 4.4 Assess the adequacy of the Contractors' personnel and equipment and the availability of materials and supplies to meet the schedule. Recommend courses of action to Owner when requirements of a Contract are not being met, or when it reasonably appears that the requirements of a Contract may not be met.
- 4.5 Develop and implement a system for the preparation, review and processing of Change Orders (or Allowance/Contingency Use Authorizations), recommend necessary or desirable changes to Owner and the Design Consultant, review requests for changes, submit recommendations to Owner and the Design Consultant, and assist in negotiating Change Orders.
- 4.6 Develop and implement a procedure for the review, approval, processing and payment of applications by Contractors for progress and final payments.
- 4.7 Develop and monitor a Project cost control system. Revise and refine the initially approved Bond Program budget, incorporate expenditures, pending changes and approved changes as they occur, and develop cash flow reports and forecasts as needed. Identify variances between actual and budgeted or estimated costs and advise Owner, architect/engineer, or other appropriate Design Consultant and other applicable contractors, whenever projected cost exceeds budgets or estimates.
- 4.8 Assist Owner and Design Consultants in obtaining building permits and special permits relating to construction of permanent improvements, excluding any permits required to be obtained by the various Contractors, such as permits for inspection, temporary facilities, etc. Assist in obtaining approvals from all the authorities having jurisdiction.
- 4.9 If required, assist Owner in selecting and retaining professional services of a testing laboratory or special consultants, and coordinate these services.
- 4.10 Provide regular on-site observation of the Work of Contractors without assuming any of the Design Consultant's or Contractor's legal responsibilities for design and inspection. In making such observations, Program Manager will not be required to make exhaustive or continuous inspections to check quality of work, safety precautions and programs in connection with the Bond Program. The performance of such services by Program Manager will not relieve the Contractors of their responsibilities for performance of the work and for the safety of persons and property, and for compliance with all federal, state and local statutes, rules, regulations and orders applicable to the conduct of the Work.
- 4.11 Direct all questions for interpretation of the documents prepared by the Design Consultant to the Design Consultant and coordinate timely responses.
- 4.12 In collaboration with the Design Consultant, establish and implement procedures for expediting the processing and approval of shop drawings and samples.
- 4.13 Monitor the Contractor's development of record drawings during construction and arrange for their delivery to Owner at the completion of construction.
- 4.14 In collaboration with Owner's maintenance personnel, direct the checkout of utilities, operations systems and equipment for readiness and witness their initial start-up and testing by the Contractors. Ensure that Owner's maintenance personnel receive training by the Contractor in the operation of Bond Program systems. Collect and deliver to Owner

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operating and maintenance manuals and other operating instruction documentation for Bond Program systems.

- 4.15 Collect and deliver to Owner any specific written warranties or guarantees given by others, including all required Contractor guarantees and warranties, subsequent to their review and acceptance by the Design Consultant.
- 4.16 Recommend a procurement strategy for furniture, fixtures, and equipment. Coordinate their procurement, delivery, and installation.

5.0 **Post Construction Phase**

- 5.1 Schedule and coordinate warranty expiration inspections and assist if needed in having warranty corrections performed by Contractors.

6.0 **Additional Services**

If requested by Owner, Program Manager will provide the following additional services upon written agreement between Owner and Program Manager, defining the extent of such additional services and the amount and manner in which Program Manager will be compensated for such additional services. Compensation for any additional services will be based upon such Mohave Educational Services rates as are applicable to Program Manager's services at the time additional services are authorized.

- 6.1 Investigating, analyzing, or negotiating claims or disputes related to design or construction when such claims or disputes cannot be resolved by discussion and negotiation within the Construction Team.
- 6.2 Preparing to serve or serving as an expert witness in connection with any public hearing, arbitration proceeding, or legal proceeding.
- 6.3 Consulting on replacement of work damaged by fire or other cause during construction, and furnishing services for the replacement of such work.
- 6.4 Services made necessary by the default of a Contractor.
- 6.5 Providing any services, other than those described in subparagraph 2.4.1, and other than as allowed by Paragraph 2.5.2, more than forty-five days beyond the Term of the Agreement.
- 6.6 Inspections of and services related to the Project after the termination of the Agreement.
- 6.7 Providing any other service not described in this Agreement; or other service not reasonably inferable from this Agreement as part of Basic Services.
- 6.8 Review and update Owner's Facilities Guidelines for inclusion into design and construction contracts.
- 6.9 Review and establish levels for green building and energy and water efficiencies as well as indoor air quality for each project. Review cost impacts, including initial cost and payback periods related to the Owner's goals. Detail the format for inclusion of the established requirements into individual projects.

WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board

FROM: Dr. Susan J. Cook, Superintendent

DATE: November 18, 2010

AGENDA ITEM: Update on RIF/Excess Processes: Staffing Timelines and Communication

INITIATED BY: Clorinda Graziano, Governing Board Member

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, GCQA-R, ARS §15-502, 15-536, 15-538.01, 15-544

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

As requested, this update provides information regarding the proposed implementation of WESD's certified reduction in force (RIF) and excess processes during the 2010-2011 school year if either or both processes are necessary.

On July 28, 2010, with a retroactive effective date of November 24, 2009, the State enacted legislation that had significant implications with regard to teacher reductions in force. Accordingly, the Washington Elementary School District developed procedures to ensure compliance with the legislated changes. As presented to the Governing Board on August 26, 2010, WESD established a reduction in force (RIF) process and rubric for certified personnel. Consequently, it is important that the District determine preliminary timelines, as well as ensure that all administrators and certified personnel have a clear understanding of the RIF process and rubric.

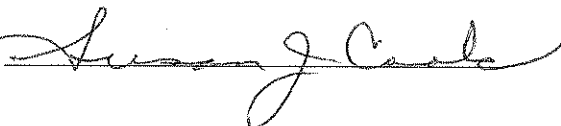
Timelines

A significant legislative change included the removal of mandatory timelines for offering a contract to certified teachers. Nevertheless, it is in the best interest of the District to determine preliminary timelines for the 2010-2011 school year in order to distribute contracts to teachers in a timely way. After collaborating with various employee groups, the following timelines have been established:

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item IV.D.

Update on RIF/Excess Processes: Staffing Timelines and Communication

November 18, 2010

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DATE(S)	PROCESS
November 15, 2010	First round of certified probationary evaluations due to Human Resources
December 3, 2010	Certified improvement plans due to Human Resources
December 6 – 10, 2010	Ninety-day notices delivered from Human Resources
February 1, 2011	Deadline for retirement notification to ensure receipt of sick leave buy-out during current fiscal year
March 21 – 25, 2011	Department staffing meetings
March 25, 2011	All certified evaluations due to Human Resources
March 25 – April 1, 2011	School staffing meetings
April 8, 2011	Certified productive culture rubric scores due to Human Resources
April 11 – 15, 2011	Certified RIF rubric scores calculated by Human Resources
April 18 – 22, 2011	Notification of certified RIF, if necessary (sharing of RIF scores)
April 25 – May 5, 2011	Certified excess process
April 18 – May 25, 2011	Certified RIF appeal process
May 5, 2011	Contracts issued to certified employees
May 6 – 25, 2011	Internal transfer process
May 25, 2011	Certified contracts due to Human Resources
May 25 – June 1, 2011	Certified internal and external hiring process
June 2 – August 2011	Certified external only hiring process

Communication

The District has implemented a variety of strategies to ensure that all school administrators and certified staff have a clear understanding of the statutory changes that prompted the new reduction in force (RIF) rubric that is effective this school year. The strategies include training school administrators as well as communicating to certified staff via a video and/or visits from the Director of Human Resources. Details of these strategies follow.

- Qualified evaluator training sessions for school administrators were held on August 19, September 9, October 7 and November 9, 2010, with a make-up session on November 2. The Director of Human Resources presented certified evaluation information to representatives of the Washington District Education Association (WDEA) on August 30. In addition, the director met with assistant principals and first-year principals on September 30 to review both the productive culture rubric and the reduction in force (RIF) rubric. Additional trainings will follow.
- School administrators are responsible for reviewing and providing documentation regarding the productive culture and reduction in force rubrics to their certified staff. Each certified employee is required to complete the productive culture rubric by scoring him- or herself on each of the fourteen key qualities detailed in the rubric. School administrators will meet individually with each certified employee to discuss his or her productive culture rubric outcome and, if applicable, to further discuss the self-assessment.
- The Human Resources Department created a nine-minute video for all certified employees to view during a school staff meeting. The video describes the productive culture rubric, statutory changes pertaining to teacher reductions in force and details of WESD's RIF rubric.
- To date, the Director of Human Resources has been invited to eight schools and two departments to discuss the productive culture rubric, statutory changes pertaining to teacher reductions in force and details of WESD's

Update on RIF/Excess Processes: Staffing Timelines and Communication

November 18, 2010

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RIF rubric, as well as to respond to teachers' questions. The director will gladly provide this service at other schools/departments, as requested.

- The Director of Human Resources participated in a WDEA-led, after-school meeting for the purpose of describing the productive culture rubric, statutory changes pertaining to teacher reductions in force and details of WESD's RIF rubric. The meeting also provided teachers the opportunity to provide answers to their related questions.

Attached are the productive culture rubric, the RIF rubric, and a PowerPoint presentation.

PRODUCTIVE CULTURE RUBRIC

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

Key Qualities	4	3	2	1
Shared Values	The employee consistently shares team, school, and district values.	The employee shares team, school and district values.	The employee sometimes shares team, school and district values.	The employee never shares team, school and district values.
Complementary Skills	The employee consistently and effectively values the complementary skills of teammates.	The employee values the complementary skills of teammates.	The employee sometimes values the complementary skills of teammates, but generally focuses on others' weaknesses.	The employee never values the complementary skills of teammates.
Trust	The employee consistently and effectively builds trust with teammates as evidenced by listening and by respectful, responsible, and dependable behaviors.	The employee builds trust with teammates as evidenced by listening and by respectful, responsible, and dependable behaviors.	The employee sometimes builds trust with teammates, but sometimes sabotages the team.	The employee never builds trust with teammates.
Shared Leadership	The employee consistently and effectively demonstrates shared leadership by a willingness to accept a variety of team roles (leader, finisher, shaper, harmonizer, scribe, etc.).	The employee demonstrates shared leadership by a willingness to accept a variety of team roles (leader, finisher, shaper, harmonizer, scribe, etc.).	The employee sometimes attempts to demonstrate shared leadership and often refuses to accept any team roles (leader, finisher, shaper, harmonizer, scribe, etc.).	The employee never demonstrates shared leadership.

Key Qualities	4	3	2	1
Compromise	The employee is consistently and effectively willing to compromise in order to support the needs of the team. The employee never bullies others.	The employee is willing to compromise in order to support the needs of the team. The employee never bullies others.	The employee is sometimes willing to compromise in order to support the needs of the team. The employee sometimes bullies others.	The employee is never willing to compromise in order to support the needs of the team. The employee bullies others.
Conflict Resolution	The employee is consistently and effectively willing to identify and resolve conflict at the team level first.	The employee is willing to identify and resolve conflict at the team level first.	The employee is sometimes willing to identify and resolve conflict at the team level, but generally exacerbates the problem.	The employee is never willing to identify and resolve conflict at the team level first.
Respect	The employee consistently and effectively respects opinions of others.	The employee respects opinions of others.	The employee sometimes respects opinions of others.	The employee never respects opinions of others.
Active Participation	The employee actively participates in and attends all collaboratively scheduled team meetings, professional learning opportunities, and functions.	The employee participates in and attends collaboratively scheduled team meetings, professional learning opportunities, and functions.	The employee sometimes participates in and attends collaboratively scheduled team meetings, professional learning opportunities, and functions.	The employee does not participate in and does not attend collaboratively scheduled team meetings, professional learning opportunities, and functions.
Relationships	The employee consistently and effectively builds and maintains effective working relationships with co-workers.	The employee builds and maintains effective working relationships with co-workers.	The employee sometimes builds working relationships with co-workers, but has difficulty with maintaining relationships.	The employee does not build working relationships with co-workers.

Reduction in Force Rubric (updated 6/22/2010)

Teacher Name: _____

Location: _____

	Possible Points	Actual Points	Notes/Comments
1. PERFORMANCE EVALUATION, INCLUDING ACHIEVEMENT/GROWTH OF STUDENTS			
CHOOSE ONLY ONE	a. <i>Professionally Competent</i> in all areas AND no Recommended Areas of Growth and Improvement boxes checked on most recent summative evaluation	25	
	b. <i>Professionally Competent</i> in all areas AND 1 Recommended Areas of Growth and Improvement box checked on most recent summative evaluation	20	
	c. <i>Professionally Competent</i> in all areas AND 2 Recommended Areas of Growth and Improvement boxes checked on most recent summative evaluation	15	
	d. <i>Professionally Competent</i> in all areas AND 3 or more Recommended Areas of Growth and Improvement boxes checked on most recent summative evaluation	-15	
	e. <i>Unsatisfactory</i> in one or more areas on most recent summative evaluation	-25	

2. PRODUCTIVE CULTURE RUBRIC			
Total number of points received on Productive Culture Rubric	56		

3. DISCIPLINE			
CHOOSE ONLY ONE	a. Consistent with GCQF-R/GDQD-R, employee has had no formal disciplinary action imposed during the current school year	10	
	b. Consistent with GCQF-R/GDQD-R, employee has received a formal written reprimand during the current school year	-10	
	c. Consistent with GCQF-R/GDQD-R, employee has been suspended during the current school year	-20	

4. HIGHLY QUALIFIED/CERTIFICATION/ENDORSEMENTS/EXPERIENCE/EDUCATIONAL BACKGROUND			
MAXIMUM TOTAL POINTS ALLOWED FOR SECTION 4 IS 9 (NINE) POINTS	a. (1) Highly qualified and appropriately certified in one or more hard-to-fill areas (Hard-to-fill areas determined annually by Superintendent or designee); <u>OR</u> (2) Highly qualified but not appropriately certified in one or more hard-to-fill areas (Hard-to-fill areas determined annually by Superintendent or designee); <u>OR</u> (3) Highly qualified and appropriately certified in non-hard-to-fill area, <u>or appropriately certified in area that does not require highly qualified status</u>	3	
	b. (1) Highly qualified and appropriately certified in multiple areas; <u>OR</u> (2) Highly qualified but not appropriately certified in multiple areas	2	
	c. Not highly qualified in any area, but certified; <u>does not pertain to teachers in positions that do not require highly qualified status</u>	-3	
	d. Certified teaching experience in more than one of the following areas/grade levels: K-3; 4-6; 7-8; special subject area (art, music, PE)	1	
	e. Certified teaching experience in Title I school	1	
	f. Master's degree in education-related field	2	
	g. Doctorate in education-related field	2	
	h. Holds National Board Certification	2	
	i. Is currently participating in or has completed 3-year BEGIN program	2	
	SECTION 4 SUBTOTAL	0	
TOTAL POINTS		0	

Principal/Supervisor Signature: _____

Date: _____



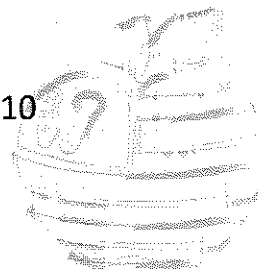
Update on RIF/Excess Procedures: Staffing Timelines and Communication

November 18, 2010



Review

- State Statute Changes
 - No priority for seniority
 - Removal of contractual timelines
 - No right of reappointment
- Reduction in Force
 - Process and rubric
 - Information item on August 26, 2010



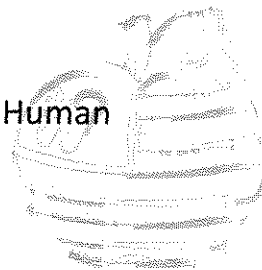
Timelines

- Preliminary timelines for 2010-2011
 - Collaborated with various employee groups
 - Including teachers and school administration
 - Carefully considered
 - Evaluation due dates
 - Completion of rubrics
 - Staffing allocations
 - Contracts
 - Reduction in force process, if necessary
 - Excess process
 - Internal transfer process
 - Recruitment opportunities



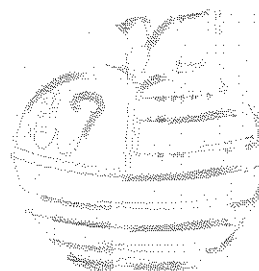
Timelines

- November 15, 2010
 - First round of certified probationary evaluations due to Human Resources
- December 3, 2010
 - Certified improvement plans due to Human Resources
- December 6 – 10, 2010
 - Ninety-day notices delivered from Human Resources



Timelines

- February 1, 2011
 - Deadline for retirement notification to ensure receipt of sick leave buy-out during current fiscal year
- March 21 – 25, 2011
 - Department staffing meetings
- March 25 – April 1, 2011
 - School staffing meetings



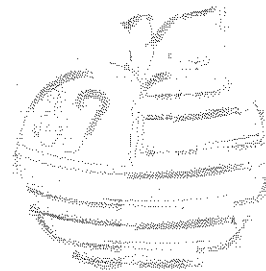
Timelines

- March 25, 2011
 - All certified evaluations due to Human Resources
- April 8, 2011
 - Certified productive culture rubric scores due to Human Resources
- April 11 – 15, 2011
 - Certified RIF rubric scores calculated by Human Resources



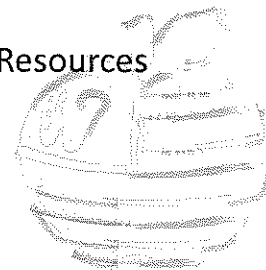
Timelines

- April 18 – 22, 2011
 - Notification of certified RIF, if necessary (sharing of RIF scores)
- April 25 – May 5, 2011
 - Certified excess process
- April 18 – May 25, 2011
 - Certified RIF appeal process



Timelines

- May 5, 2011
 - Contracts issued to certified employees
- May 6 – 25, 2011
 - Internal transfer process
- May 25, 2011
 - Certified contracts due to Human Resources



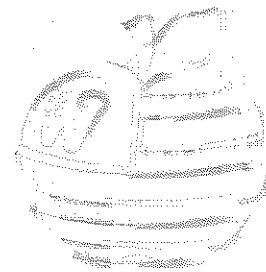
Timelines

- May 25 – June 1, 2011
 - Certified internal and external hiring process
- June 2 – August 2011
 - Certified external only hiring process



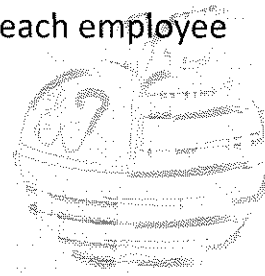
Communication

- Qualified evaluator trainings for school administration
 - August 19
 - September 9
 - October 7
 - November 9
 - November 2 (make-up session)



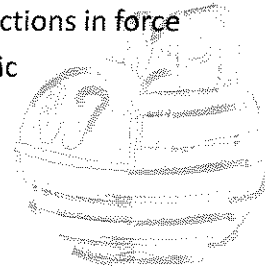
Communication

- School Staffing Meetings
 - School administration reviews and provides documentation to staff
 - Each employee completes productive culture rubric
 - School administration meets with each employee



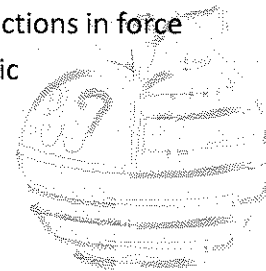
Communication

- RIF Video
 - All school administration and certified staff are required to view
 - Purpose
 - Productive culture rubric
 - Statutory changes pertaining to reductions in force
 - Details of the reduction in force rubric



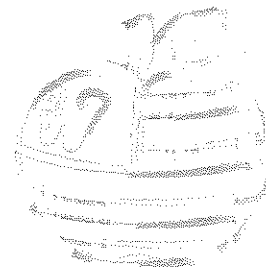
Communication

- School Invitations
 - Director of Human Resources has been invited and presented at 8 schools and 2 departments
 - Purpose
 - Productive culture rubric
 - Statutory changes pertaining to reductions in force
 - Details of the reduction in force rubric
 - Respond to teachers' questions
 - Invitations still welcomed



Communication

- WDEA-led, after-school meeting
 - Productive culture rubric
 - Statutory changes pertaining to reductions in force
 - Details of the reduction in force rubric
 - Respond to teachers' questions



WASHINGTON ELEMENTARY SCHOOL DISTRICT No. 6

TO: Governing Board
FROM: Dr. Susan J. Cook, Superintendent
DATE: November 18, 2010
AGENDA ITEM: Trust Board Update
INITIATED BY: D. Rex Shumway, Legal Counsel SUBMITTED BY: D. Rex Shumway, Legal Counsel
PRESENTER AT GOVERNING BOARD MEETING: Chris Maza and/or Rex Shumway
GOVERNING BOARD POLICY REFERENCE OR STATUTORY CITATION: Policy EIC and A.R.S. §15-382

SUPPORTING DATA

Funding Source: N/A
Budgeted: N/A

Chris Maza and Rex Shumway will provide a review of the following matters that were discussed at the October 19, 2010 meeting of the Casualty Trust, Worker's Compensation Trust, and Employee Benefit Trust Boards:

Casualty Trust

- Reviewed the monthly financial report presented by Jennifer O'Rourke from Zobel & Hall.

Workers' Compensation Trust

- Reviewed the monthly financial report presented by Jennifer O'Rourke from Zobel & Hall.

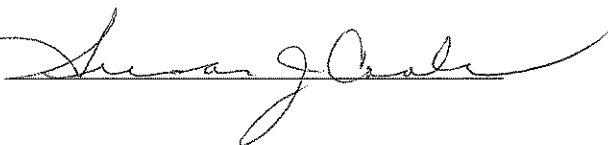
Employee Benefit Trust

- Reviewed the monthly financial reports presented by Jennifer O'Rourke from Zobel & Hall and John Coyle from The Segal Company.
- Reviewed the Estimated Health Incurred But Not Reported (IBNR) Report as of June 30, 2010 presented by John Coyle of The Segal Company.
- Reviewed the United Concordia Dental Year End Report presented by Stephanie Anthony, United Concordia Account Executive.
- Awarded Contract re: RFP 10.034, Flexible Spending Account Services, to Discovery Benefits.

SUMMARY AND RECOMMENDATION

No action required.

Superintendent



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

Agenda Item IV.E.